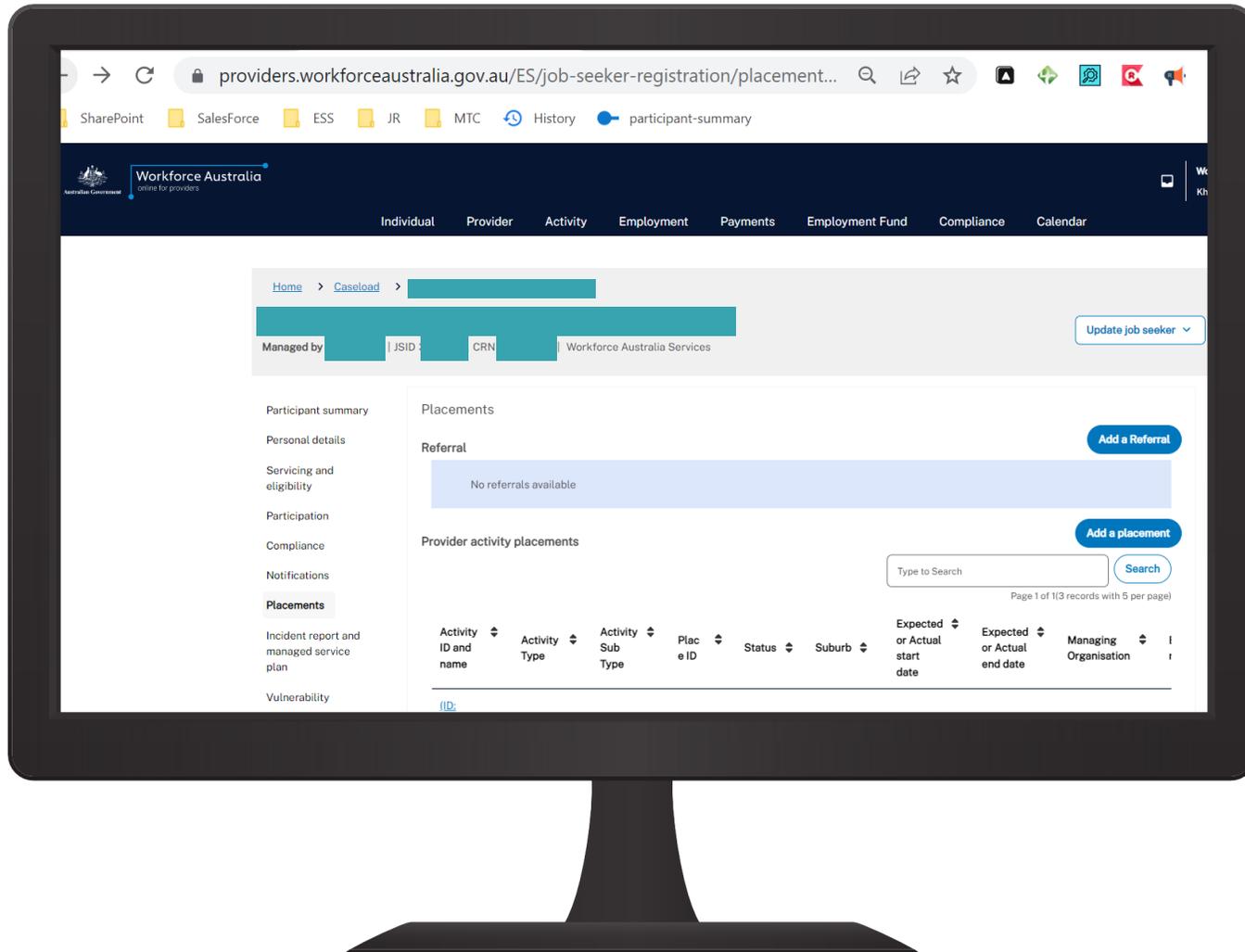


Employability Skills Training (EST)

