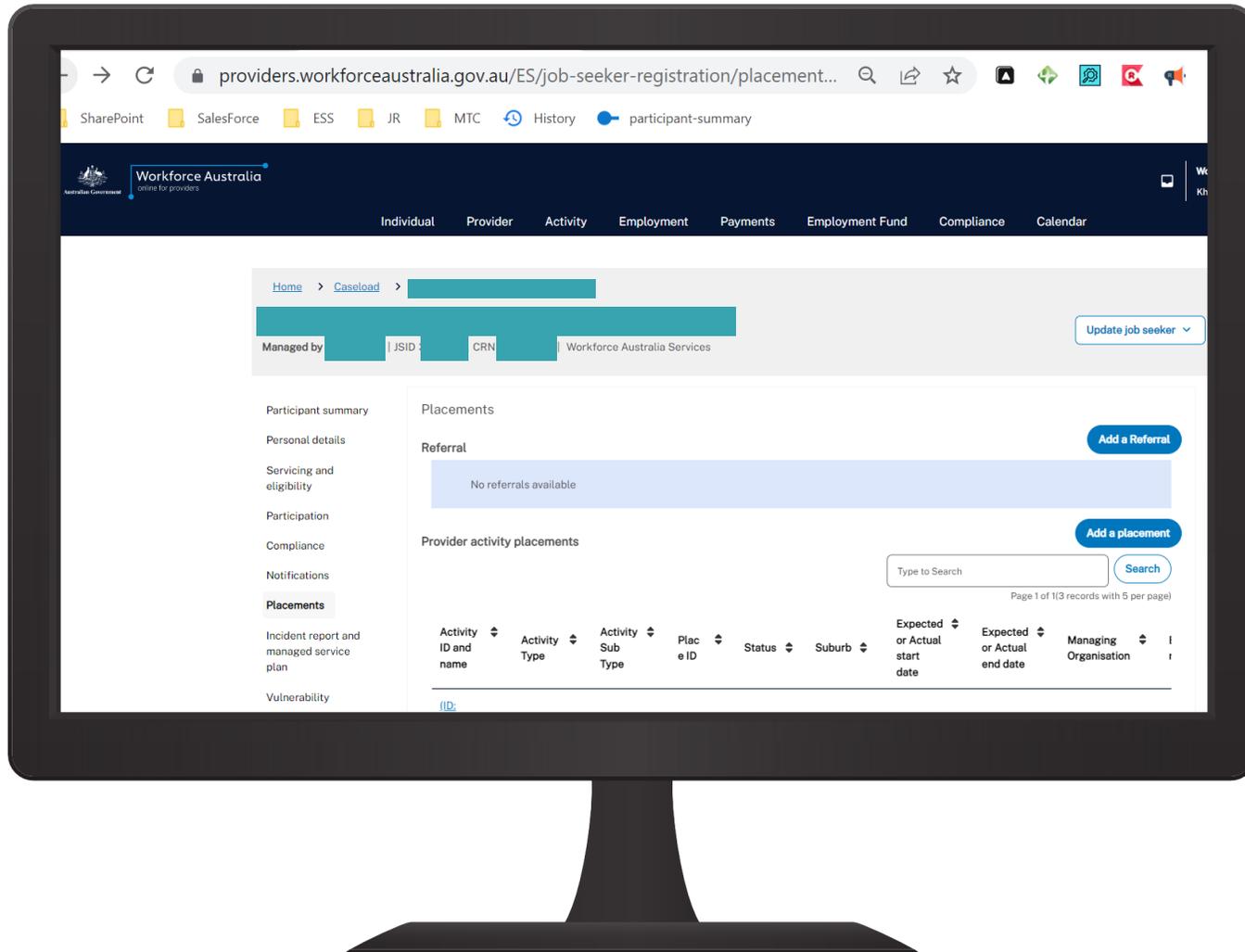# Employability Skills Training (EST)
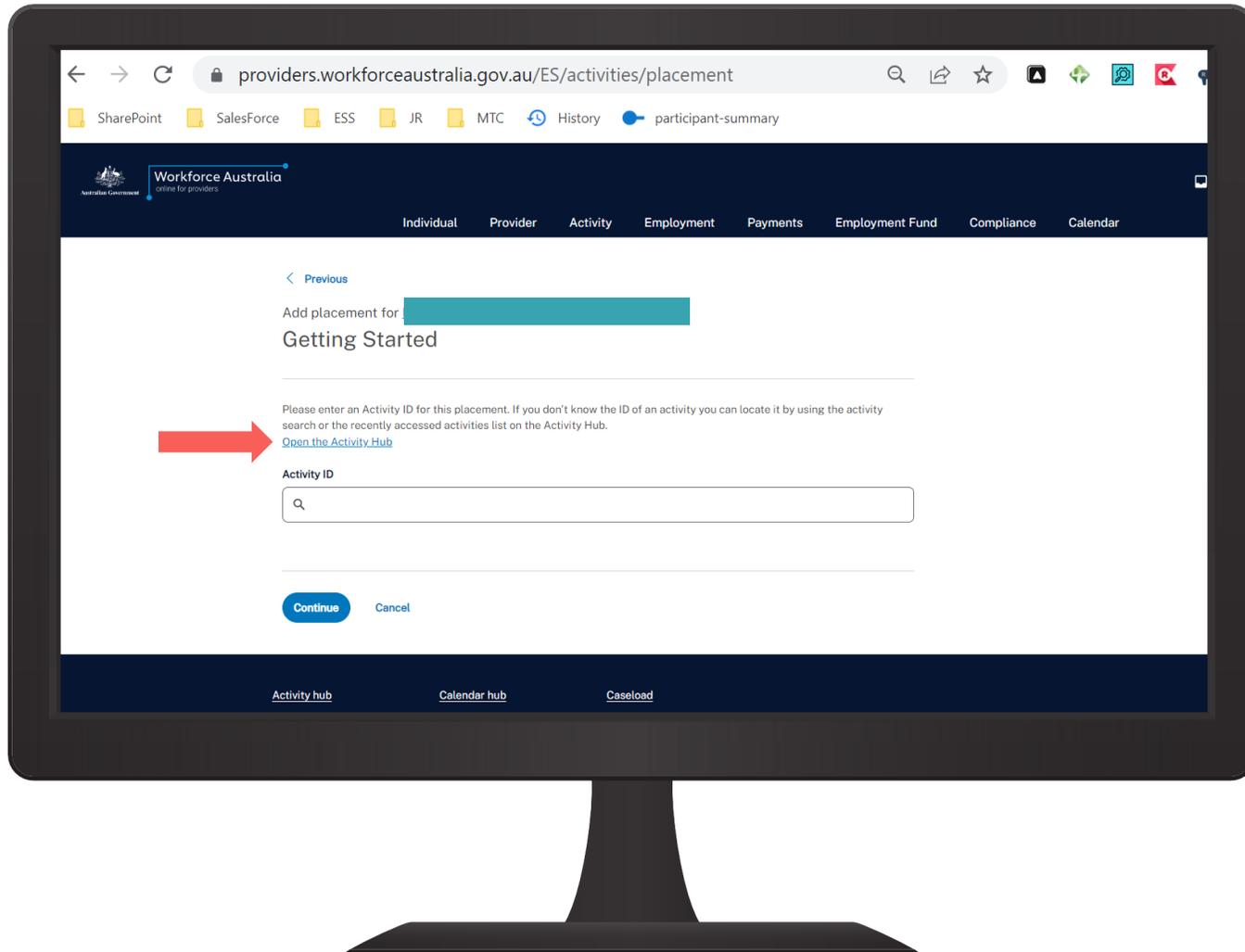
How to Refer Guide

Step 1

- On the *Participate - Summary* page, click on **Placements** on the left-hand side.

