# SEE Referrer Guide for WFA, TTW and Parent Pathways Providers

The Skills for Education and Employment (SEE) Program is funded by the Australian Government Department of Employment and Workplace Relations.





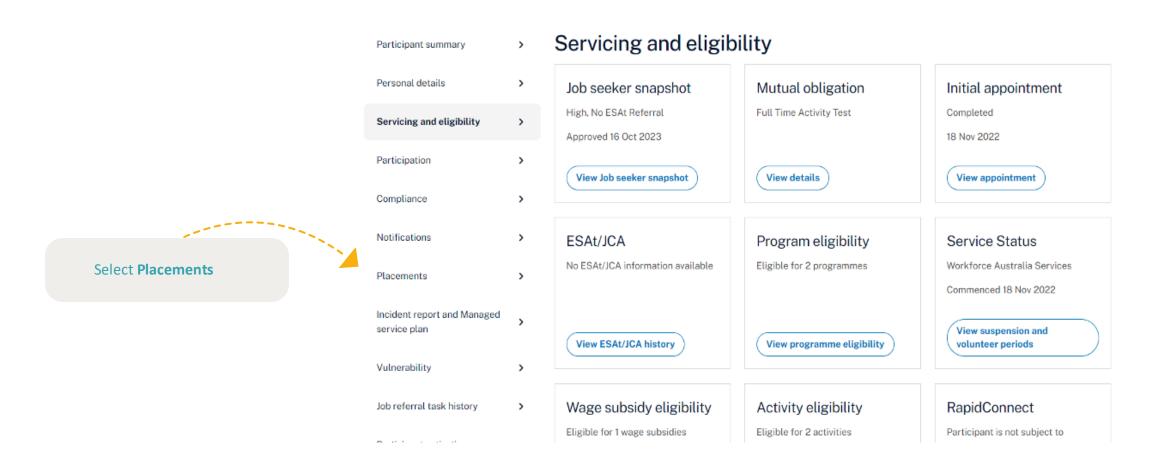
Version No: 2.0 Approved Date: 18th March 2025 Review Date: 18th March 2026 Responsibility: National SEE/CTA Manager

# Step 1: Locate Job Seeker on Workforce Australia Online

Caseload Enter details into the Filter Organisation and Filter Filter Organisation Filter Sites **Sites** fields Q MTC Australia (MCTC) MTC Australia HURSTVILLE (H788) X --Select site(s)--Clear search Results Apply filters Reset Bulk actions (0 selected) Add a new participant 6 columns selected Export all Page 1 of 1 (1 records with 10 per page) Workforce Australia Services Applied filters (1) Job seeker ID 0 Surname 0 Given name 0 Date of birth \$ Age 0 Placement status 0 Search by: 19637470 X Filters Filter by Items per page 10 ∨ Q Managed by Enter client's JSID in the **Filter** Q ---select an option---by field. Placement status (0) Job plan status (0) Click on the Job Seeker ID Additional Criteria found under Results

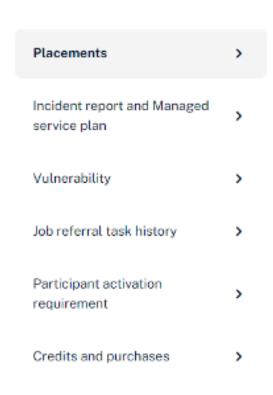


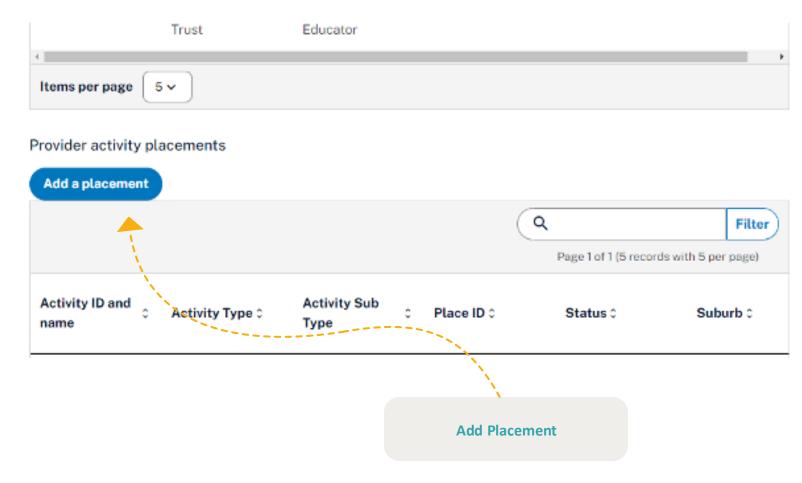
# Step 2: From the Job Seeker Main Page





# Step 3: Select Add a placement





# Step 4: Search activities

recently accessed activities list on the Activity Hub.