How to Refer Guide



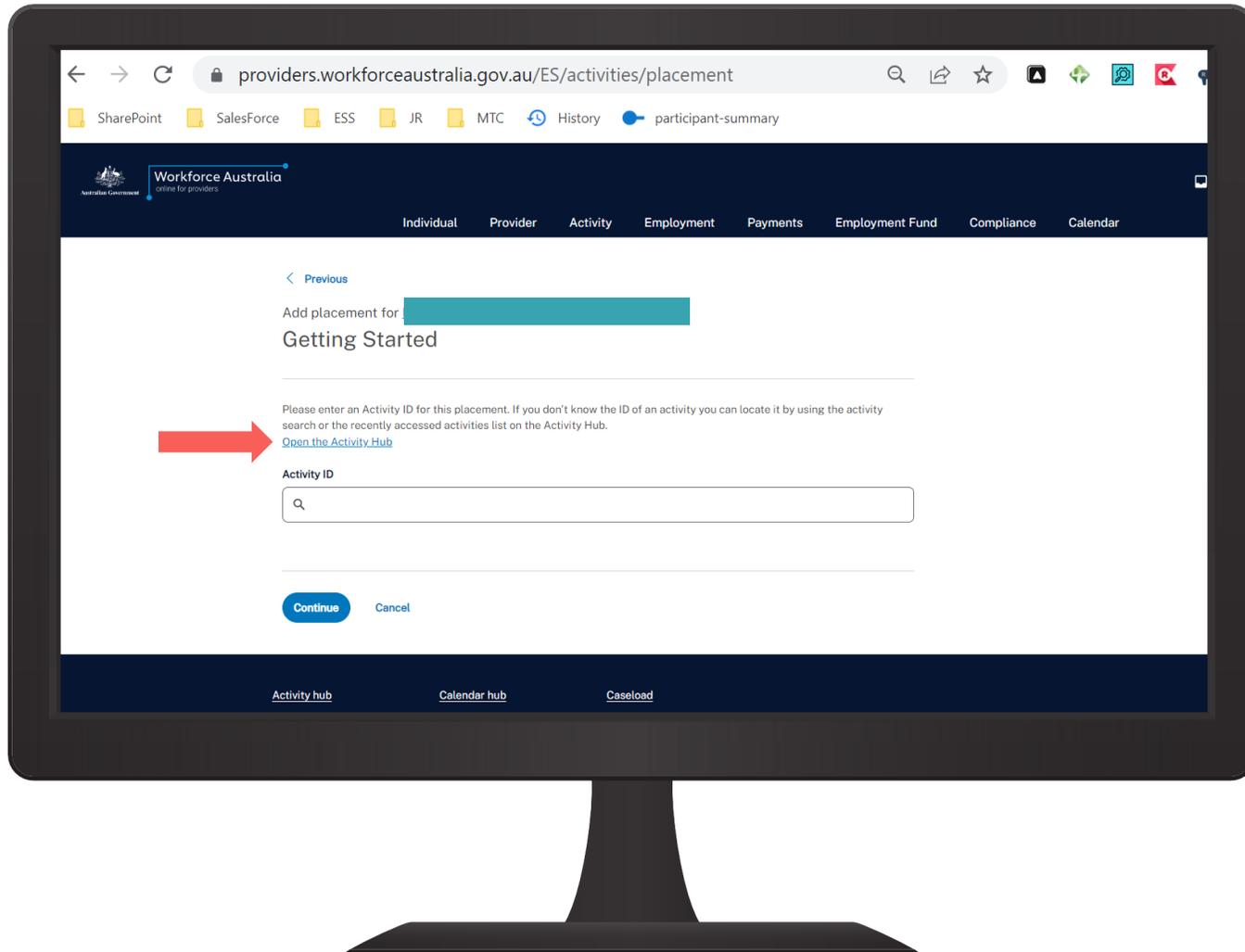
Step 1



- 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

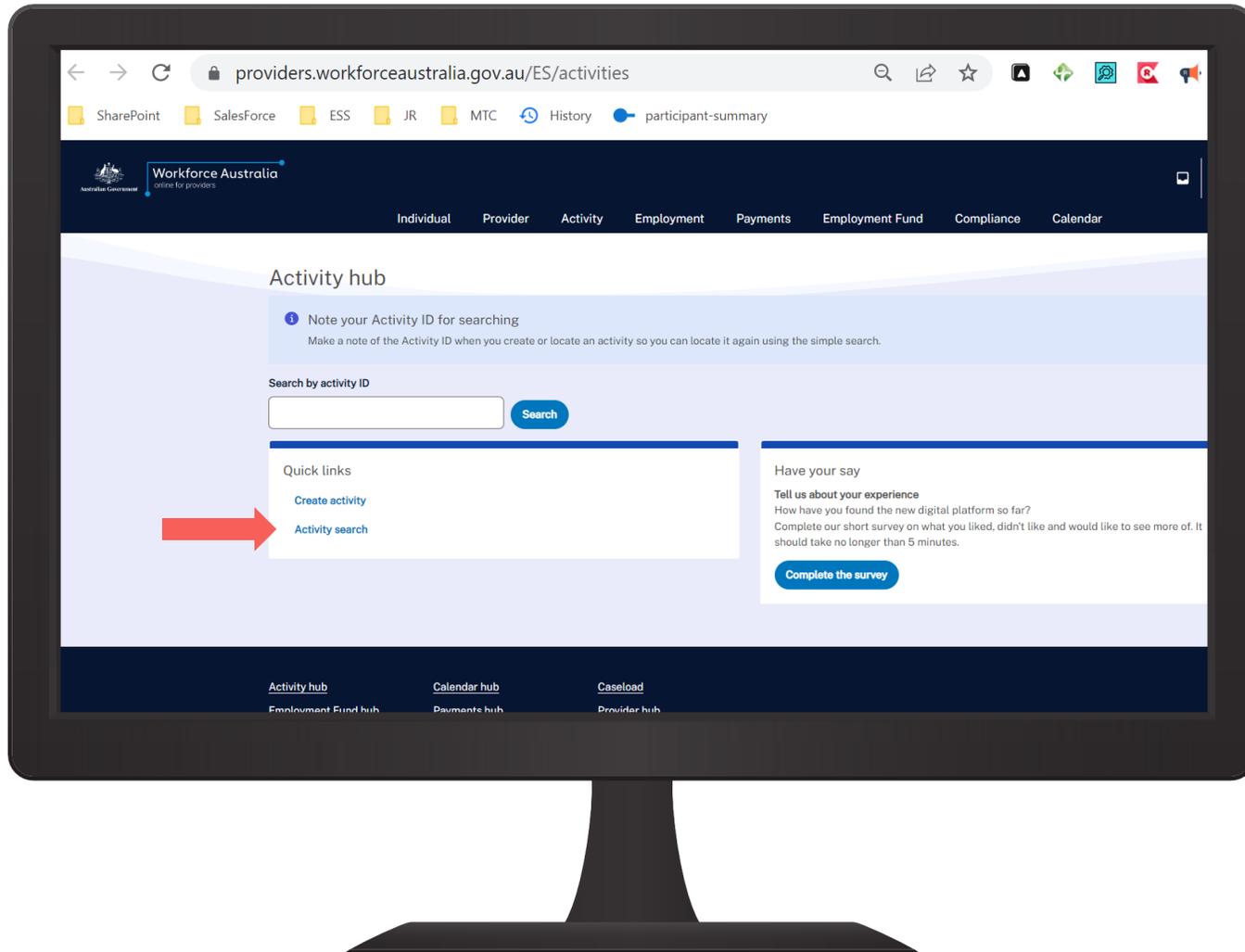


On the *Activities Placement* page:

- 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.