- In the **Placements** section, click on **Add a placement**, this will take you to the *Activities Placement* Page.
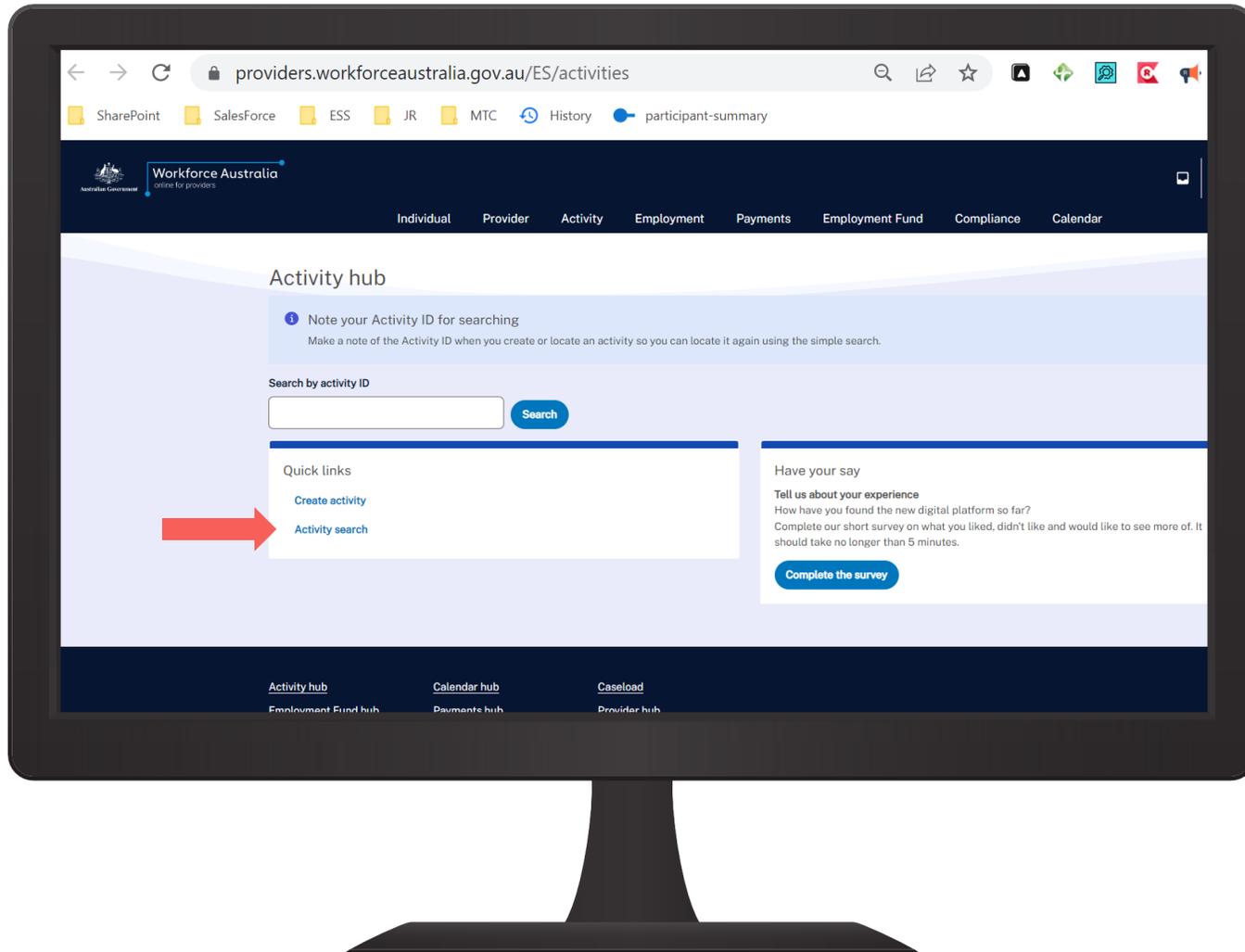
Step 2

On the *Activities Placement* page:

- If you have the **Activity ID**, enter it and to skip to STEP 7 .

- Otherwise, search for the **Activity ID** by clicking on *Open the Activity Hub*. This will open a new tab for you search for the Activity ID.
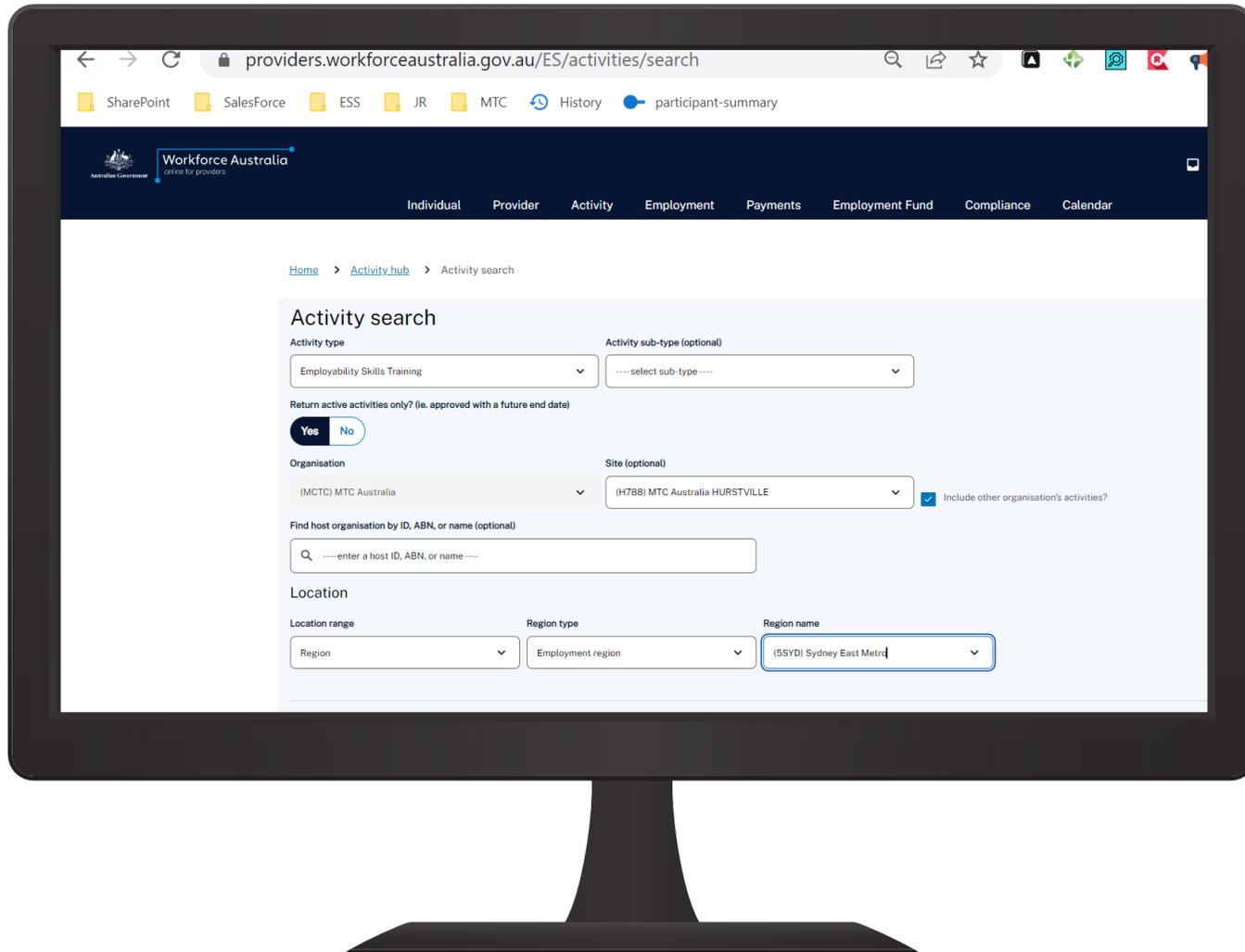
Step 3

On the **Activities** page, enter the **Activity ID** or click on **Activity search**.

