

SEE Referrer Guide

For WFA, IEA, TTW and
Parent Pathways
Providers



Step 1

Locate Job Seeker on Workforce Australia Online

Enter details into the **Filter Organisation** and **Filter Sites** fields.

Caseload

Filter Organisation

MTC Australia (MCTC)

Filter Sites

---Select site(s)---

Search Clear search

Enter client's JSID in the **Filter by field**.

Apply filters Reset

Expand all Collapse all

Workforce Australia Services

Applied filters (1)

Filters

Filter by

Managed by

Placement status (0)

Job plan status (0)

Additional Criteria

Results

6 columns selected Export all Bulk actions (0 selected) Add a new participant

Page 1 of 1 (1 records with 10 per page)

<input type="checkbox"/>	Job seeker ID	Surname	Given name	Date of birth	Age	Placement status
<input type="checkbox"/>						

Items per page 10

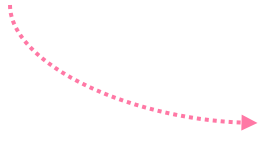
Click on the **Job Seeker ID** found under **Results**.



Step 2

From the Job Seeker main page

Select **Placements**



- Participant summary >
- Personal details >
- Servicing and eligibility >**
- Participation >
- Compliance >
- Notifications >
- Placements >**
- Incident report and Managed service plan >
- Vulnerability >
- Job referral task history >
- ...

Servicing and eligibility

Job seeker snapshot High, No ESAt Referral Approved 16 Oct 2023 View Job seeker snapshot	Mutual obligation Full Time Activity Test View details	Initial appointment Completed 18 Nov 2022 View appointment
ESAt/JCA No ESAt/JCA information available View ESAt/JCA history	Program eligibility Eligible for 2 programmes View programme eligibility	Service Status Workforce Australia Services Commenced 18 Nov 2022 View suspension and volunteer periods
Wage subsidy eligibility Eligible for 1 wage subsidies	Activity eligibility Eligible for 2 activities	RapidConnect Participant is not subject to



Step 3

Select Add a placement

- Placements >
- Incident report and Managed service plan >
- Vulnerability >
- Job referral task history >
- Participant activation requirement >
- Credits and purchases >

Add a Placement

Trust Educator

Items per page 5 v

Provider activity placements

Add a placement

Page 1 of 1 (5 records with 5 per page)

Activity ID and name	Activity Type	Activity Sub Type	Place ID	Status	Suburb
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Step 4

Search activities

Enter 'MTC SEE Site Activity ID'

Select the activity

Click **Continue**

The screenshot shows a web interface for adding a placement. At the top, there is a breadcrumb trail: [Home](#) > [Placements](#). Below this is the main heading "Add placement" and a sub-label "Add placement for" followed by a grey input field. A paragraph of text explains: "Select a recently accessed activity or enter an Activity ID for this placement. If you don't know the ID of an activity you can locate it by using the activity search or the recently accessed activities list on the Activity Hub." Below this text is a link: [Open Activity hub](#) with an external icon. A box titled "Recently accessed activities" contains two "Select" links. Below that is a "Search activities" section with the text "You can locate an activity by entering an activity ID". A search input field contains the text "100467294 (MTC FutureReady Marrickville - SEER)". Below the search field are two buttons: "Continue" and "Edit". Red dotted arrows and circles highlight the search input field and the "Continue" button, corresponding to the instructions on the left.



MTC FutureReady SEE Sites

Capital Region

Site	Address	Contract Region	Activity ID
Belconnen	Unit C, Level 2, Swanson Plaza, 11-17 Swanson Street, Belconnen ACT 2617	Capital	100612328
Queanbeyan	Shop 5-9, 72 Monaro St, Queanbeyan NSW 2620	Capital	100630132
Gungahlin	104 The Valley Avenue, Gungahlin ACT 2912	Capital	100739083
Greenway	Shop 8, 175 Anketell St, Greenway ACT 2900	Capital	100630134

Hunter

Site	Address	Contract Region	Activity ID
Charlestown	Level 1, 240 - 244 Pacific Highway, Charlestown NSW 2290	Hunter	100622424
Maitland	444 High St, Maitland NSW 2320	Hunter	100630129

Illawarra

Site	Address	Contract Region	Activity ID
Dapto	3B, Unit 5 & 6, 44-52 Princes Highway, Dapto NSW 2530	Illawarra	100610858
Nowra	Shoalhaven Regional Gallery, 12 Berry St, Nowra NSW 2541	Illawarra	100602218
Shellharbour	3 Burra Place, Shellharbour NSW 2529	Illawarra	100639191
Wollongong	Shop 1, 304 Crown Street, Wollongong NSW 2500	Illawarra	100619730



