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.





PROGRAM SNAPSHOT

Designer Life has successfully delivered CTA across Queensland for several years, helping mature-aged job seekers build confidence, explore job options, and move into meaningful employment.

Participants will:

- Create a tailored Career Pathway Plan based on their skills, goals, and local job market insights
- Explore career options and training pathways
- Build digital literacy and job readiness skills

Our experienced CTA Facilitators deliver the program in a supportive group setting, encouraging networking while focusing on individual progress.

We're proud of our strong outcomes and ongoing success in helping participants reconnect with work and plan brighter futures.

ОСТОВЕ	OCTOBER - NOVEMBER 2025						
START DATE	HUB	DELIVERY	ACTIVITY ID	SCHEDULE			
30/09/25 to 9/10/25*	SOUTHPORT	Face-to-face	100733603	WEEK ONE: Tuesday 9:00am to 4:00pm & Wednesday 9:00am to 3:00pm WEEKS TWO TO EIGHT: Tuesday & Wednesday 9:00am to 3:00pm			

^{*} Delayed Commencement: Referred Individuals can commence the Course up to 7 Business Days from the Course Start Date (including the Course Start Date).

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.

DESIGNER LIFE SOUTHPORT Level 6, Green Tower 2, 5 Lawson Street, Southport (opposite Southport Community Centre)



(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)

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 \$\phi\$ Activity \$\phi\$ Sub Plac \$\phi\$ Status \$\phi\$ Suburb \$\phi\$ name Type Fig. \$\phi\$ Status \$\phi\$ Suburb \$\phi\$	Expected \$\phi\$ or Actual start end date end date
Vulnerability		

-/	9
	4
- 4	_

Paste the activity ID in Activity ID search and click Continue

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

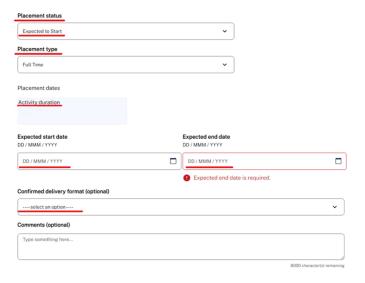


Scroll to the bottom and select the Activity Schedule and click Next

Activity schedules					
			Type to Search	Search	
			Page 1 of	f 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)) minutes break, weekly Wednesday, Thursday,	20 of 20 places remaining	
Results per page 5 \$	•				
Next Cancel					



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.

2.30 pm	Date Day Address Time Break appointments 15/08/2022 Monday 9.30 am to 2.30 pm 30 mins Activity 16/08/2022 Tuesday 9.30 am to 2.30 pm 30 mins Activity 16/08/2022 Tuesday 9.30 am to 2.30 pm Activity	lequire	equirement dates									
9,30 am to 2,30 pm 30 mins Activity Manage in calendar. 16/08/2022 Tuesday 9,30 am to 2,30 pm 30 mins Activity Manage in calendar. 9,30 am to 2,30 pm Activity Manage in calendar.	9.30 am to 2.30 pm 16/08/2022 Tuesday 9.30 am to 2.30 pm 9.30 am to 2.30 pm Activity Manage in celendar 9.30 am to 2.30 pm Activity Manage in celendar 9.30 am to 2.30 pm Activity Manage in celendar 9.30 am to 2.30 pm Activity Activity Activity Activity Manage in celendar 9.30 am to 2.30 pm Activity	~	Date \$	Day ‡	Address ‡	Time \$	Break \$		\$			
16/08/2022 Tuesday 9.30 am to 2.30 pm Activity Manage in calendar 9.30 am to 2.30 pm Activity Manage in calendar	16/08/2022 Tuesday 9.30 am to 2.30 pm 9.30 am to 2.30 pm Activity Manage in calendar 9.30 am to 2.30 pm 17/08/2022 9.30 am to 3.0 mins Activity Activity Activity Activity 9.30 am to 2.30 pm 4.2 mins 17/08/2022 9.30 am to 3.0 mins 4.2 mins 17/08/2022 9.30 am to 3.0 mins 4.2 mins 17/08/2022 9.30 am to 2.30 pm 4.2 mins 17/08/2022 9.30 am to 3.0 mins 17/08/2022 9.30 am to 3	✓	15/08/2022	Monday			30 mins	Activity				
9.30 am to 2.30 pm Activity Tuesday 9.30 am to 2.30 pm Activity Manage in calendar 9.30 am to 2.30 pm	9.30 am to 2.30 pm 17/08/2022 Tuesday 9.30 am to 2.30 pm Activity Manage in calendar 9.30 am to 2.30 pm Activity Activity Activity Activity Activity Activity											
9.30 am to 2.30 pm	17/08/2022 9.30 am to 30 mins Activity	~	16/08/2022	Tuesday	TIEGT END, TOTO		30 mins	Activity				
	17/08/2022 9.30 am to 30 mins Activity											