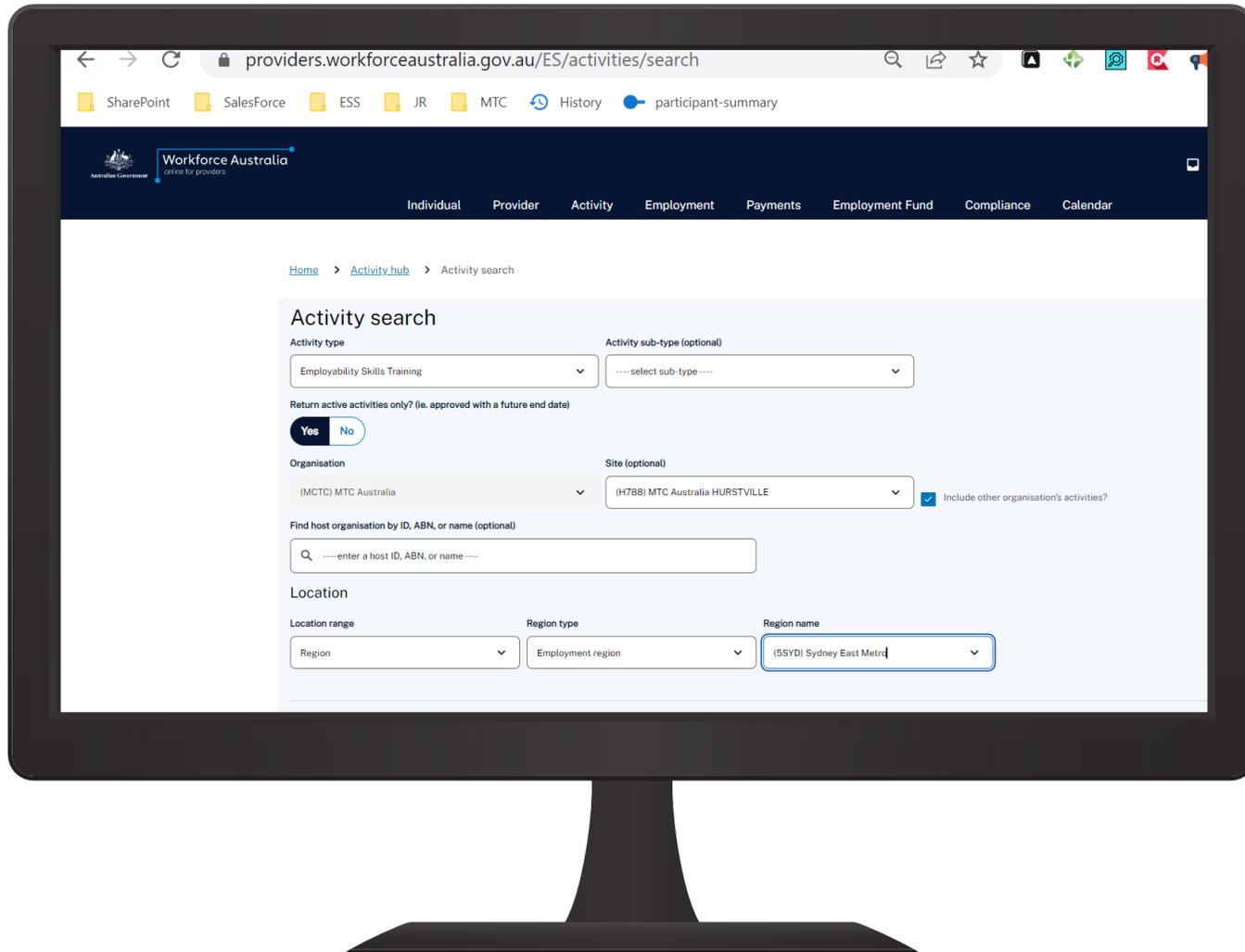
Step 3



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



Step 4



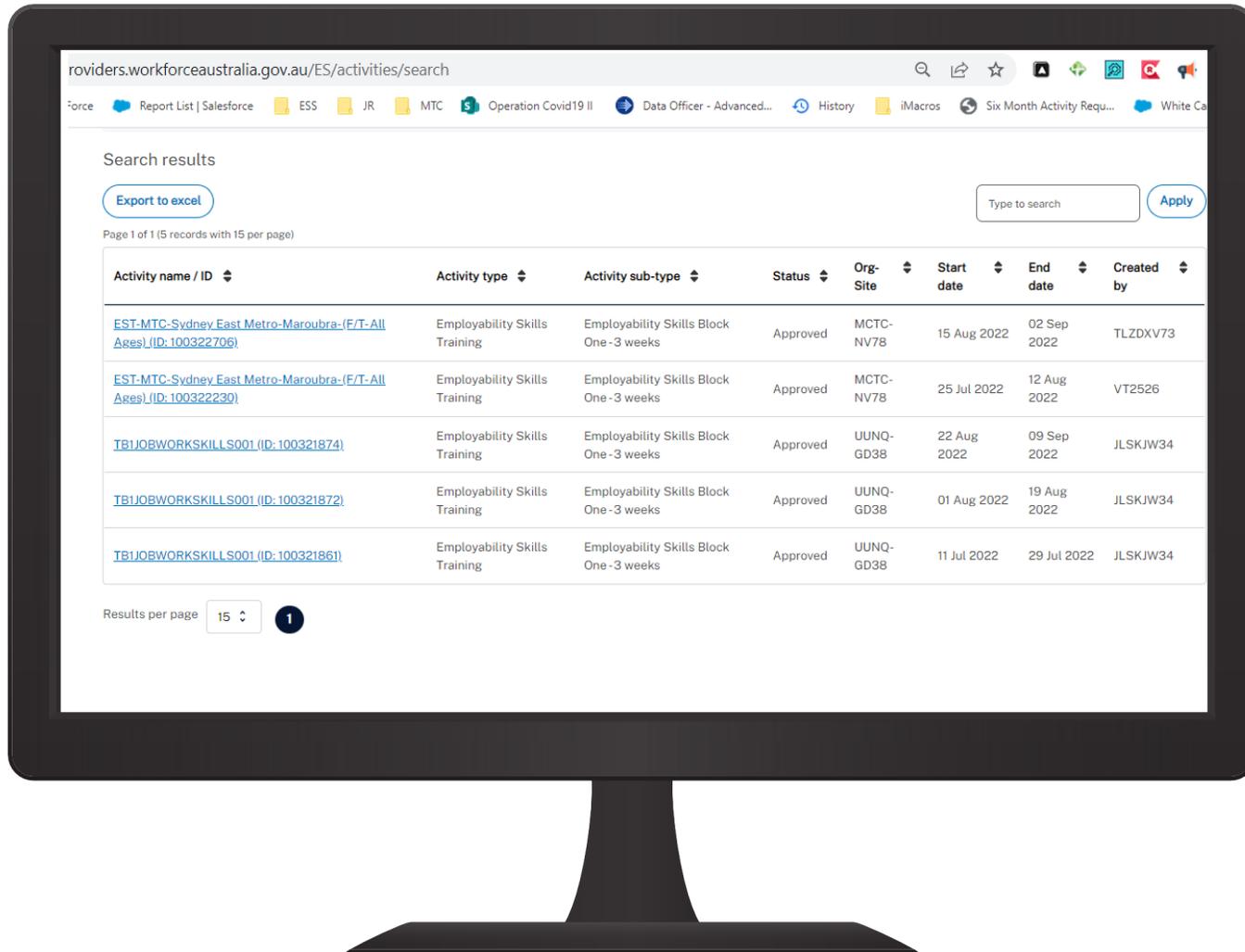
On the *Activities Search* page, enter the required details:

- 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

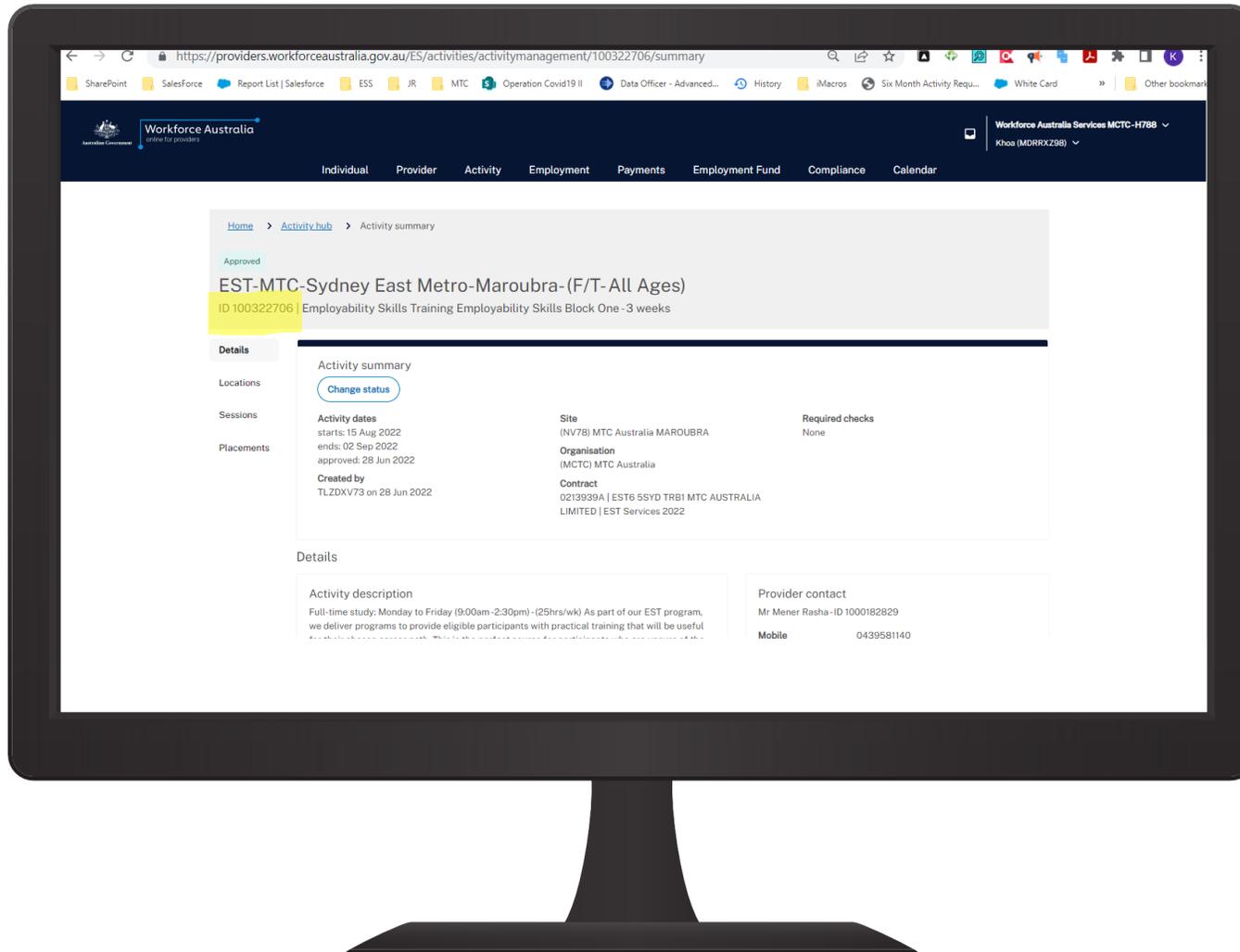


On the Search Results page:

- Scroll to select the relevant activity.



