

# 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
<b>APRIL 2025</b>				
29/04/2025	<b>AITKENVALE</b>	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
<b>MAY 2025</b>				
1/05/2025	<b>THURINGOWA</b>	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
<b>JULY 2025</b>				
1/07/2025	<b>WEST END</b>	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

HYBRID

**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! REFERRING TO HYBRID FORMAT?**

**If you are referring your client to the 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'



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# HOW TO REFER TO ACTIVITIES

NEW  
HYBRID  
CLASSES  
AVAILABLE  
NOW!

1

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

2

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.  
[Open the Activity Hub](#)

3

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

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.

5

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.