MTC FutureReady SEE Sites

Sydney East Metro

Site	Address	Contract Region	Activity ID
Burwood	Suites 3-4, Level 1, 1-17 Elsie Street, Burwood NSW 2134	Sydney East Metro	100467354
Campsie	Level 1, 59-63 Evaline Street, Campsie NSW 2194	Sydney East Metro	100467438
Hurstville	Level 3, 7-11 The Avenue, Hurstville NSW 2220	Sydney East Metro	100467380
Maroubra	Level 1, 806-812 Anzac Parade, Maroubra NSW 2035	Sydney East Metro	100467251
Marrickville	334-336 Illawarra Road, Marrickville NSW 2204	Sydney East Metro	100467294
Redfern	Suite 201 & 203, Level 2/ 140 Redfern St, Redfern NSW 2016	Sydney East Metro	100467250

Sydney Greater West

Site	Address	Contract Region	Activity ID
Auburn	Suit 502, Level 5, 39 Queen Street, Auburn NSW 2144	Sydney Greater West	100467496
Blacktown	Suite 3, 83 Flushcombe Road, Blacktown, NSW 2148	Sydney Greater West	100467267
Merrylands	The Holroyd Centre 11-17 Miller St, Merrylands NSW 2160	Sydney Greater West	100467516
Parramatta	Level 5, 17-21 Macquarie St, Parramatta NSW 2150	Sydney Greater West	100467248
Penrith	Suite 3003C, L3, Borec House, 29-57 Station Street, Penrith NSW 2740.	Sydney Greater West	100641199



MTC FutureReady SEE Sites

Sydney North and West

Site	Address	Contract Region	Activity ID
Chatswood	Level 3, 54 Neridah Street, Chatswood NSW 2067	Sydney North and West	100467291
Gosford	Gosford Central Plaza (Max Employment), Suite 4, Level 1, 153 Mann St, Gosford NSW 2250	Sydney North and West	100467497
Hornsby	Suite 2, Ground Floor, 22-28 Edgeworth David Ave, Hornsby NSW 2077	Sydney North and West	100467501
Lake Haven	Unit 132, Lake Haven Centre, Lake Haven Drive, Lake Haven NSW 2263	Sydney North and West	100615715

Sydney South West

Site	Address	Contract Region	Activity ID
Bankstown	Level 3, 2-14 Meredith Street, Bankstown NSW 2200	Sydney South West	100467247
Campbelltown	Suite 2, Level 1, 101 Queen Street, Campbelltown NSW 2560	Sydney South West	100467252
Fairfield	Level 1, 119 The Crescent, Fairfield NSW 2165	Sydney South West	100467423
Cabramatta	Level 1, 251-257 Cabramatta Road West, Cabramatta NSW 2166	Sydney South West	100467292
Liverpool	Level 1, 242-250 George Street, Liverpool NSW 2170	Sydney South West	100467249
Miller	18 Woodward Crescent, Miller NSW 2168	Sydney South West	100467325

SEE Distance

Activity Name	Activity ID
MTC - Distance Learning National	100586422



Step 5

Event Location

L70048

Activity events

Select one event for this placement from the list below.

Sort by

Filter

All locations ▾

Name (Ascending) ▾

🔍 Type to search

Apply

Page 1

Off-calendar location
Hurstville
null
null

Level 3 7-11 The Avenue Hurstville NSW 2220

Select the [Event location](#)

Click [Continue](#)

Continue

[Exit](#)



Step 6

Placement Details

Placement details

Placement status

-----select an option-----

Select **Expected to start**

Placement type

-----select an option-----

Select **Full time/Part time or Other**

Placement dates

Activity duration
From 01 July 2023 to 30 June 2024

Enter **Expected start date**

Same as PTA date or current date

Expected start date

dd/mm/yyyy

Expected end date

dd/mm/yyyy

Enter **Expected end date**

*Maximum to year from the
Expected Start date*

Enter other comments
where required.

Click **Next**



Step 6

Review and Submit

Steps

3 of 4 steps completed.

[Additional referral information](#)

[Event location](#)

[Placement details](#)

[Review and submit](#)

Review and submit

Review all details and update if required before adding this placement.

Placement summary

MTC FutureReady Marrickville (ID 100467294)

Additional referral information

The participant is eligible for SEE

Yes

SEE program explained and the individual has agreed to participate

Yes

Weekly participation requirement (hours)

15

The participant has caring responsibilities

No

Interpreter requirement

No interpreter required

Additional information

--

[+ Edit additional referral information](#)

Event location

Address

Level 1 334-336 Ilawarra Road, MARRICKVILLE, NSW, 2204

Location contact

MTC Customer Care Team

Contact number

1300232963

Email address

info@mtcaustralia.com.au

[+ Edit event location](#)

[Submit](#)

[Exit](#)

Review and **Submit**

After submitting, the system will confirm/there will be a confirmation note that the client has been successfully placed into the activity.



Thank you.

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mtcfutureready.org.au