COURSE SCHEDULE BRISBANE SOUTH EAST

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		
MAY 2025						
27/05/2025	WOODRIDGE	Hybrid	100650578	Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm	RID	
				Week Two to Eight: Tuesday & Wednesday 9:00am to 3:00pm	Н	
29/05/2025	WORKWAYS BROWNS PLAINS*	Hybrid	100650641	Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm	RID	
				Week Two to Eight: Thursday & Friday 9:00am to 3:00pm	НУВ	
JULY 2025						
29/07/2025	WOODRIDGE	Hybrid	100669210	Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm	RID	
				Week Two to Eight: Tuesday & Wednesday 9:00am to 3:00pm	НУВ	
29/07/2025	BEENLEIGH	Hybrid	100669340	Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm	RID	
				Week Two to Eight: Tuesday & Wednesday 9:00am to 3:00pm	НУВ	
31/07/2025	BROWNS PLAINS	Hybrid	100669352	Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm	RID	
				Week Two to Eight: Thursday & Friday 9:00am to 3:00pm	НУВ	
31/07/2025	SUNNYBANK	Hybrid	100669366	Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm	RID	
				Week Two to Eight: Thursday & Friday 9:00am to 3:00pm	НУВ	

*BROWNS PLAINS Workways Browns Plains, 105 Browns Plains Road, Browns Plains

SUNNYBANK Unit 11a, 309 Mains Rd, Sunnybank • WOODRIDGE Level 2, 18-22 Blackwood Rd, Woodridge • BEENLEIGH 98-102 City Rd, Beenleigh

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' (07) 3333 2055

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🕟 www.designerlife.com.au



HOW TO REFER TO ACTIVITIES

NEW HYBRID CLASSES AVAILABLE NOW!

1

2

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 referrals available
Participation	
Compliance	Provider activity placements Add a placement
Notifications	Type to Search Search
Placements	Page 1 of 2(7 records with 5 per page)
Incident report and managed service plan	Activity Activity Activity Activity Activity Activity Activity Activity Activity Plac Plac Suburb Suburb Activity Activity
Vulnerability	an.

3

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. <u>Open the Activity Hub</u>

Activity ID			_	
Continue	Cancel			
Continue	Cancel			

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		

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

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