Step 4

On the **Activities Search** page, enter the required details:

- Select *Employability Skills Training* in the Activity type dropdown list;

- Tick the *Include other organisation's activities?* check box;

- Select the *Region* option in the Location range dropdown list;

- Select *Employment region* in the Region type dropdown list

- Select *(5SYD) Sydney East Metro* in the Region name dropdown list.
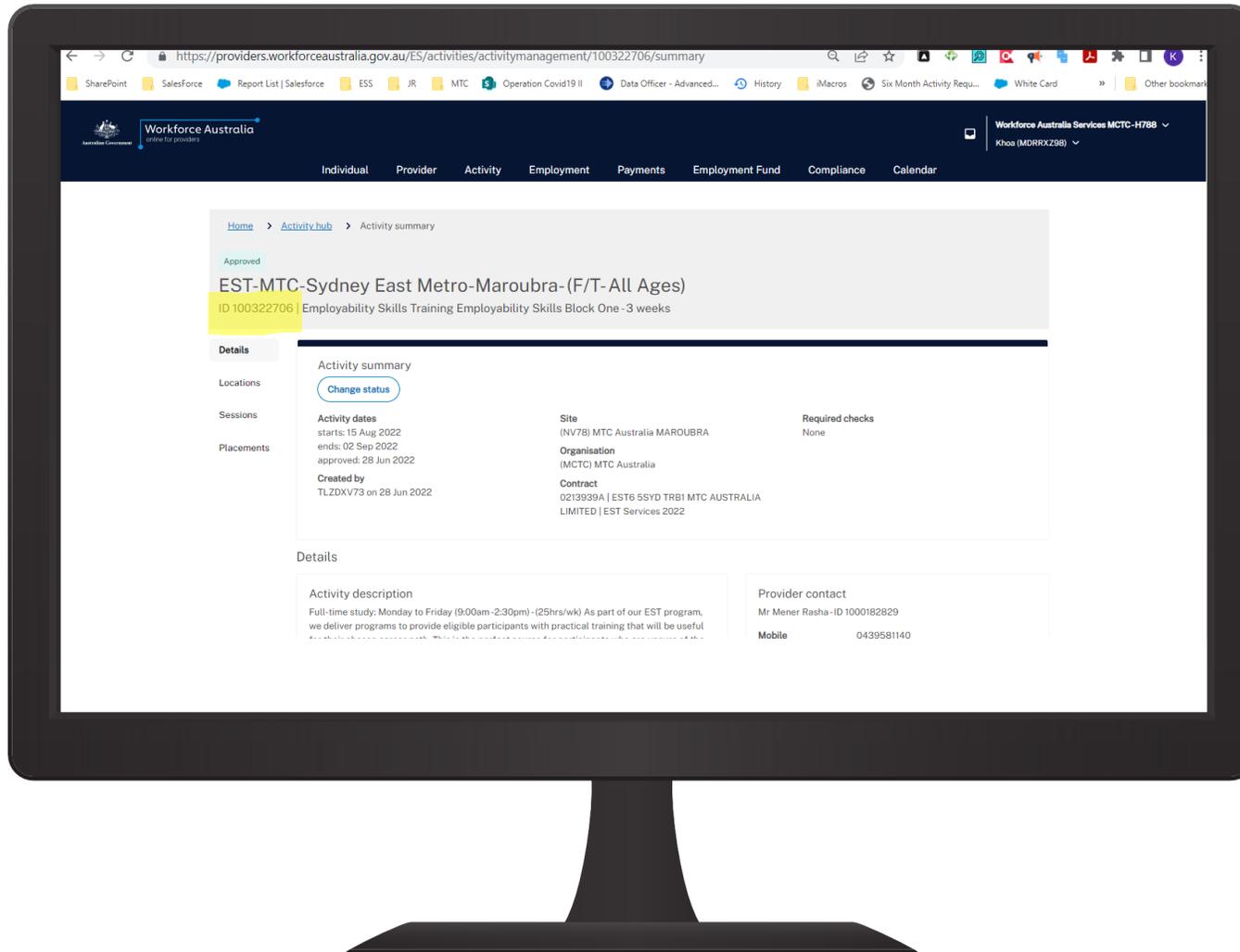
Then click **SEARCH**.