Step 6

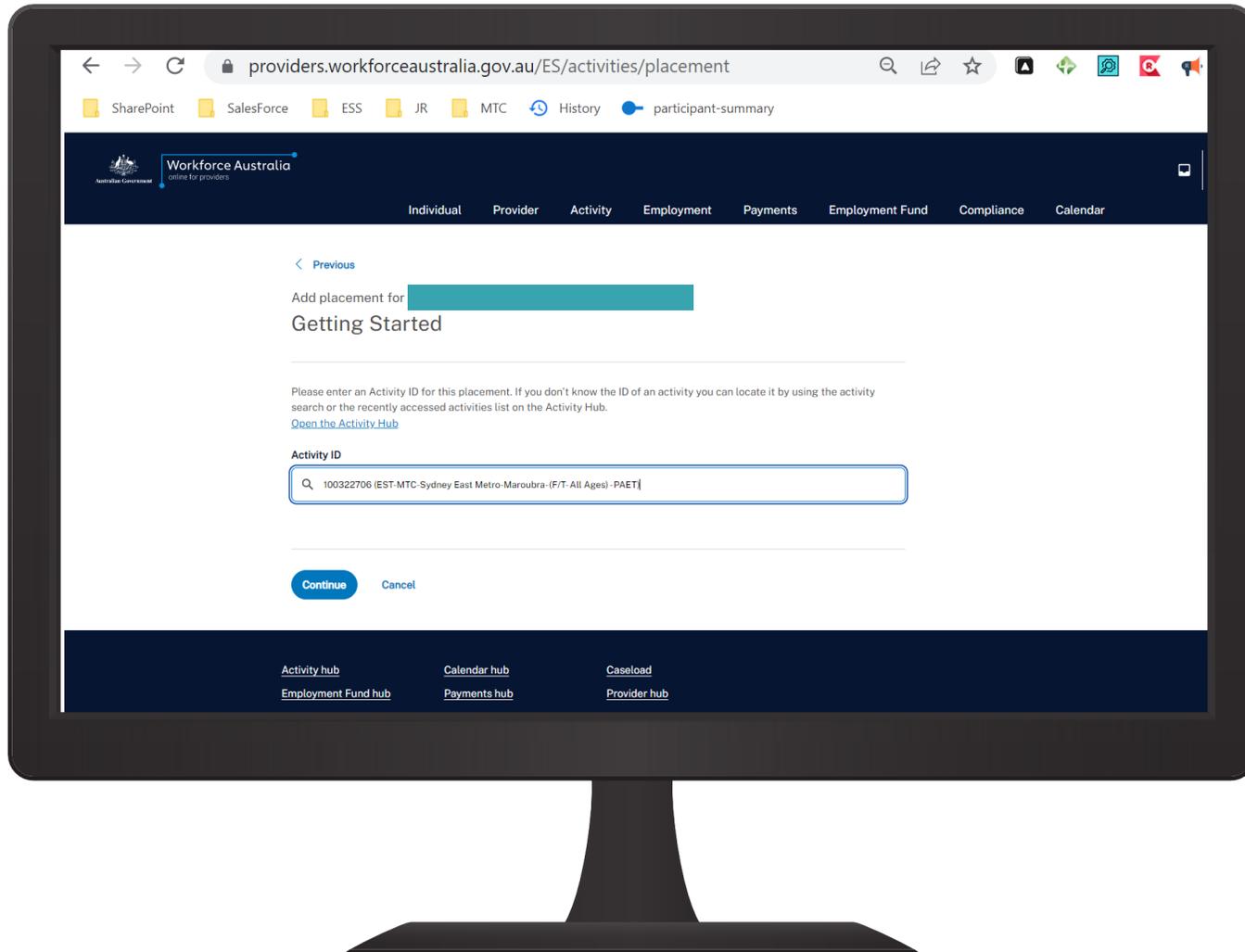


Once you click on the relevant activity, you will be taken to the **Activity Management Summary** page.

