

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 Week Two to Eight: Tuesday & Wednesday 9:00am to 3:00pm	HYBRID
29/05/2025	WORKWAYS BROWNS PLAINS*	Hybrid	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	HYBRID
JULY 2025					
29/07/2025	WOODRIDGE	Hybrid	100669210	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	HYBRID
29/07/2025	BEENLEIGH	Hybrid	100669340	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	HYBRID
31/07/2025	BROWNS PLAINS	Hybrid	100669352	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	HYBRID
31/07/2025	SUNNYBANK	Hybrid	100669366	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	HYBRID

***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'



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HOW TO REFER TO ACTIVITIES

NEW
HYBRID
CLASSES
AVAILABLE
NOW!

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](#)

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.

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.