

# 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>MARCH 2025</b>				
25/03/2025	<b>WOODRIDGE</b>	Face to Face	100632516	Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm Week Two to Three: Tuesday & Wednesday 9:00am to 3:00pm Week Four: Monday & Tuesday 9:00am to 3:00pm Week Five to Eight: Tuesday & Wednesday 9:00am to 3:00pm
25/03/2025	<b>BEENLEIGH</b>	Face to Face	100632411	Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm Week Two to Three: Tuesday & Wednesday 9:00am to 3:00pm Week Four: Monday & Tuesday 9:00am to 3:00pm Week Five to Eight: Tuesday & Wednesday 9:00am to 3:00pm
27/03/2025	<b>BROWNS PLAINS</b>	Face to Face	100637077	Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm Week Two to Three: Thursday & Friday 9:00am to 3:00pm Week Four: Wednesday & Thursday 9:00am to 3:00pm Week Five: Thursday 9:00am to 3:00pm Week Six: Monday, Thursday & Friday 9:00am to 3:00pm Week Seven to Eight: Thursday & Friday 9:00am to 3:00pm
27/03/2025	<b>MOOROOKA</b>	Face to Face	100637163	Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm Week Two to Three: Thursday & Friday 9:00am to 3:00pm Week Four: Wednesday & Thursday 9:00am to 3:00pm Week Five: Thursday 9:00am to 3:00pm Week Six: Monday, Thursday & Friday 9:00am to 3:00pm Week Seven to Eight: Thursday & Friday 9:00am to 3:00pm
<b>MAY 2025</b>				
27/05/2025	<b>WOODRIDGE</b>	Face to Face	100650578	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
27/05/2025	<b>BEENLEIGH</b>	Face to Face	100650587	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
29/05/2025	<b>BROWNS PLAINS</b>	Face to Face	100650641	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
29/05/2025	<b>SUNNYBANK</b>	Face to Face	100653354	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

**BEENLEIGH** 98-102 City Rd, Beenleigh • **BROWNS PLAINS** Units 5, 9, 10, 11/123 Browns Plains Rd, Browns Plains • **CAPALABA** Unit 7B, 39 Old Cleveland Rd, Capalaba  
**MOOROOKA** Shop 4, 146 Beaudesert Rd, Moorooka • **SUNNYBANK** Unit 11a, 309 Mains Rd, Sunnybank  
**WOODRIDGE** Level 2, 18-22 Blackwood Rd, Woodridge

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

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](#)

Activity ID

  
  

[Continue](#) [Cancel](#)

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.

Placement status

Placement type

Placement dates  
Activity duration

Expected start date  
DD / MMM / YYYY

Expected end date  
DD / MMM / YYYY

**Expected end date is required.**

Confirmed delivery format (optional)

Comments (optional)

8000 character(s) remaining

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.