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



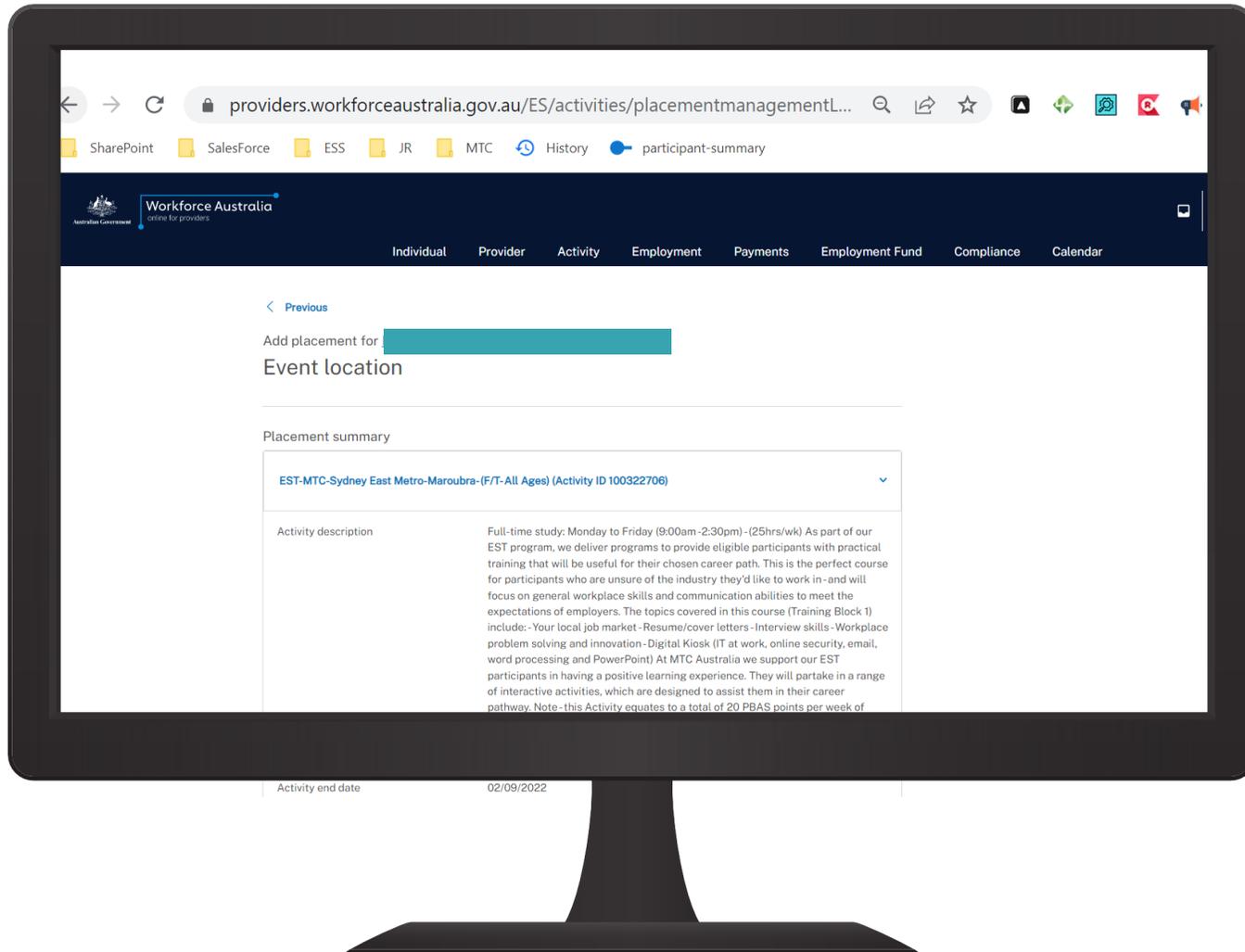
Step 7



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



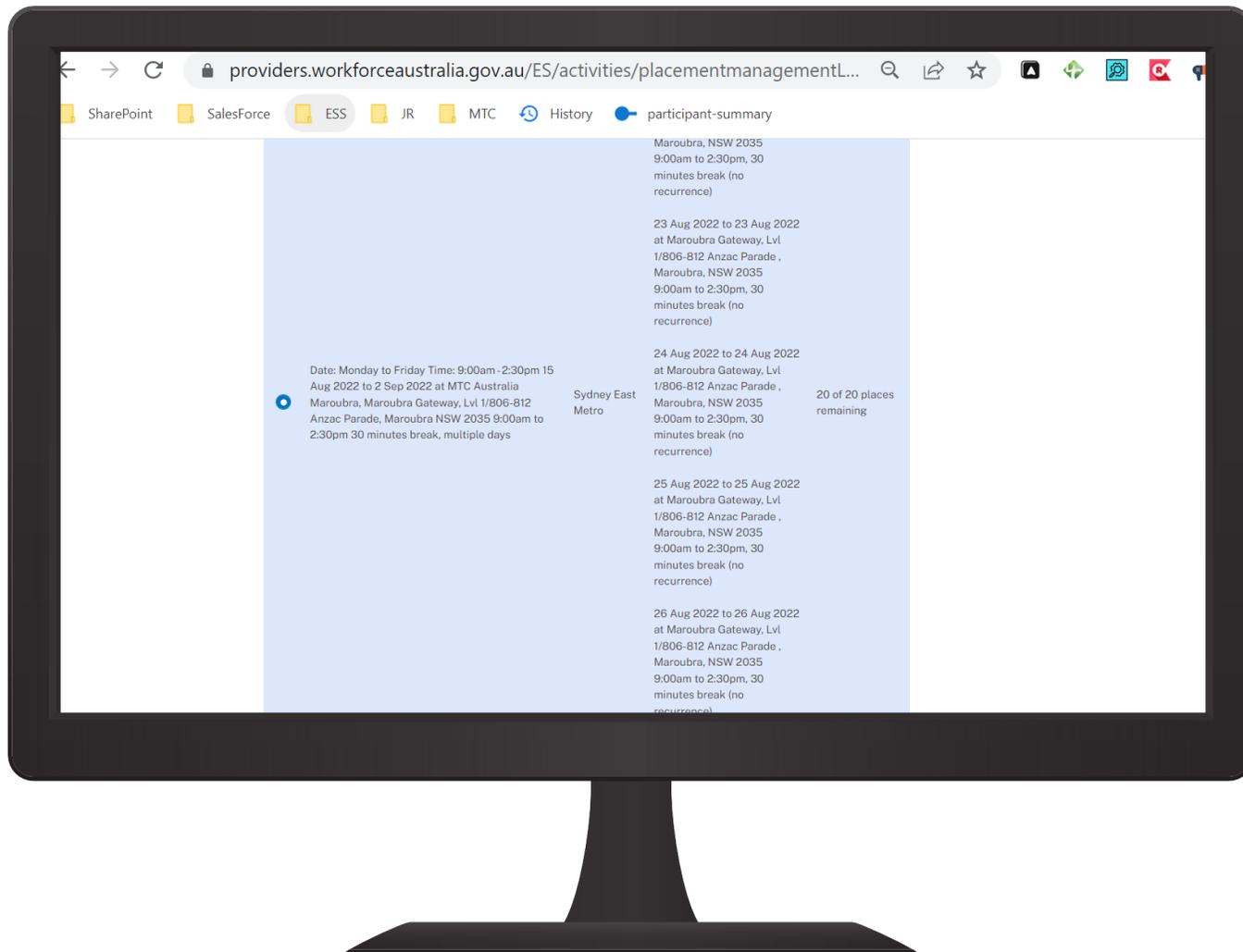
Step 8



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