Step 5
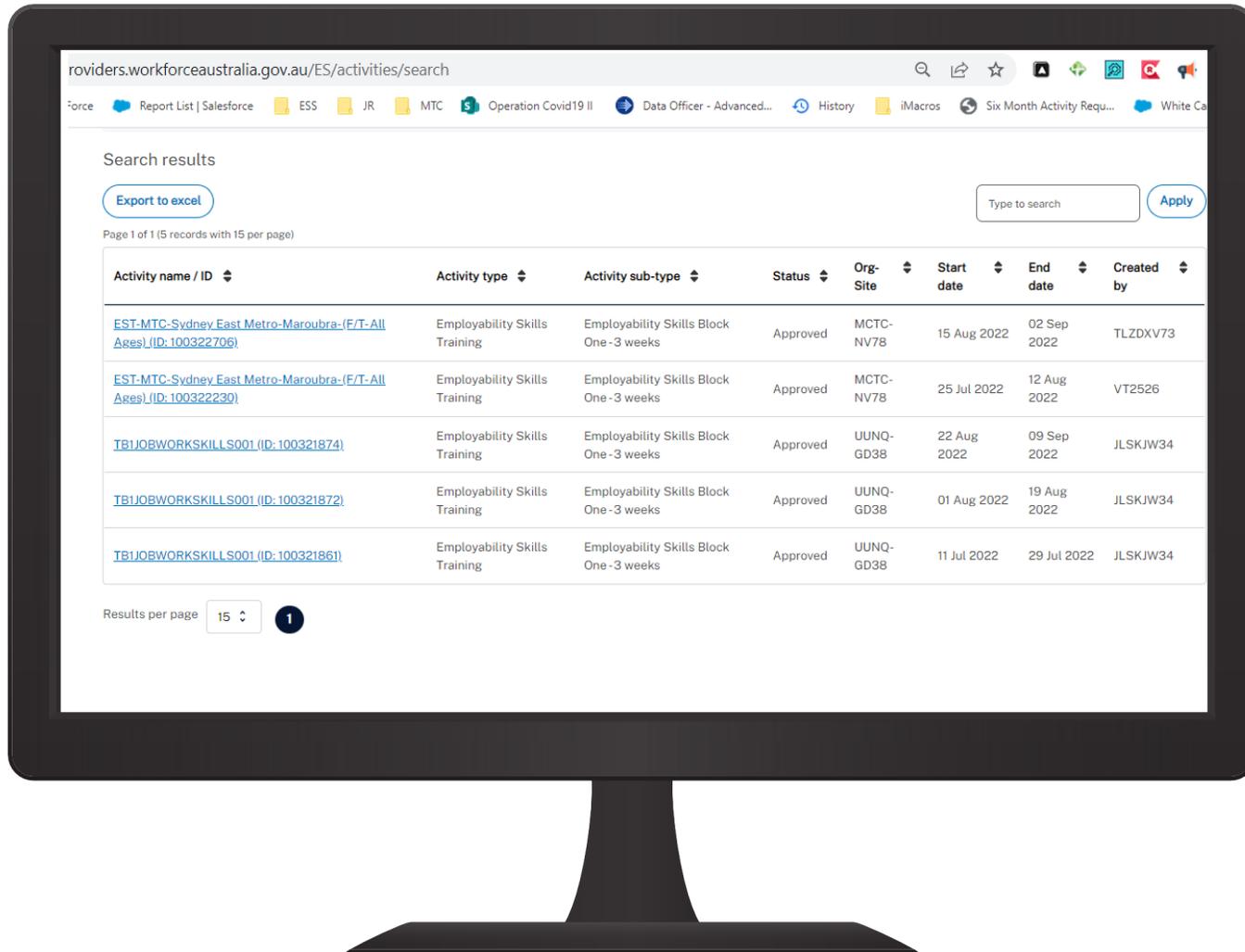
On the Search Results page:
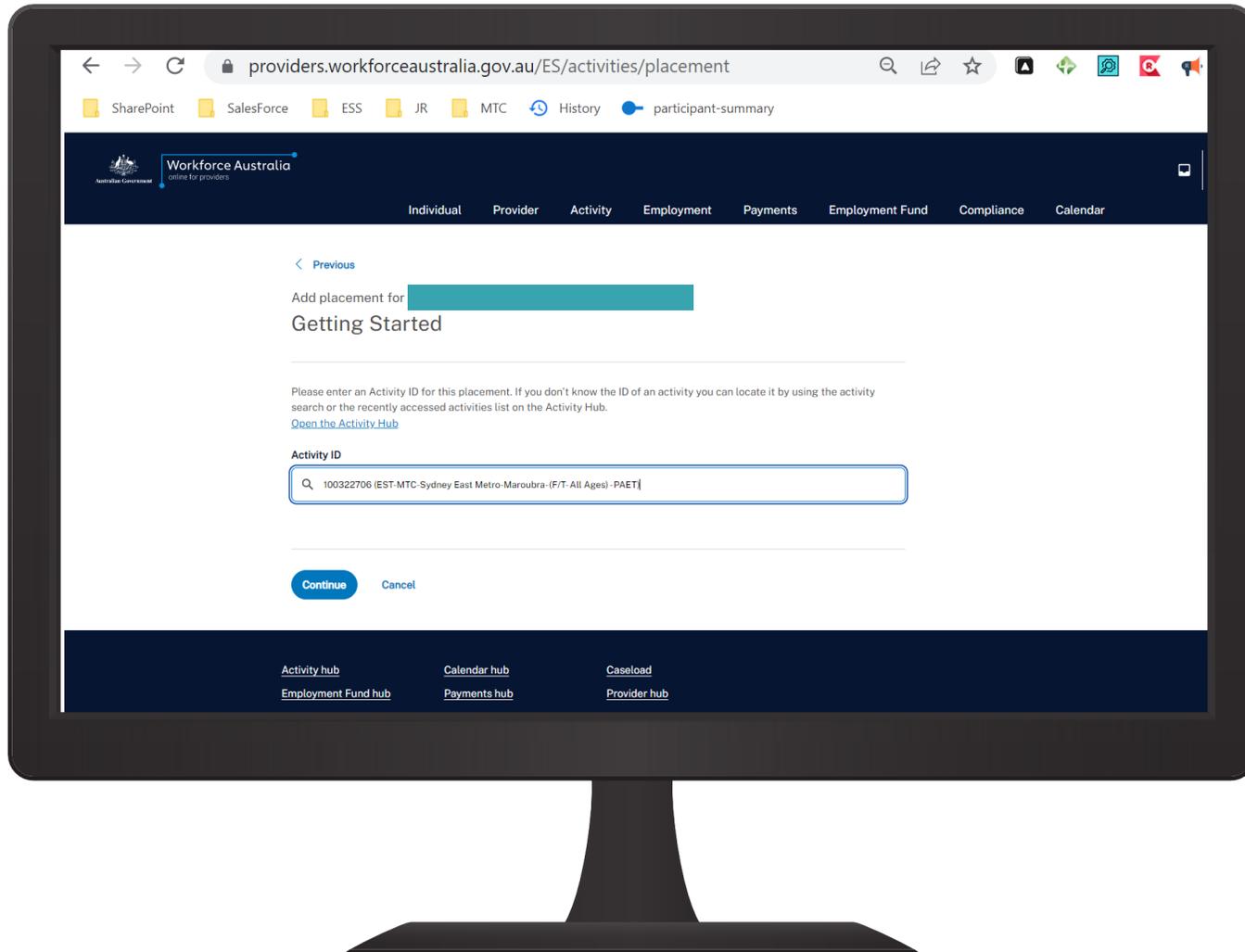
- Scroll to select the relevant activity.

Step 6

Once you click on the relevant activity, you will be taken to the *Activity Management Summary* page.

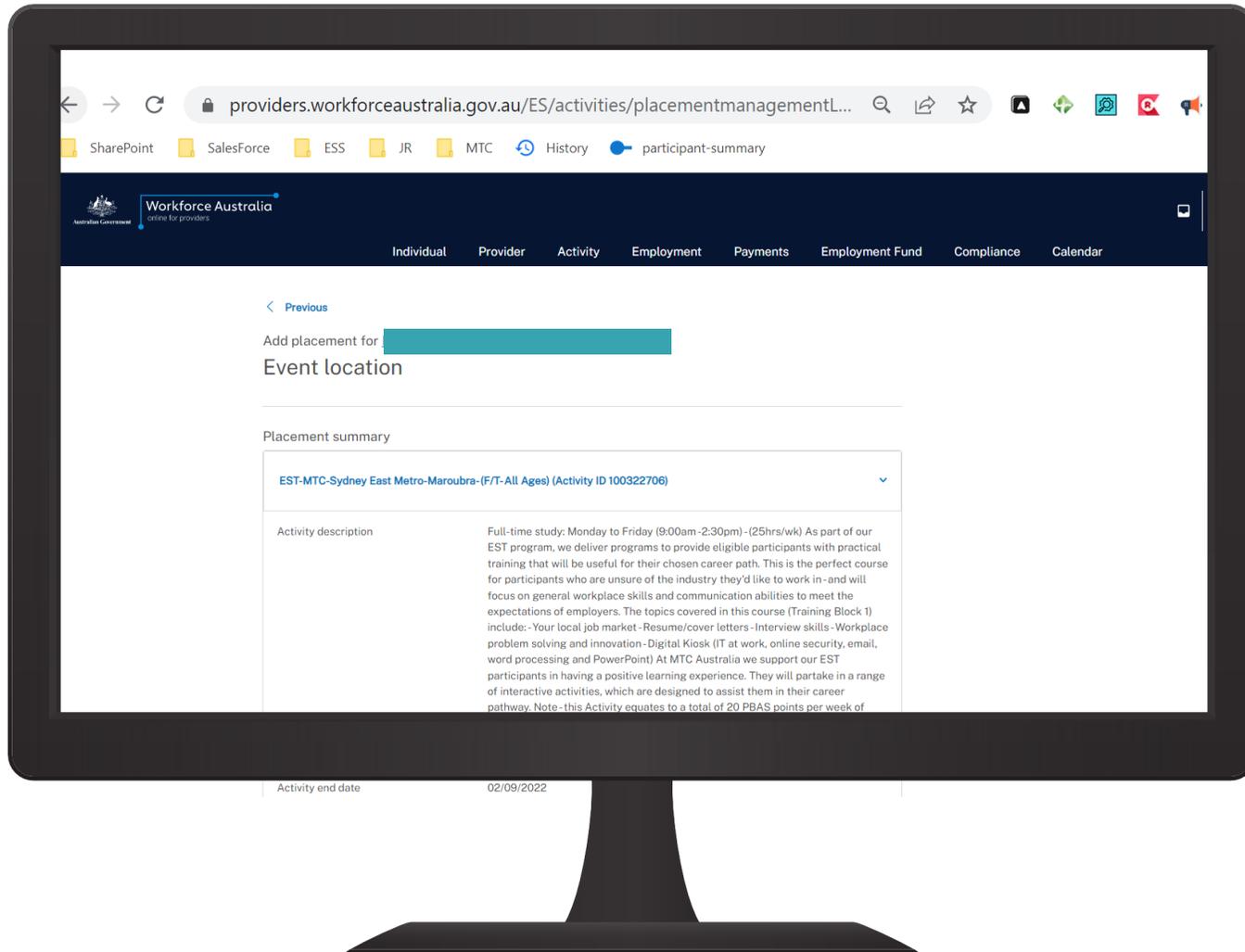This page will show you the *Activity ID*. Copy this ID and return to the *Activities Placement* page.

