

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.

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)

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



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Designer Life

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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](#)

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.

3

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

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.