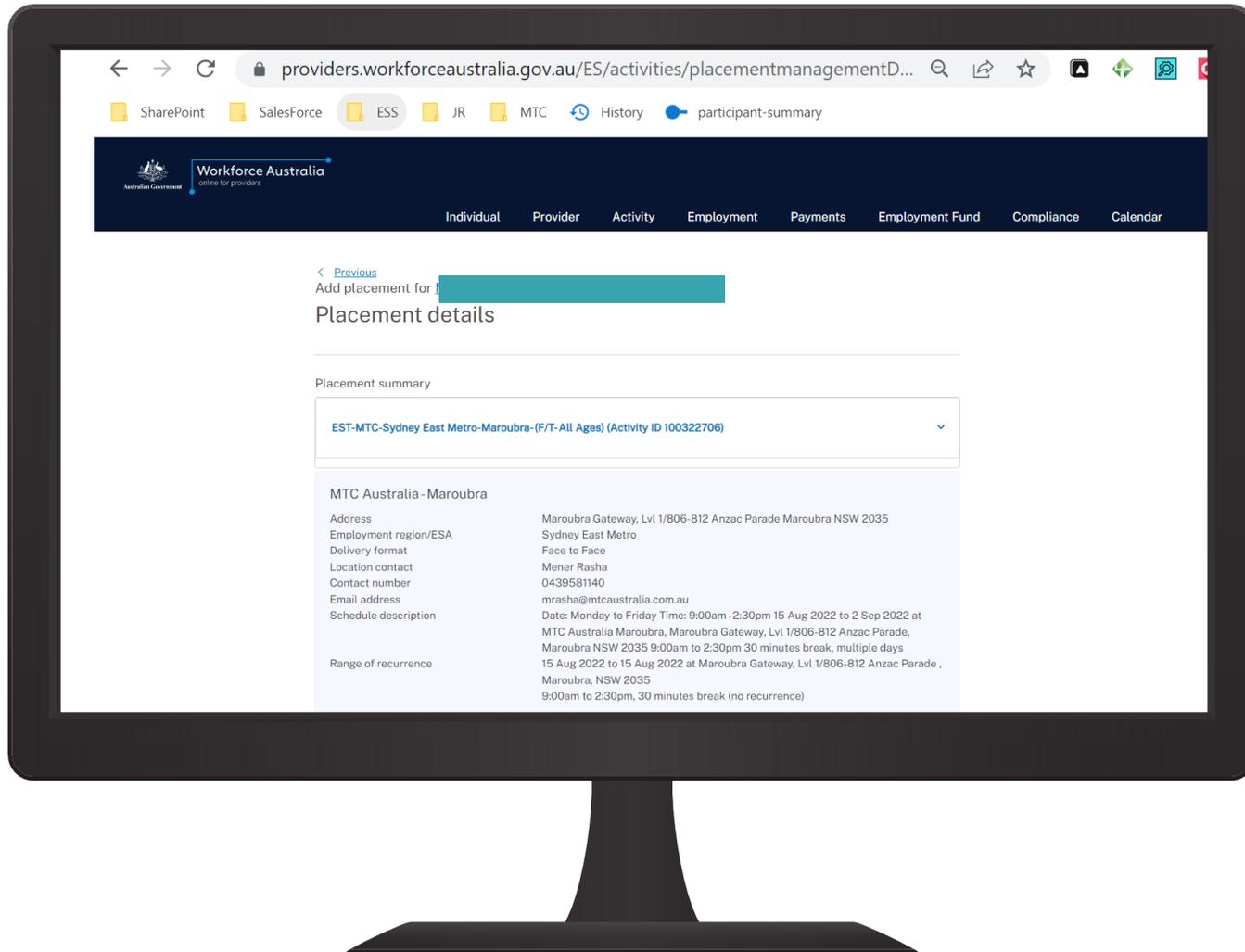
Step 9



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



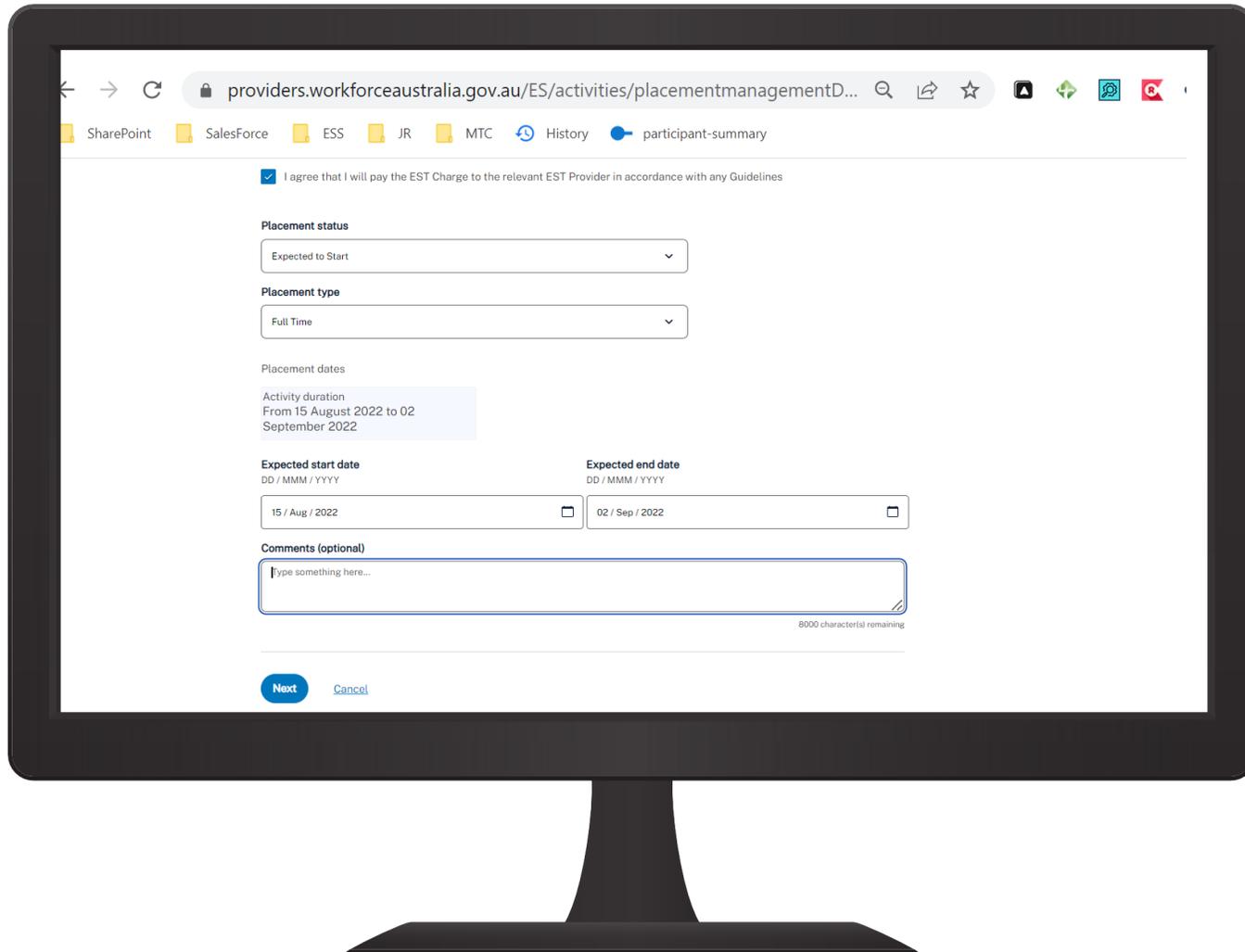
Step 10



- You will be taken to the *Placement Management Details* page.
- Scroll down the page to complete the activity referral.