Step 7

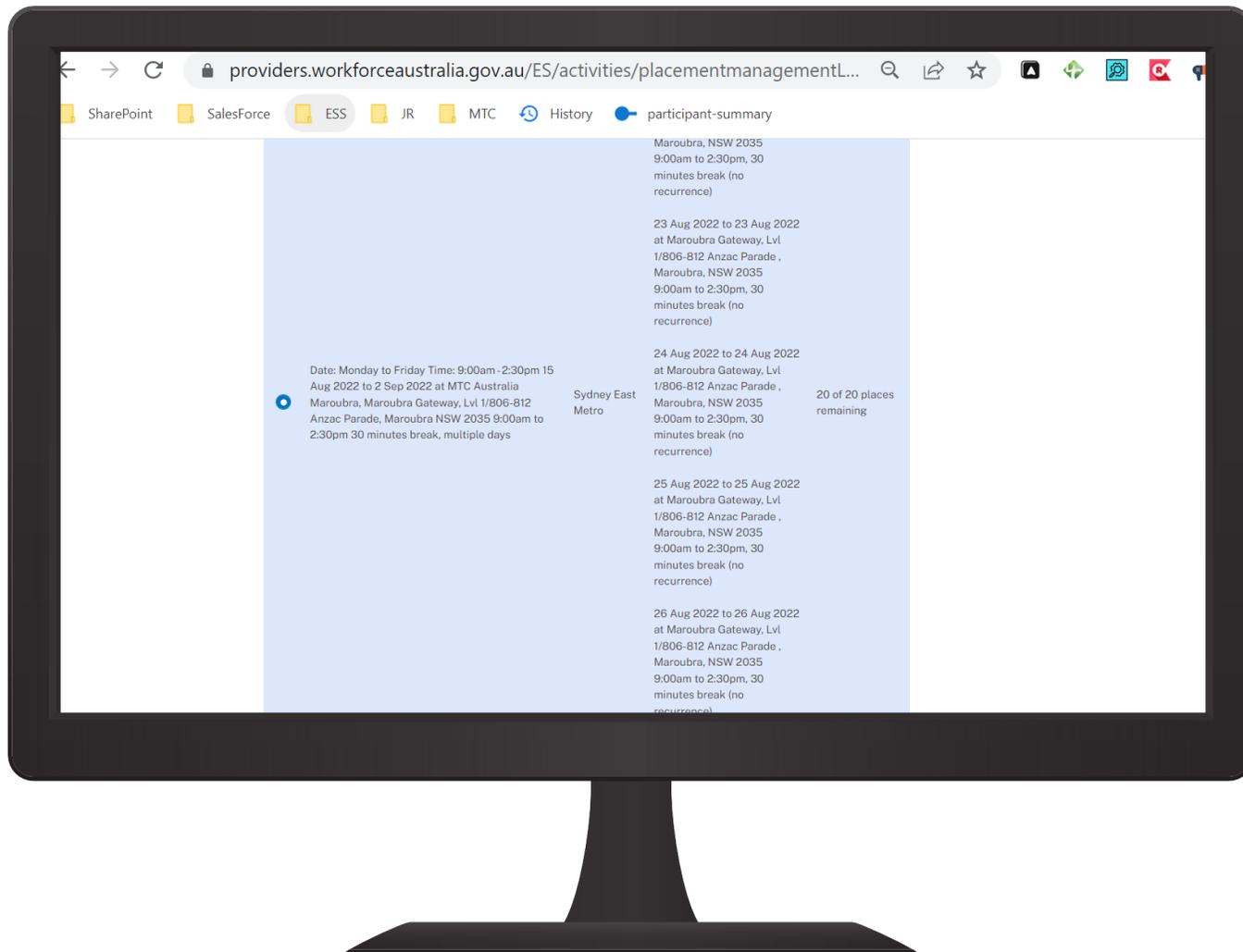Copy or paste the Activity ID into the box and click CONTINUE.

