GOLD COAST

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
MARCH 20	25			
25/03/2025	COOMERA	Face to Face	100653349	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	SOUTHPORT	Face to Face	100632607	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				
29/05/2025	SOUTHPORT	Face to Face	100653386	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
				Week Five to Eight: Tuesday & Wednesday 9:00am to 3:00pm

GOLD COAST CAREER CENTRES

COOMERA The Well, 58 Highland Way, Upper Coomera **SOUTHPORT** Level 6, Green Tower 2, 5 Lawson Street, Southport (opposite Southport Community Centre)



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.

Designer Life provides a supportive group setting that encourages individuals to network with fellow participants.



(07) 3333 2055

cta@designerlife.com.au

www.designerlife.com.au



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

	ivity ID for this placement. If you don't know the ID of an activity you can locate it by using the activity tly accessed activities list on the Activity Hub.	
Activity ID		
۹		
Continue	Cancel	

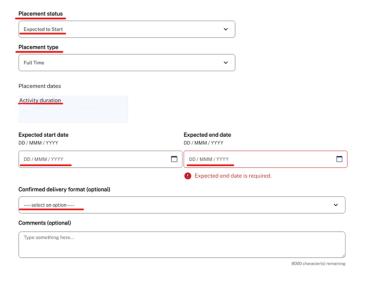


Scroll to the bottom and select the **Activity Schedule** and click **Next**

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



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.

equire	ment dates						
~	Date \$	Day \$	Address ‡	Time \$	Break \$	Conflicting appointments	\$
~	15/08/2022	Monday		9.30 am to	30 am to 30 mins	9.30 am to 2.30 pm Activity	
				2.30 pm		Manage in calendar	
2	16/08/2022	Tuesday	TIEDTEND, TOTO	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity	
					30 mms	Manage in calendar	
<u> </u>	17/08/2022	Wednesday	MEGITERO, TOTO	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity	
						Manage in calendar	