

# 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  |
|-------------------|------------------|--------------|-------------|---|
| <b>MARCH 2025</b> |                  |              |             |   |
| 27/03/2025        | <b>SOUTHPORT</b> | Face to Face | 100632607   | Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm<br>Week Two to Three: Thursday & Friday 9:00am to 3:00pm<br>Week Four: Wednesday & Thursday 9:00am to 3:00pm<br>Week Five: Thursday 9:00am to 3:00pm<br>Week Six: Monday, Thursday & Friday 9:00am to 3:00pm<br>Week Seven to Eight: Thursday & Friday 9:00am to 3:00pm |
| <b>MAY 2025</b>   |                  |              |             |   |
| 29/05/2025        | <b>SOUTHPORT</b> | Hybrid       | 100653386   | Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm<br>Week Two to Eight: Thursday & Friday 9:00am to 3:00pm  |
| <b>JULY 2025</b>  |                  |              |             |   |
| 29/07/2025        | <b>COOMERA</b>   | Hybrid       | 100674509   | Week One: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm<br>Week Two to Eight: Tuesday & Wednesday 9:00am to 3:00pm  |
| 31/07/2025        | <b>SOUTHPORT</b> | Hybrid       | 100669392   | Week One: Thursday 9:00am to 4:00pm & Friday 9:00am to 3:00pm<br>Week Two to Eight: Thursday & Friday 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)

**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](#)

**Activity ID**

**Continue** **Cancel**

3

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

**Activity schedules**

 **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 | Townsville (includes Mt Isa) | 9:30am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday, Thursday, Friday | 20 of 20 places remaining |

Results per page 5 **1**

**Next** **Cancel**

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**

**Placement type**

**Placement dates**

**Activity duration**

**Expected start date** DD / MMM / YYYY

**Expected end date** DD / MMM / YYYY

**Confirmed delivery format (optional)**

**Comments (optional)**

8000 character(s) remaining

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.

**Requirement dates**

| <input checked="" type="checkbox"/> | Date       | Day       | Address    | Time               | Break   | Conflicting appointments  |
|-------------------------------------|------------|-----------|------------|--------------------|---------|---|
| <input checked="" type="checkbox"/> | 15/08/2022 | Monday    | ██████████ | 9.30 am to 2.30 pm | 30 mins | 9.30 am to 2.30 pm Activity<br><a href="#">Manage in calendar</a> |
| <input checked="" type="checkbox"/> | 16/08/2022 | Tuesday   | ██████████ | 9.30 am to 2.30 pm | 30 mins | 9.30 am to 2.30 pm Activity<br><a href="#">Manage in calendar</a> |
| <input checked="" type="checkbox"/> | 17/08/2022 | Wednesday | ██████████ | 9.30 am to 2.30 pm | 30 mins | 9.30 am to 2.30 pm Activity<br><a href="#">Manage in calendar</a> |