Step 8

On the *Placement Management Location* page, scroll down until you see the session detail.
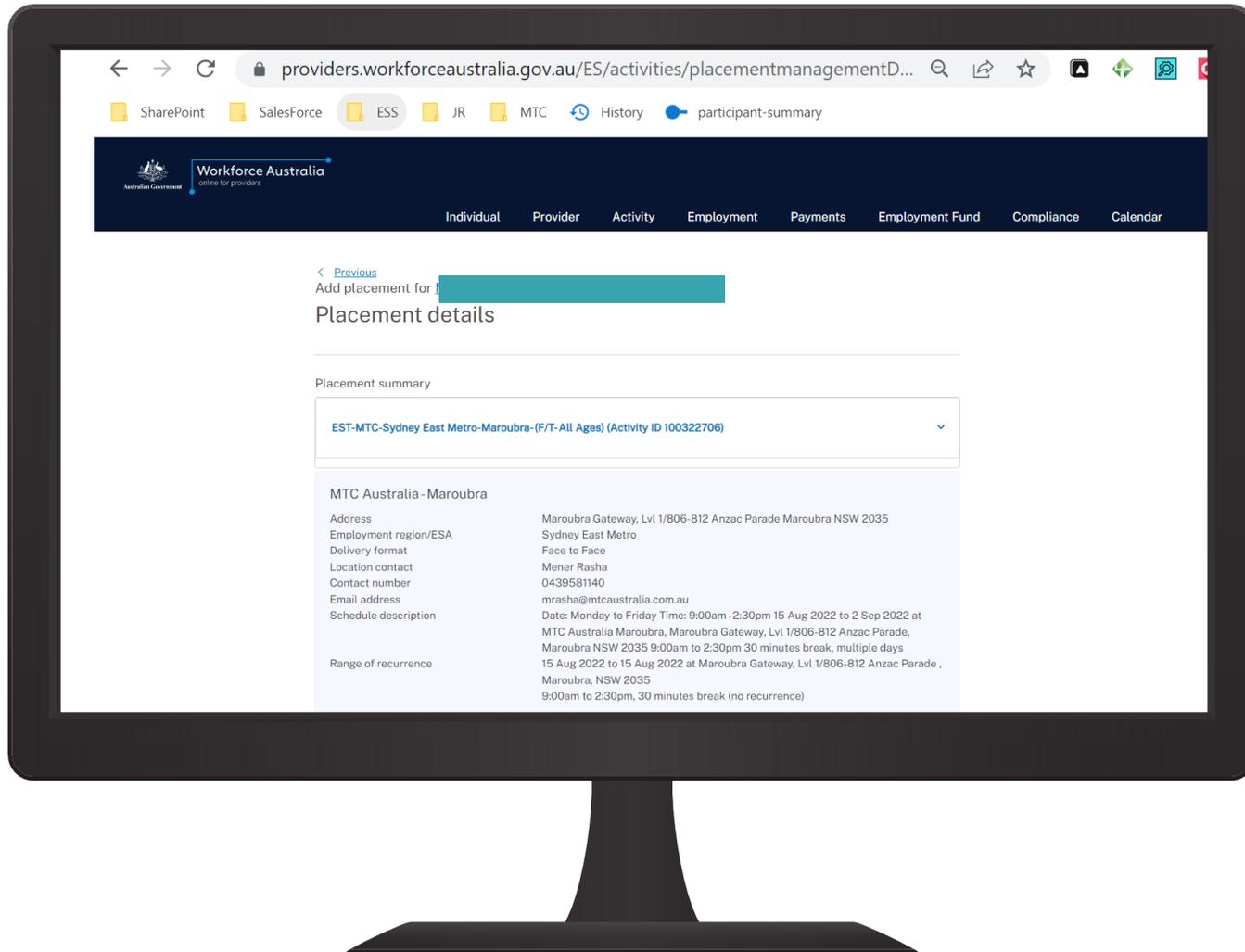
Step 9

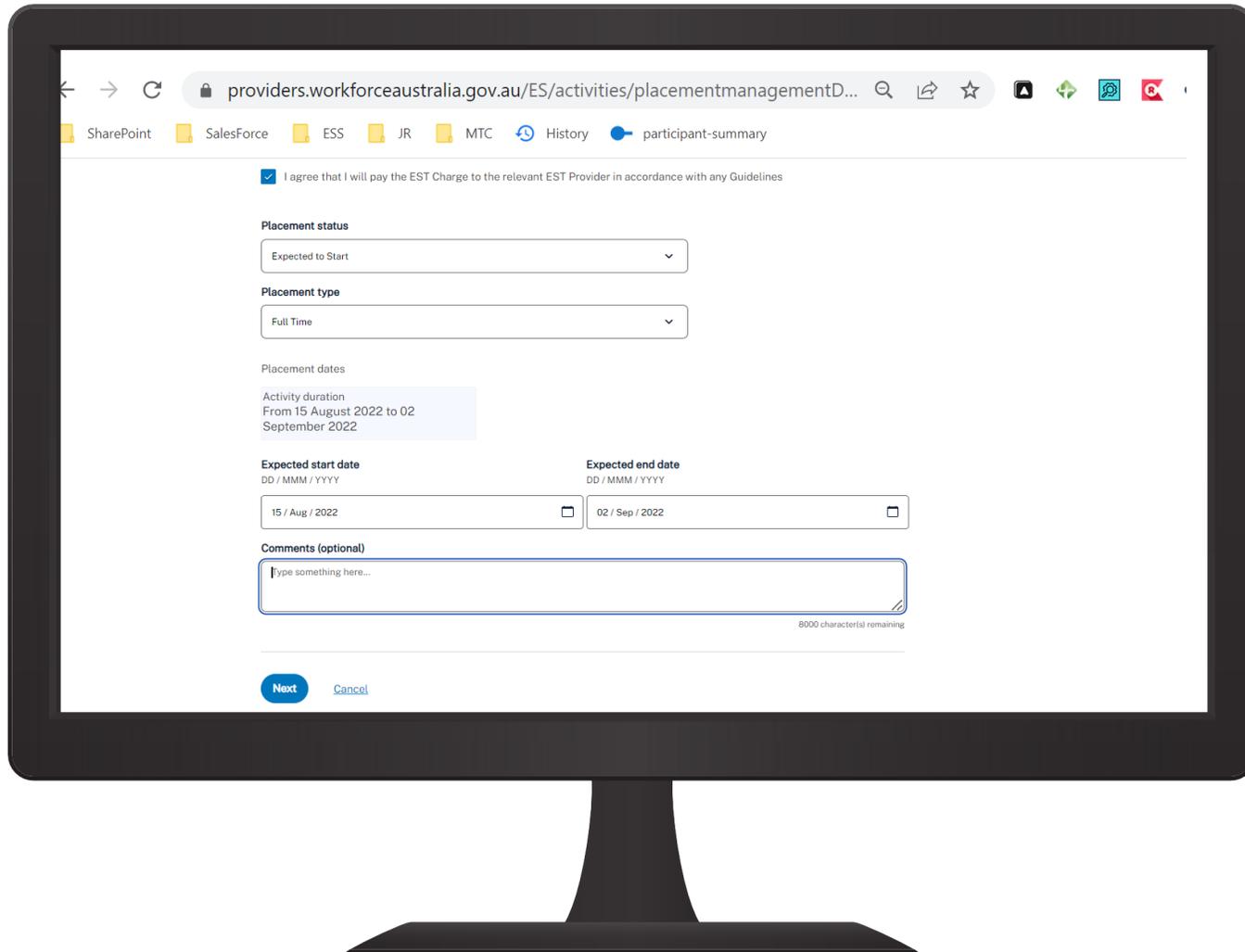Select the available session and click **NEXT** at the bottom of the page.

Step 10

- You will be taken to the *Placement Management Details* page.

