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.







The Career Transition Assistance (CTA) program requires Participants to prepare a tailored Career Pathway Plan, which outlines the steps they will need to take to pursue employment opportunities based on their transferable skills, the local labour market, and their career goals.

In addition, they will explore their career options, including identifying further training or education to achieve their Career Pathway Plan objectives.

The program provides a supportive group setting that encourages individuals to network with fellow participants.



(07) 3333 2055

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HOW TO REFER TO ACTIVITIES



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





Paste the activity ID in Activity ID search and click Continue

	Activity ID for this placement. If y cently accessed activities list on to y <u>Hub</u>	n activity you can locate	it by using the activity
Activity ID			
Q		_	
Continue	Cancel		

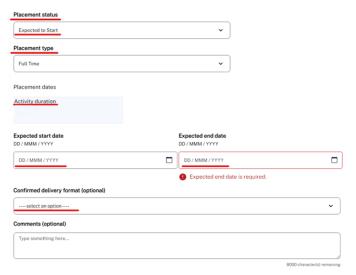


Scroll to the bottom and select the **Activity Schedule** and click **Next**

				Type to Search	Search
Schedule description	\$	Region \$	Schedule location(s)		1(1 records with 5 per pa Remaining capacity
Monday to Friday, 9.30am to 2.30pm		Townsville (includes Mt Isa)	9:30am to 2:30pm, 30 on Monday, Tuesday, Friday	20 of 20 places remaining	
esults per page 5 \$	1				



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.





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.

lequirement dates								
✓	Date \$	Day \$	Address ‡	Time \$	Break \$	Conflicting appointments	\$	
~	15/08/2022	Monday		9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity		
						Manage in calendar		
16/08/2022	16/08/2022	022 Tuesday	TIEST ENS. TOTO	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity		
						Manage in calendar		
17/08/2022	17/08/2022	Wednesday	MEGI END, 4010	9.30 am to	30 mins	9.30 am to 2.30 pm Activity		
				2.30 pm	30 mins	Manage in calendar		