

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!

FEBRUARY 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
24/02/2025	TOWNSVILLE	2	Online	100647102	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	TOWNSVILLE	2	Online	100647104	Week One to Week Three: Monday to Friday 9am to 2:30pm
24/03/2025	AITKENVALE	2	Face to Face	100632293	Week One to Week Three: Monday to Friday 9am to 2:30pm
APRIL 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
22/04/2025	WEST END	2	Face to Face	100632327	5 WEEK COURSE Week One to Week Five: Tuesday to Thursday 9am to 2:30pm
22/04/2025	TOWNSVILLE	2	Online	100647709	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	TOWNSVILLE	2	Online	100647255	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
30/06/2025	THURINGOWA	2	Face to Face	100632344	Week One: Monday to Friday 9am to 2:30pm Week Two: Tuesday to Friday 9am to 3:45pm Week Three: Monday to Friday 9am to 2:30pm

AITKENVALE 3/262-272 Ross River Road, Aitkenvale • **WEST END** 2/1-9 Ingham Road, West End • **THURINGOWA** 35 High Range Drive, Thuringowa



Employability Skills Training (EST) helps people aged 15 years and over to develop the skills that employers want, explore career options, and build job search, workplace and industry specific skills.

GETTING READY FOR WORK

BUILD ON WORKPLACE SKILLS

IMPROVE JOB SEARCH SKILLS

EXPLORE CAREER OPTIONS

BUILDING SOCIAL SKILLS

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**

Activity schedules

 [Search](#)
Page 1 of 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)	9:30am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday, Thursday, Friday	20 of 20 places remaining

Results per page: 5 1

[Next](#) [Cancel](#)

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

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.

Requirement dates

<input checked="" type="checkbox"/>	Date	Day	Address	Time	Break	Conflicting appointments
<input checked="" type="checkbox"/>	15/08/2022	Monday	[REDACTED]	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar
<input checked="" type="checkbox"/>	16/08/2022	Tuesday	[REDACTED]	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar
<input checked="" type="checkbox"/>	17/08/2022	Wednesday	[REDACTED]	9.30 am to 2.30 pm	30 mins	9.30 am to 2.30 pm Activity Manage in calendar