

## 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.




**EMPOWERING SKILLS, UNLOCKING FUTURES!**

**ONLINE CLASSES AVAILABLE NOW!**

JANUARY 2025					
START DATE	HUB	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 2025					
START DATE	HUB	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 2025					
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	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
15/04/2025	CAIRNS	1	Online	100650555	<b>5 WEEK COURSE</b> Week One to Week Five: Tuesday to Thursday 9am to 2:30pm
22/04/2025	CAIRNS	2	Online	100647702	<b>5 WEEK COURSE</b> Week One to Week Five: Tuesday to Thursday 9am to 2:30pm
MAY 2025					
START DATE	HUB	BLOCK	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	HUB	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

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



 (07) 3333 2055

 est@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

**Expected end date is required.**

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.