Open Activity hub. 7

#### Recently accessed activities

Want to build your employability skills & get a job? Join MTC
Australia-Marrickville to refine&apply your skills. We'll explore
jobs& industries in demand now-Retail, Hospitality, Construction
& Care (ID 100559832)

Employability Skills Training - Industry Discovery - APM Employment Services - Launceston (ID 100562370)

Employability Skills Training - Industry Discovery - APM Employment Services - Colac (ID 100562519)

First Aid (ID 100546270)

Select

Select

Select

Select

Search activities

You can locate an activity by entering an activity ID

Q ---- Select activity ----

Activity ID is required.

Continue

Exit

Enter
MTC SEE Site Activity ID

Select the activity

**Continue** 



#### **MTC Australia's SEE Sites**

#### **Capital Region**

Site	Address	Contract Region	Activity ID
Belconnen	Unit C, Level 2, Swanson Plaza, 11-17 Swanson Street, Belconnen ACT 2617	Capital	100612328
Canberra City	Unit 67-68, Level 1, 10 Lonsdale Street, Braddon ACT 2612	Capital	100612323
Queanbeyan	Shop 5-9, 72 Monaro St, Queanbeyan NSW 2620	Capital	100630132
Greenway	Shop 8, 175 Anketell St, Greenway ACT 2900	Capital	100630134

#### Hunter

Site	Address	Contract Region	Activity ID
Broadmeadow	Transformational Institute, 1/55 Broadmeadow Rd, Broadmeadow NSW 2292	Hunter	100613837
Charlestown	Level 1, 240 - 244 Pacific Highway, Charlestown NSW 2290	Hunter	100622424
Maitland	444 High St, Maitland NSW 2320	Hunter	100630129

#### Illawarra

Site	Address	Contract Region	Activity ID
Dapto	The Personnel Group, 62 Princes Hwy, Dapto NSW 2530	Illawarra	100610858
Nowra	Shoalhaven Regional Gallery, 12 Berry St, Nowra NSW 2541	Illawarra	100602218
Shellharbour	3 Burra Place, Shellharbour NSW 2529	Illawarra	100639191
Wollongong	Shop 1, 304 Crown Street, Wollongong NSW 2500	Illawarra	100619730

#### **MTC Australia's SEE Sites**

#### **Sydney East Metro**

Site	Address	Contract Region	Activity ID
Burwood	Suites 3-4, Level 1, 1-17 Elsie Street, Burwood NSW 2134	Sydney East Metro	100467354
Campsie	Level 1, 59-63 Evaline Street, Campsie NSW 2194	Sydney East Metro	100467438
Hurstville	Level 3, 7-11 The Avenue, Hurstville NSW 2220	Sydney East Metro	100467380
Maroubra	Level 1, 806-812 Anzac Parade, Maroubra NSW 2035	Sydney East Metro	100467251
Marrickville	334-336 Illawarra Road, Marrickville NSW 2204	Sydney East Metro	100467294

#### **Sydney Greater West**

Site	Address	Contract Region	Activity ID
Auburn	Suit 502, Level 5, 39 Queen Street, Auburn NSW 2144	Sydney Greater West	100467496
Blacktown	Suite 3, 83 Flushcombe Road, Blacktown, NSW 2148	Sydney Greater West	100467267
Merrylands	The Holroyd Centre 11-17 Miller St, Merrylands NSW 2160	Sydney Greater West	100467516
Parramatta	Level 5, 17-21 Macquarie St, Parramatta NSW 2150	Sydney Greater West	100467248
Penrith	Suite 3003C, L3, Borec House, 29-57 Station Street, Penrith NSW 2740.	Sydney Greater West	100641199

#### **MTC Australia's SEE Sites**

#### **Sydney North and West**

Site	Address	Contract Region	Activity ID
Chatswood	Level 3, 54 Neridah Street, Chatswood NSW 2067	Sydney North and West	100467291
Gosford	Gosford Central Plaza (Max Employment), Suite 4, Level 1, 153 Mann St, Gosford NSW 2250	Sydney North and West	100467497
Hornsby	Suite 2, Ground Floor, 22-28 Edgeworth David Ave, Hornsby NSW 2077	Sydney North and West	100467501
Lake Haven	Unit 132, Lake Haven Centre, Lake Haven Drive, Lake Haven NSW 2263	Sydney North and West	100615715

