

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
APRIL 2025				
29/04/2025	AITKENVALE	Face to Face	100637180	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
MAY 2025				
1/05/2025	THURINGOWA	Face to Face	100637187	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
JUNE 2025				
3/06/2025	WEST END	Face to Face	100653449	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
5/06/2025	WEST END	Face to Face	100653465	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

AITKENVALE 3/262-272 Ross River Road, Aitkenvale • **WEST END** 2/1-9 Ingham Road, West End
THURINGOWA 35 High Range Drive, Thuringowa






The Career Transition Assistance (CTA) program helps participants create a tailored Career Pathway Plan, outlining the steps needed to pursue employment opportunities based on their transferable skills, local job market, and career goals. Participants will also explore career options and identify any further training or education required to achieve their objectives.

The program fosters a supportive group environment, encouraging individuals to network and connect with fellow participants.

PROVIDERS: SEE OVER THE PAGE FOR 'HOW TO REFER TO ACTIVITIES'



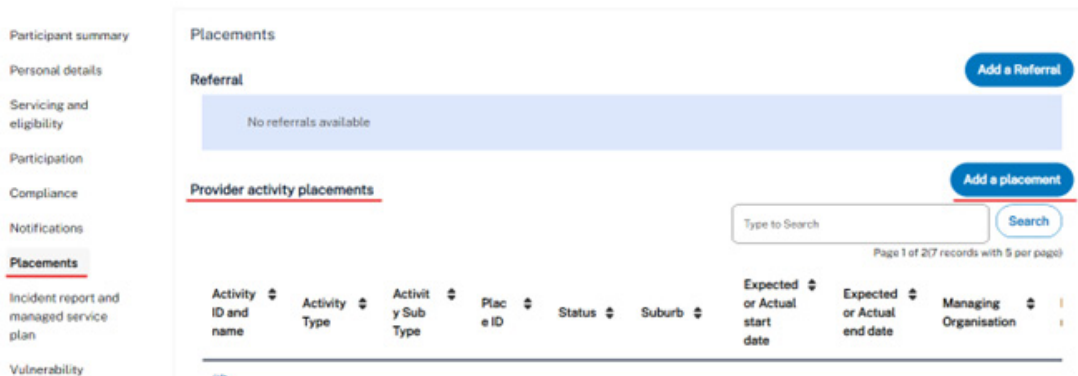
-  (07) 3333 2055
-  cta@designerlife.com.au
-  www.designerlife.com.au



HOW TO REFER TO ACTIVITIES

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

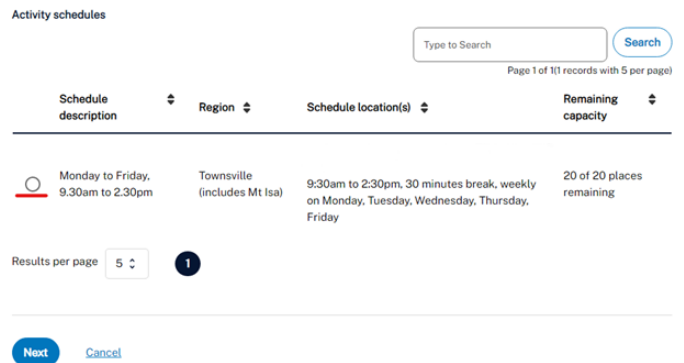
Please enter an Activity ID for this placement. If you don't know the ID of an activity you can locate it by using the activity search or the recently accessed activities list on the Activity Hub.
[Open the Activity Hub](#)

Activity ID

[Continue](#) [Cancel](#)

3

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



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	[REDACTED]	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar
<input checked="" type="checkbox"/>	16/08/2022	Tuesday	[REDACTED]	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar
<input checked="" type="checkbox"/>	17/08/2022	Wednesday	[REDACTED]	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar