

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!

| JANUARY 2025 | | | | | |
|--------------|------------|-------|--------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------|
| START DATE | HUB | BLOCK | DELIVERY | ACTIVITY ID | SCHEDULE |
| 20/01/2025 | WEST END | 2 | Face to Face | 100632289 | 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 |
| 20/01/2025 | THURINGOWA | 2 | Face to Face | 100645283 | 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 |

| MARCH 2025 | | | | | |
|------------|------------|-------|--------------|-------------|--------------------------------------------------------|
| START DATE | HUB | BLOCK | DELIVERY | ACTIVITY ID | SCHEDULE |
| 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 |

| 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

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.