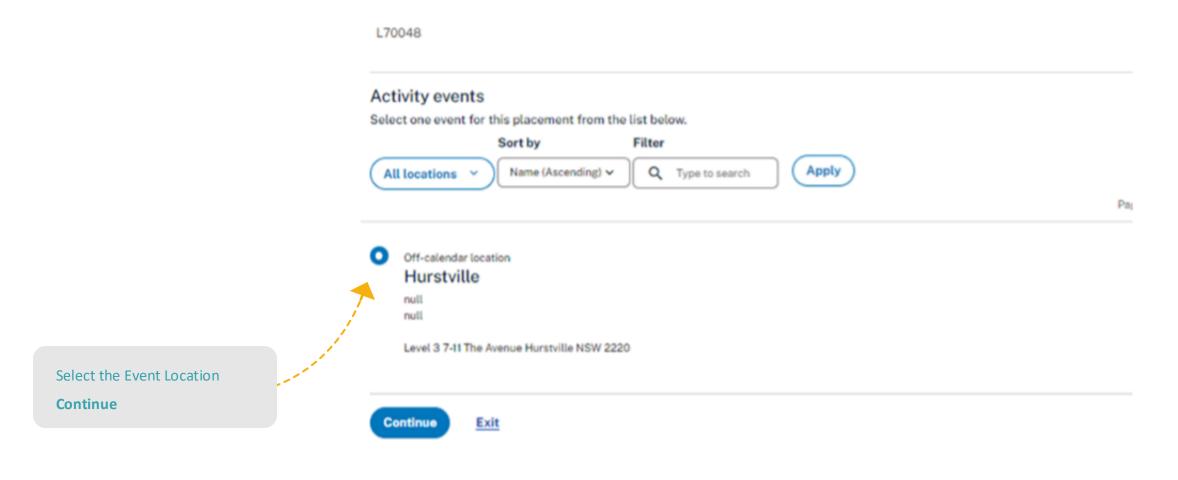
#### **Sydney South West**

Site	Address	Contract Region	Activity ID
Bankstown	Level 3, 2-14 Meredith Street, Bankstown NSW 2200	Sydney South West	100467247
Campbelltown	Suite 2, Level 1, 101 Queen Street, Campbelltown NSW 2560	Sydney South West	100467252
Fairfield	Level 1, 119 The Crescent, Fairfield NSW 2165	Sydney South West	100467423
Cabramatta	Level 1, 251-257 Cabramatta Road West, Cabramatta NSW 2166	Sydney South West	100467292
Liverpool	Level 1, 242-250 George Street, Liverpool NSW 2170	Sydney South West	100467249
Miller	18 Woodward Crescent, Miller NSW 2168	Sydney South West	100467325

#### **SEE Distance**

Activity Name	Activity ID
MTC - Distance Learning National	100586422

### **Step 5: Event Location**





### Step 6: Placement Details

Fill details in these fields:

**Placement Status** 

choose Expected to Start

**Placement Type** 

choose Full time/Part time or Other

**Enter Expected start date** 

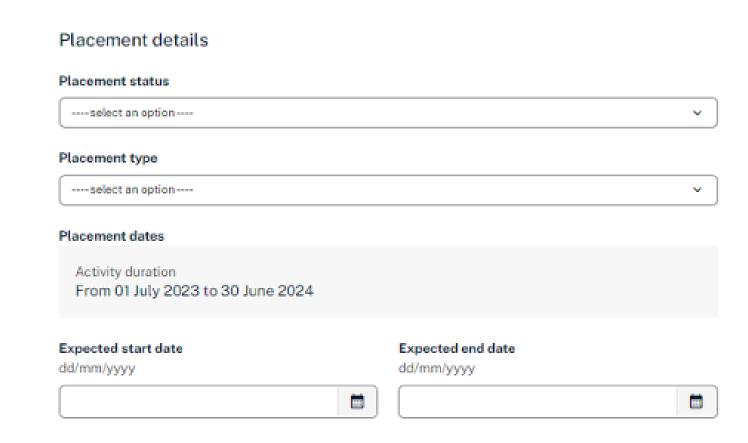
same as PTA date or current date

**Enter Expected end date** 

Maximum to year from the Expected Start date

Enter other comments where required

**Press Next** 





# Step 7: Review and Submit

Review and submit Review all details and update if required before adding this placement. Placement summary MTC Australia Limited-Hurstville (ID 100467380) Event location Address Level 3 7-11 The Avenue, Hurstville, NSW, 2220 Location contact MTC Customer Care Team Contact number 1300232663 Email address info@mtcaustralia.com.au ← Edit event location Placement details Placement status Expected to Start Placement type Expected start date 26 April 2024 Expected end date 30 June 2024 Comments (optional) ← Edit placement details



After submitting, the system will confirm/there will be a confirmation note that the client has been successfully placed in to the activity



# MTC SEE

# Thank you!

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