COURSE SCHEDULE TOWNSVILLE

CAREER TRANSITION ASSISTANCE PROGRAM (CTA)

The Career Transition Assistance (CTA) program supports individuals aged 45 and over in enhancing their competitiveness within the job market. We guide participants in exploring local job opportunities and industry demands, tailoring our approach to each person's employment goals.

By focusing on skill development and boosting confidence, Designer Life aims to help individuals navigate their career transitions effectively.



START DATE	HUB	DELIVERY	ACTIVITY ID	SCHEDULE	
APRIL 2025					
29/04/2025 AITKENVALE F		Face to Face	100637180	Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm	
			Week Two to Eight: Tuesday & Wednesday 9:00am to 3:00pm		

MAY 2025						
1/05/2025	THURINGOWA	Face to Face	100637187	Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm		
				Week Two to Eight: Thursday & Friday 9:00am to 3:00pm		

JULY 2025						
1/07/2025	WEST END	Hybrid	100653449	Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm		
				Week Two to Eight: Tuesday & Wednesday 9:00am to 3:00pm		

AITKENVALE 3/262-272 Ross River Road, Aitkenvale • WEST END 2/1-9 Ingham Road, West End THURINGOWA 35 High Range Drive, Thuringowa



The Career Transition Assistance (CTA) program helps participants create a tailored Career Pathway Plan, outlining the steps needed to pursue employment opportunities based on their transferable skills, local job market, and career goals. Participants will also explore career options and identify any further training or education required to achieve their objectives.

The program fosters a supportive group environment, encouraging individuals to network and connect with fellow participants.

PROVIDERS!	If you are referring your client to the HYBRID format:
REFERRING TO HYBRID FORMAT?	 They must have transport barriers that prevent them from attending a site location, Or a medical condition that limits their ability to attend in person. Internet access and either a laptop, computer, or digital device. NOTE: a smartphone is not recommended for optimal use.

PROVIDERS: SEE OVER THE PAGE FOR 'HOW TO REFER TO ACTIVITIES' (07) 3333 2055

cta@designerlife.com.au

🕟 www.designerlife.com.au



HOW TO REFER TO ACTIVITIES

NEW HYBRID CLASSES AVAILABLE NOW!

1

2

Go to the Participants file > Placements > ADD a Placement (Under Provider activity placements)

Participant summary	Placements
Personal details	Referral Add a Referral
Servicing and eligibility	No referrals available
Participation	
Compliance	Provider activity placements Add a placement
Notifications	Type to Search Search
Placements	Page 1 of 2(7 records with 5 per page)
Incident report and managed service plan	Activity Activity Activity Activity China Control Plac Expected Expected Managing I ID and Type YSub Plac Status Suburb or Actual or Actual Or Actual Managing I name Type Type ID Status Suburb start end date Organisation I
Vulnerability	an-

3

Paste the activity ID in Activity ID search and click Continue

Please 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. <u>Open the Activity Hub</u>

Activity ID			-	
Continue	Cancel			
Continue	Cancel			

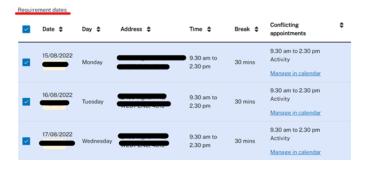
Scroll to the bottom and select the **Activity Schedule** and click **Next**

		Type to Search Page 1 of	1(1 records with 5 per p
Schedule description	♣ Region ♣	Schedule location(s)	Remaining : capacity
Monday to Friday, 9.30am to 2.30pm	Townsville (includes Mt Isa)	9:30am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday, Thursday, Friday	20 of 20 places remaining
sults per page 5 💲	0		

4 Select Placement status as Expected to Start > Placement type as FT or PT as discussed with Participant > Enter Expected to Start date. ETS date MUST match the first day of the activity > Confirmed delivery format is how you notified the Participant of the activity e.g. Face to Face, phone etc.

Placement status		
Expected to Start	~	
Placement type		
Full Time	~	
Placement dates		
Activity duration		
Expected start date DD/MMM/YYYY	Expected end date DD / MMM / YYYY	
DD / MMM / YYYY	DD / MMM / YYYY	•
	Expected end date is requi	ired.
Confirmed delivery format (optional)		
select an option		~
Comments (optional)		
Type something here		
		9000 character(c) compinion

Select **all box** to select **all days**. Conflicting appointments or days the Participant cannot attend must be individually unticked. e.g. Participant cannot attend Tuesdays, you must unselect ALL Tuesdays.



Designer Life

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