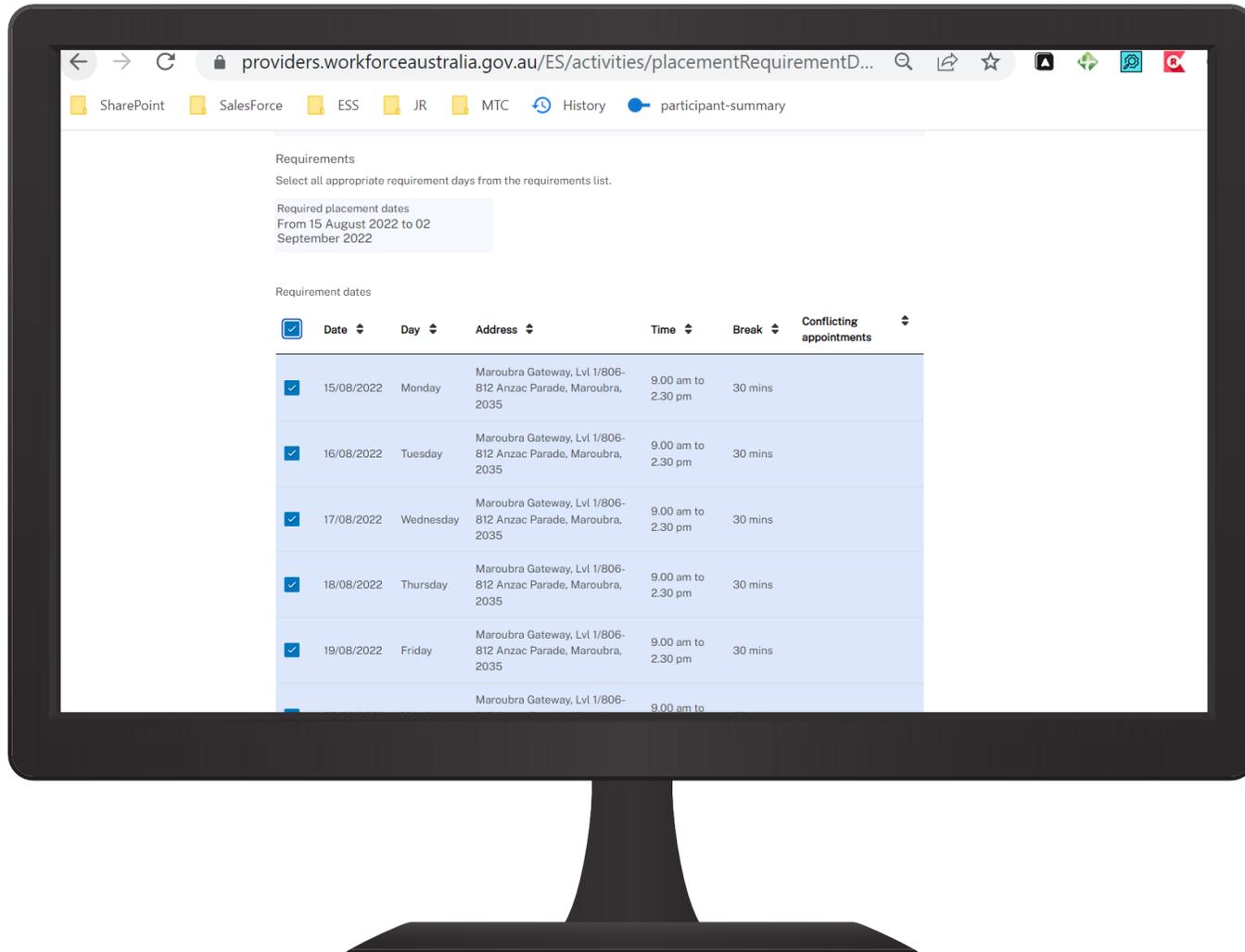- Scroll down the page to complete the activity referral.

Step 11

- Please enter the relevant details and click NEXT.

Step 12

In the *Placement Requirement Dates* section, scroll down and check the training days and click NEXT.

Step 13
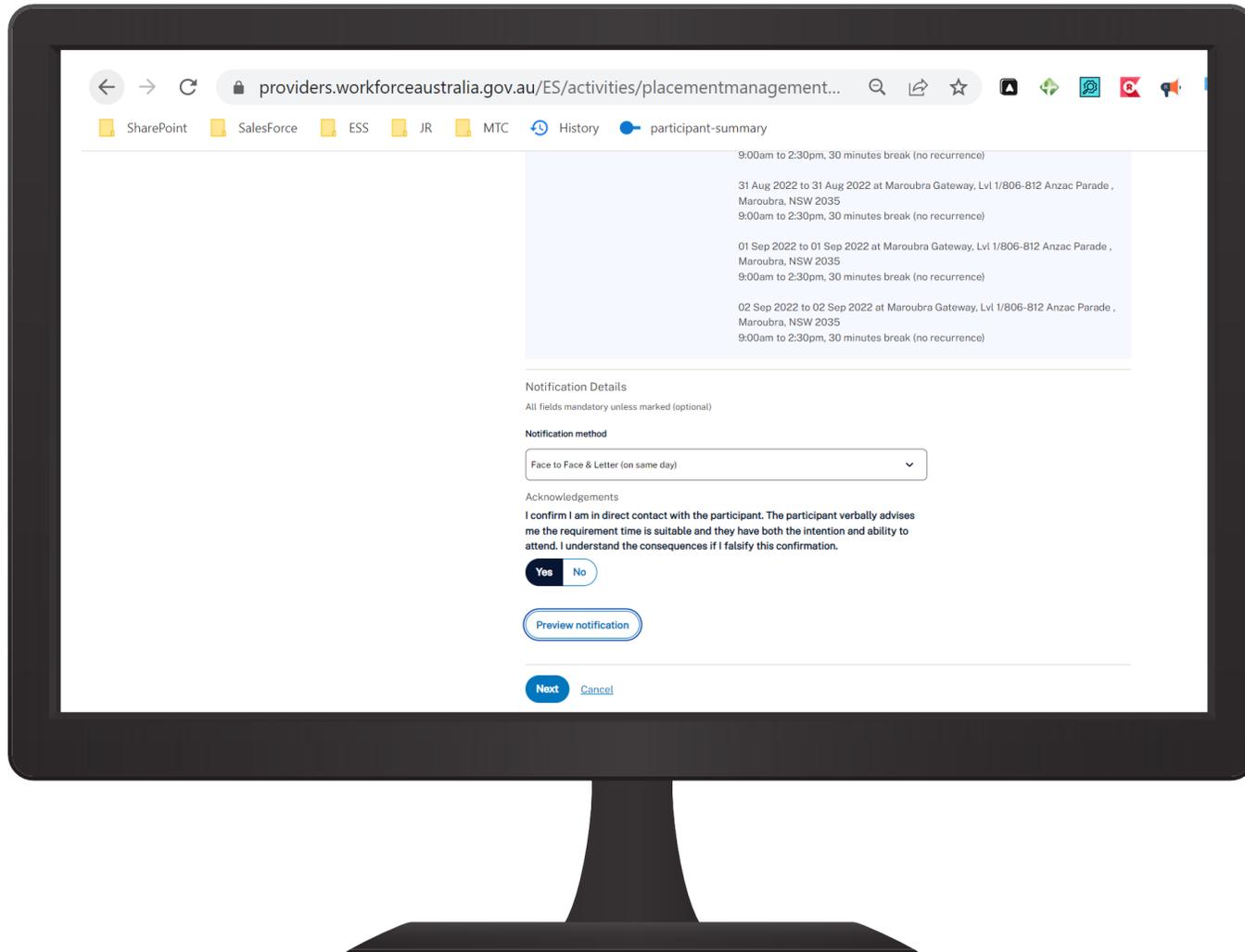
- Complete the details on the *Placement Management Notification* Page.

- Please ensure that you click on the **Preview Notification** button before clicking on **NEXT**.

Step 14

Placement details

All fields mandatory unless marked (optional)

☐ I agree that I will pay any relevant EST Charge to the EST Provider in accordance with any Guidelines

🛑 This activity referral may be subject to an EST Charge payable to the EST provider

Next   Cancel

Please check the box and click **NEXT**.

MTC will not charge any fees for referral to the EST program but this box must be checked to complete the referral.

