

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	MACKAY	1	Online	100647127	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	MACKAY	1	Online	100647202	Week One to Week Three: Monday to Friday 9am to 2:30pm
24/02/2025	MACKAY	2	Online	100647108	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	MACKAY	2	Online	100647117	Week One to Week Three: Monday to Friday 9am to 2:30pm
24/03/2025	MACKAY	1	Online	100647232	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	MACKAY	1	Online	100650566	5 WEEK COURSE Week One to Week Five: Tuesday to Thursday 9am to 2:30pm
22/04/2025	MACKAY	2	Online	100647698	5 WEEK COURSE 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	MACKAY	2	Online	100647260	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
26/05/2025	MACKAY	2	Face to Face	100661263	Week One to Week Three: Monday to Friday 9am to 2:30pm
JUNE 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
2/06/2025	MACKAY	1	Online	100647274	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	MACKAY	1	Online	100647277	Week One to Week Three: Monday to Friday 9am to 2:30pm

MACKAY - FACE TO FACE CLASSES AimBig Employment, Lvl 1 Suite 1.03, The Hub, 12 Greenfields Blvd, Mt Pleasant, Mackay

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



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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](#)

Activity ID

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

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.

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
Expected to Start

Placement type
Full Time

Placement dates
Activity duration

Expected start date
DD / MMM / YYYY

Expected end date
DD / MMM / YYYY

Confirmed delivery format (optional)
---- select an option ----

Comments (optional)
Type something here...

8000 character(s) remaining