Step 11



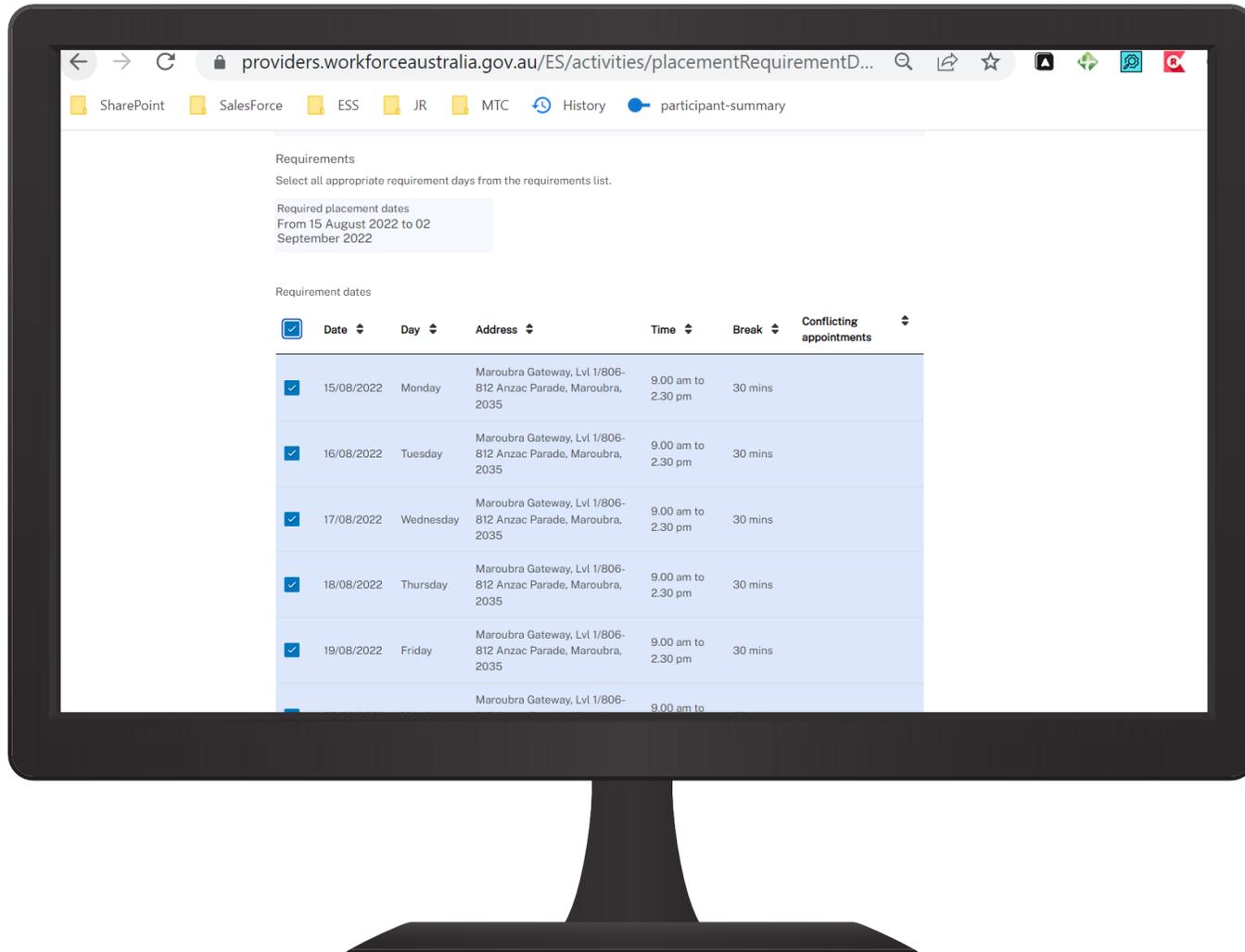
The screenshot shows a web browser window with the URL `providers.workforceaustralia.gov.au/ES/activities/placementmanagementD...`. The browser's address bar and tabs are visible, including tabs for SharePoint, Salesforce, ESS, JR, MTC, History, and participant-summary. The form content includes:

- A checked checkbox: I agree that I will pay the EST Charge to the relevant EST Provider in accordance with any Guidelines
- Placement status**: A dropdown menu with the selected value "Expected to Start".
- Placement type**: A dropdown menu with the selected value "Full Time".
- Placement dates**: A section with "Activity duration" set to "From 15 August 2022 to 02 September 2022".
- Expected start date**: A date field with the value "15 / Aug / 2022".
- Expected end date**: A date field with the value "02 / Sep / 2022".
- Comments (optional)**: A text input field with the placeholder "Type something here..." and a character count of "8000 character(s) remaining".
- At the bottom, there are two buttons: "Next" (highlighted in blue) and "Cancel".

- Please enter the relevant details and click **NEXT**.



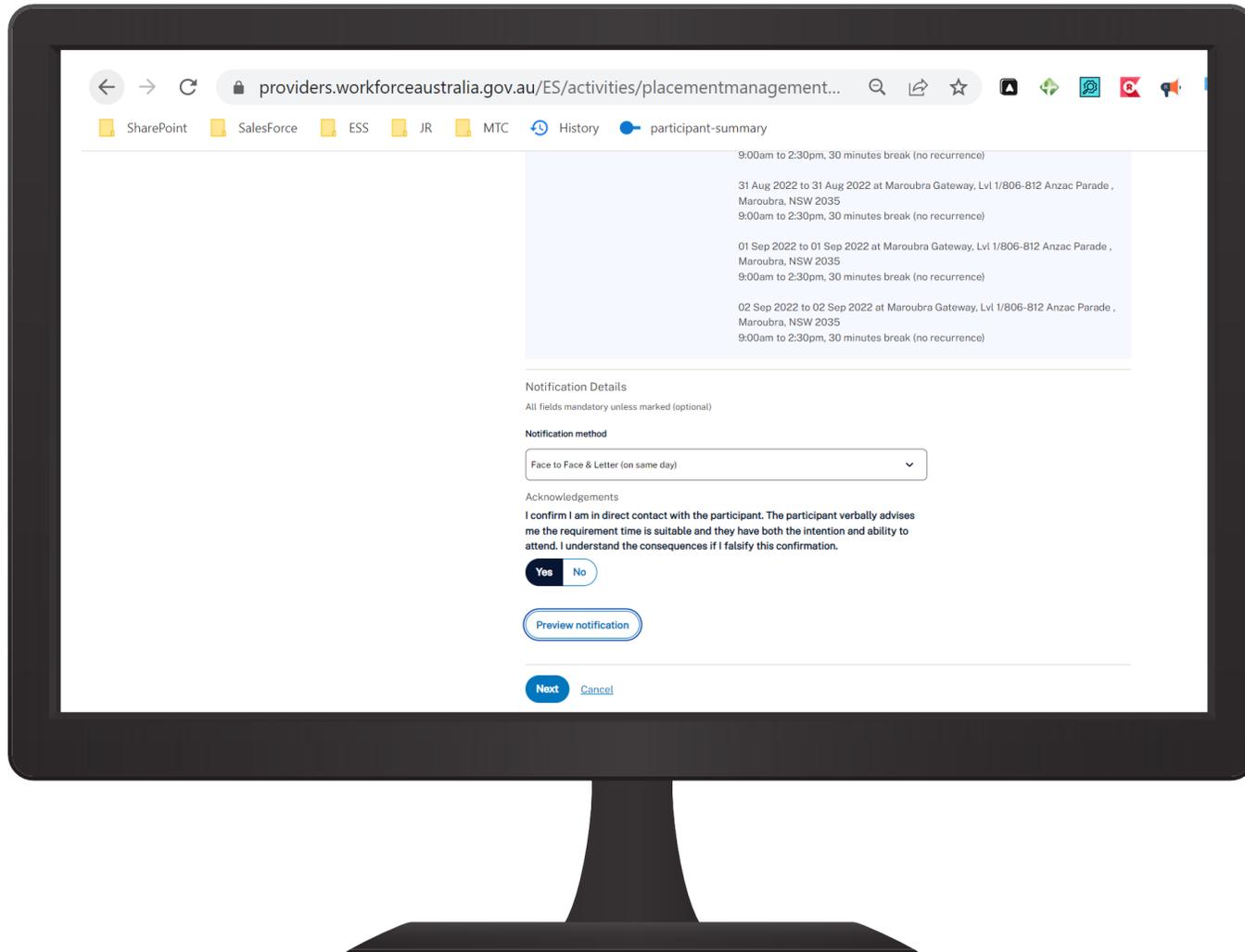
Step 12



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

24/08/2022	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)
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)