Step 15

|		Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)
24/08/2022	9:00 am-2:30 pm		
25/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)
26/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)
29/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)
30/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)
31/08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)
1/09/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)
2/09/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T-All Ages)

Add placement   Cancel

On the *Placement Management Review,* scroll down and click **Add placement.**
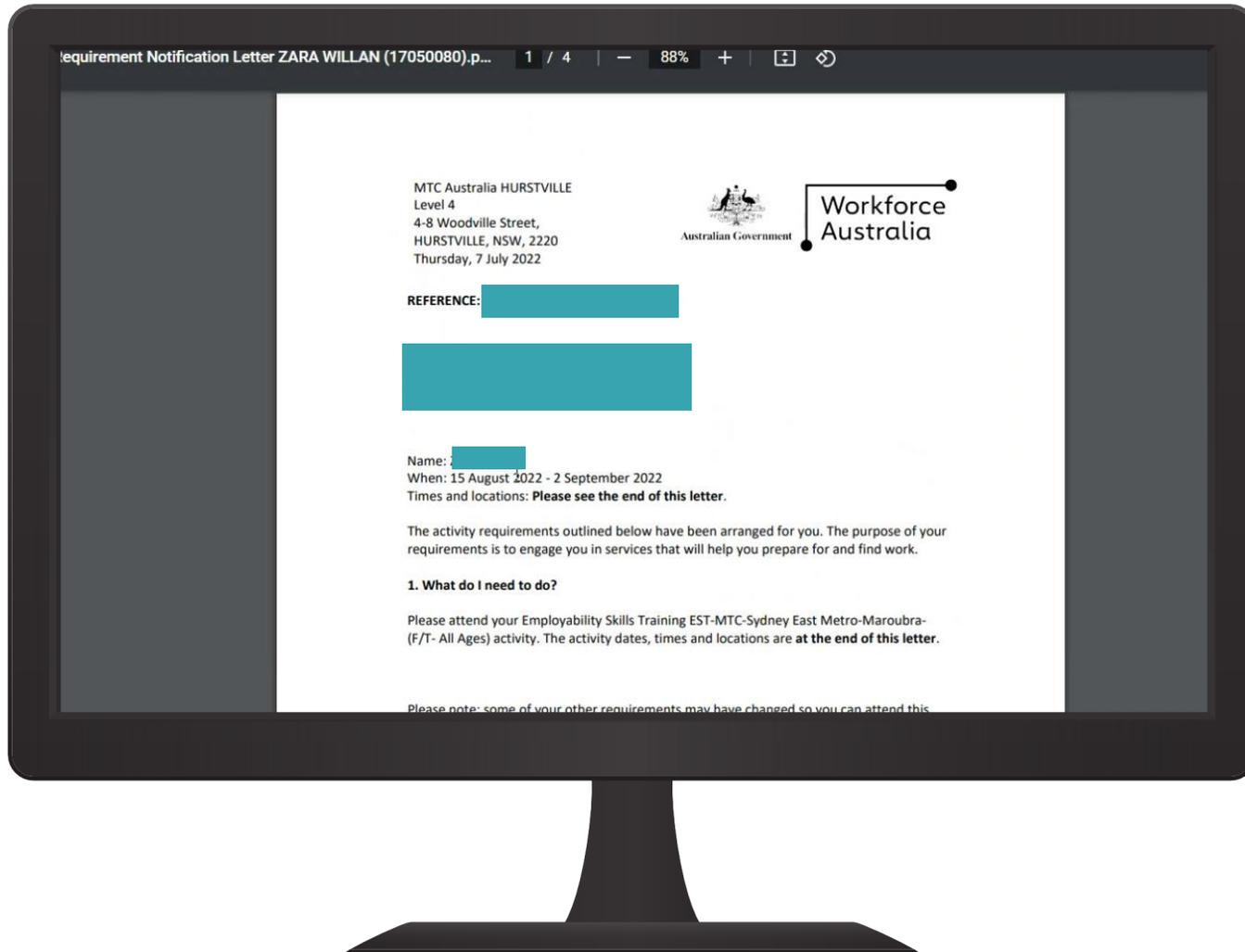
Step 16
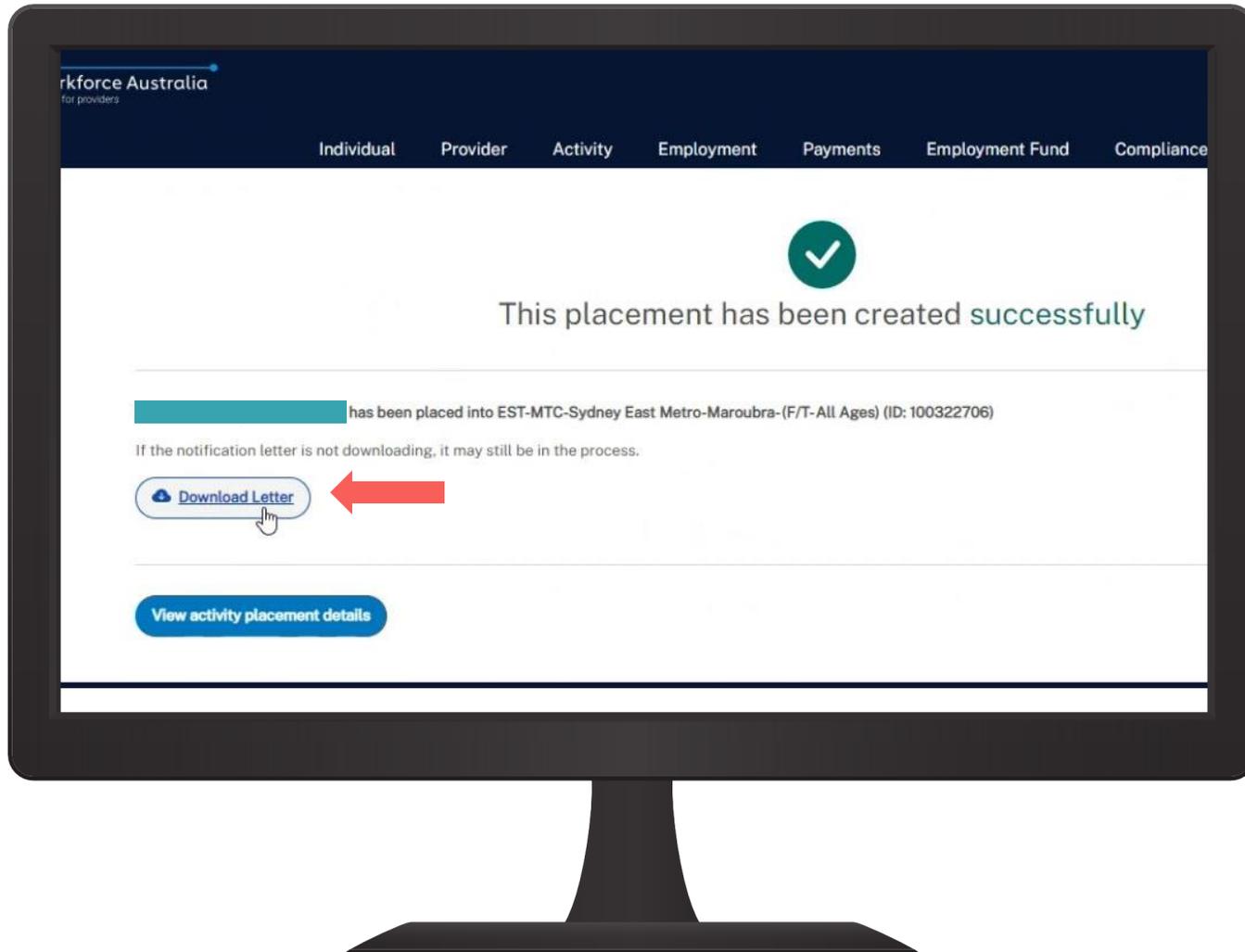
- A notification will be generated to show that the referral was successful.

- You can download the notification letter for your client.

Step 17

And a notification letter can be downloaded for your client.