TOWNSVILLE

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 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	нив	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**

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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

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

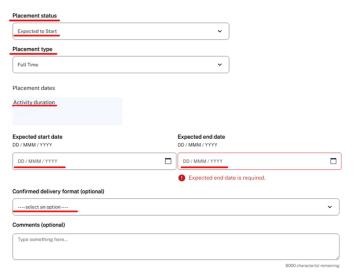


Scroll to the bottom and select the **Activity Schedule** and click **Next**

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)) minutes break, weekly Wednesday, Thursday,	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	