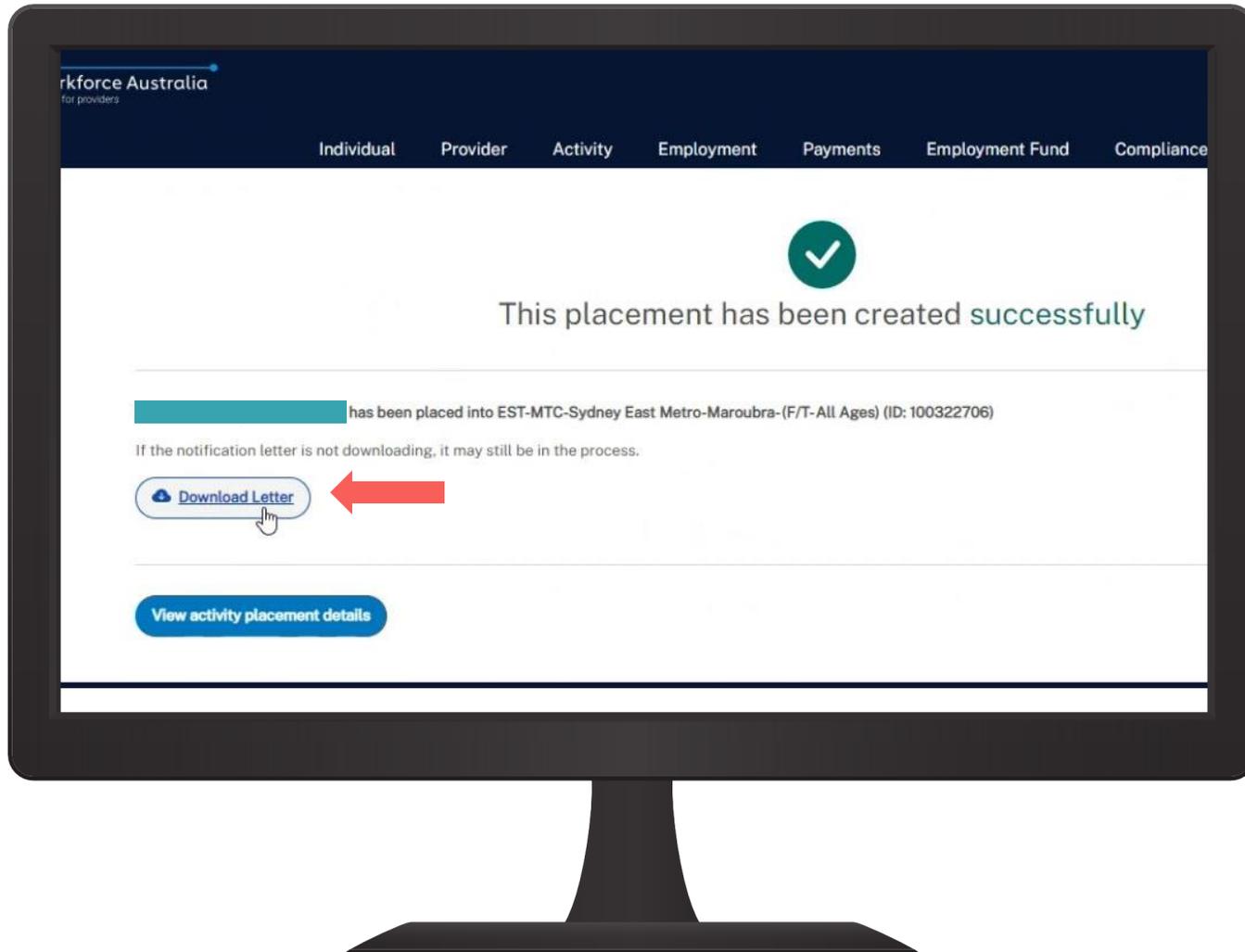
Add placement

Cancel

On the *Placement Management Review*, scroll down and click **Add placement**.



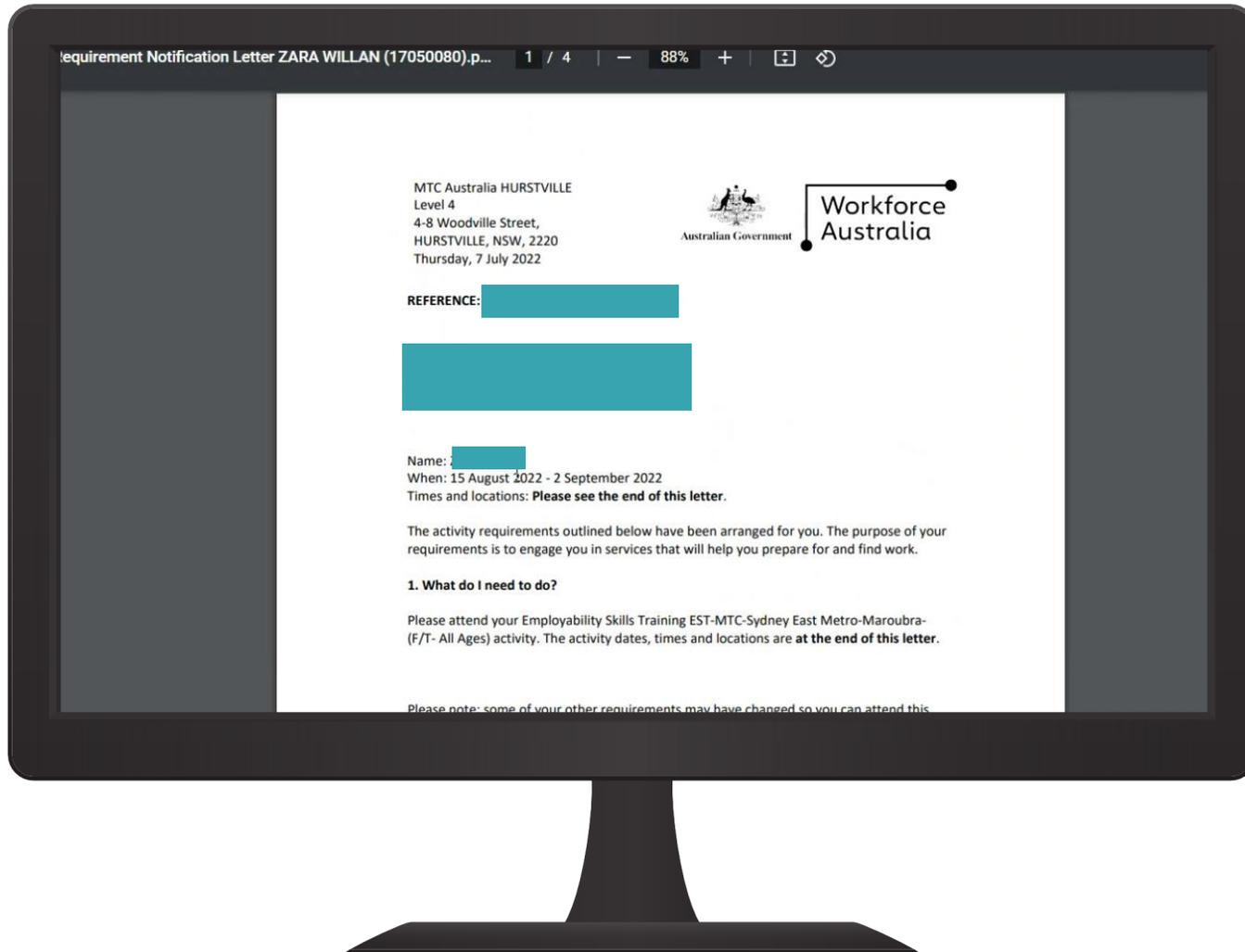
Step 16



- 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.

