BRISBANE SOUTH EAST COURSE SCHEDULE

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.

EMPOWERING CAREER TRANSITION WITH PERSONALISED SUPPORT

START DATE	HUB	DELIVERY	ACTIVITY ID	SCHEDULE
MARCH 20	25			
25/03/2025 WOODRIDGE F		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	BEENLEIGH	Face to Face 100632411 Week One: Tuesday 9:00am to 4:00pm		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	BROWNS PLAINS	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	MOOROOKA	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
MAY 2025	_			
27/05/2025	WOODRIDGE	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	BEENLEIGH	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	BROWNS PLAINS	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	SUNNYBANK	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



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HOW TO REFER TO ACTIVITIES

1

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 referrats available
Participation	Add a placement
Compliance	Provider activity placements
Notifications	Type to Search
Placements	Page 1 of 2(7 records with 5 per page)
Incident report and managed service plan	Activity ↓ Activity ↓ Activit ↓ Plac ↓ Expected ↓ Expected ↓ ID and Type YSub Plac ↓ Status ↓ Suburb ↓ or Actual or Actual Organisation i name Type Type ID Status ↓ Suburb ↓ start end date Organisation i
Vulnerability	

3

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

 	 		ivity ID ک
		ncel	continue
		ICEL	onunue

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

Activity schedules Search Type to Search Schedule description ¢ Region \$ Schedule location(s) capacity Monday to Friday, 20 of 20 places 0 9:30am to 2:30pm, 30 minutes break, weekly 9.30am to 2.30pm (includes Mt Isa) remaining on Monday, Tuesday, Wednesday, Thursday, Friday Results per page 5 \$ Cance Next 5

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 required.	
Confirmed delivery format (optional)			
select an option			~
Comments (optional)			
Type something here			
			8000 character(s) remainin

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.



Visit www.designerlife.com.au | Call (07) 3333 2055 | Email cta@designerlife.com.au

