EMPLOYABILITY SKILLS TRAINING (EST)

Our Employability Skills Training (EST) Program equips job seekers with essential skills to succeed in the workforce. Covering communication, teamwork, problem-solving, and workplace etiquette, this hands-on training enhances participants' confidence and job readiness.

By focusing on practical skills, we ensure that our job seekers are prepared to excel in diverse work environments and meet employer expectations.

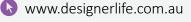


JANUARY 20	025						
START DATE	нив	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE		
27/01/2025	CAIRNS	1	Online	100647136	Week One: Tuesday to Friday 9am to 3:45pm		
					Week Two: Monday to Friday 9am to 2:30pm		
					Week Three: Monday to Friday 9am to 2:30pm		
FEBRUARY 2	2025						
START DATE	нив	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE		
17/02/2025	CAIRNS	1	Online	100650547	Week One to Week Three: Monday to Friday 9am to 2:30pm		
24/02/2025	CAIRNS	2	Online	100647113	Week One to Week Three: Monday to Friday 9am to 2:30pm		
24/02/2025	CAIRNS	2	Face to Face	100632356	Week One to Week Three: Monday to Friday 9am to 2:30pm		
MARCH 202	25						
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE		
17/03/2025	CAIRNS	2	Online	100647194	Week One to Week Three: Monday to Friday 9am to 2:30pm		
24/03/2025	CAIRNS	1	Online	100647240	Week One to Week Three: Monday to Friday 9am to 2:30pm		
APRIL 2025							
START DATE	нив	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE		
15/04/2025	CAIRNS	1	Online	100650555	5 WEEK COURSE		
					Week One to Week Five: Tuesday to Thursday 9am to 2:30pm		
22/04/2025	CAIRNS	2	Online	100647702	5 WEEK COURSE		
					Week One to Week Five: Tuesday to Thursday 9am to 2:30pm		
MAY 2025							
START DATE	HUB	ВLОСК	DELIVERY	ACTIVITY ID	SCHEDULE		
26/05/2025	CAIRNS	2	Online	100647265	Week One: Monday to Friday 9am to 2:30pm		
					Week Two: Monday to Friday 9am to 2:30pm		
					Week Three: Monday to Thursday 9am to 3:45pm		
JUNE 2025							
START DATE	нив	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE		
2/06/2025	CAIRNS	1	Online	100647269	Week One: Monday to Friday 9am to 2:30pm		
					Week Two: Monday to Friday 9am to 2:30pm		
					Week Three: Monday to Wednesday, Friday 9am to 3:45pm		
23/06/2025	CAIRNS	1	Online	100647284	Week One to Week Three: Monday to Friday 9am to 2:30pm		





est@designerlife.com.au





HOW TO REFER TO ACTIVITIES



Go to the Participants file > Placements > ADD a Placement (Under Provider activity placements)





Paste the activity ID in Activity ID search and click Continue

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

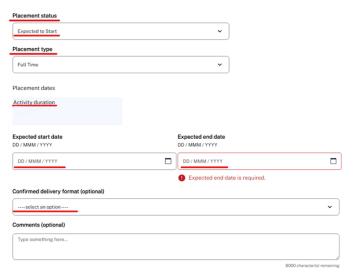


Scroll to the bottom and select the **Activity Schedule** and click **Next**

Sche desc				Page 1 of	1(1 records with 5 per pa	
	ription	Region \$	Schedule location(s)	\$	Remaining capacity	
	lay to Friday, nm 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	
sults per pa	ge 5 \$					



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.

~	Date \$	Day \$	Address \$	Time \$	Break \$	Conflicting appointments	‡
~	15/08/2022	Monday		9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar	
~	16/08/2022	Tuesday	MEGITENO, TOTO	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar	
~	17/08/2022	Wednesday	TEOTERS, TOTO	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar	