

# 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: 18<sup>th</sup> March 2025

Review Date: 18<sup>th</sup> March 2026

Responsibility: National SEE/CTA Manager

# Step 1: Locate Job Seeker on Workforce Australia Online

Enter details into the **Filter Organisation** and **Filter Sites** fields

## Caseload

**Filter Organisation**  
MTC Australia (MCTC) X

**Filter Sites**  
MTC Australia HURSTVILLE (H788) X  
--Select site(s)--

**Search** **Clear search**

**Apply filters** **Reset**

**Expand all** **Collapse all**

**Workforce Australia Services**

**Applied filters (1)**

Search by : 19637470 X

**Filters**

**Filter by**

**Managed by**

**Placement status (0)**

**Job plan status (0)**

**Additional Criteria**

**Results**

**6 columns selected**

**Export all**

**Bulk actions (0 selected)**

**Add a new participant**

Page 1 of 1 (1 records with 10 per page)

<input type="checkbox"/>	Job seeker ID	Surname	Given name	Date of birth	Age	Placement status
<input type="checkbox"/>						

Items per page 10

Enter client's JSID in the **Filter by** field.

Click on the **Job Seeker ID** found under **Results**



# Step 2: From the Job Seeker Main Page

The screenshot displays a user interface for a job seeker's profile. On the left is a vertical navigation menu with the following items: Participant summary, Personal details, Servicing and eligibility (highlighted), Participation, Compliance, Notifications, Placements, Incident report and Managed service plan, Vulnerability, and Job referral task history. A callout box on the left contains the text "Select Placements" with a dashed orange arrow pointing to the "Placements" menu item.

The main content area is titled "Servicing and eligibility" and contains a grid of nine information cards:

- Job seeker snapshot**: High, No ESAt Referral. Approved 16 Oct 2023. [View Job seeker snapshot](#)
- Mutual obligation**: Full Time Activity Test. [View details](#)
- Initial appointment**: Completed. 18 Nov 2022. [View appointment](#)
- ESAt/JCA**: No ESAt/JCA information available. [View ESAt/JCA history](#)
- Program eligibility**: Eligible for 2 programmes. [View programme eligibility](#)
- Service Status**: Workforce Australia Services. Commenced 18 Nov 2022. [View suspension and volunteer periods](#)
- Wage subsidy eligibility**: Eligible for 1 wage subsidies.
- Activity eligibility**: Eligible for 2 activities.
- RapidConnect**: Participant is not subject to



# Step 3: Select Add a placement

The screenshot shows a web application interface. On the left is a sidebar with a menu. The 'Placements' item is highlighted in a grey box and has a right-pointing chevron. Below it are other menu items: 'Incident report and Managed service plan', 'Vulnerability', 'Job referral task history', 'Participant activation requirement', and 'Credits and purchases', each with a right-pointing chevron.

The main content area is titled 'Trust' and 'Educator'. Below this is a header bar with 'Items per page' set to '5' and a dropdown arrow. The main section is titled 'Provider activity placements'. It features a blue button labeled 'Add a placement' on the left. On the right, there is a search bar with a magnifying glass icon and a 'Filter' button. Below the search bar, it says 'Page 1 of 1 (5 records with 5 per page)'. Below this is a table header with the following columns: 'Activity ID and name', 'Activity Type', 'Activity Sub Type', 'Place ID', 'Status', and 'Suburb'. Each column header has a small circular icon to its right. A dashed orange arrow points from a grey callout box at the bottom right, labeled 'Add Placement', to the 'Add a placement' button.



# Step 4: Search activities

recently accessed activities list on the Activity Hub.

[Open Activity hub](#) ↗

## 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) [Select](#)
- Employability Skills Training -Industry Discovery - APM Employment Services -Launceston (ID 100562370) [Select](#)
- Employability Skills Training -Industry Discovery - APM Employment Services -Colac (ID 100562519) [Select](#)
- First Aid (ID 100546270) [Select](#)

Enter  
MTC SEE Site Activity ID

Select the **activity**

**Continue**

## Search activities

You can locate an activity by entering an activity ID

! Activity ID is required.

**Continue**

[Exit](#)



# 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

L70048

## Activity events

Select one event for this placement from the list below.

Sort by Filter

All locations ▾ Name (Ascending) ▾  Apply

Page

- Off-calendar location  
**Hurstville**  
null  
null  
  
Level 3 7-11 The Avenue Hurstville NSW 2220

Select the Event Location  
Continue

Continue [Exit](#)



# 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

## Placement details

### Placement status

### Placement type

### Placement dates

Activity duration  
From 01 July 2023 to 30 June 2024

### Expected start date

dd/mm/yyyy

### Expected end date

dd/mm/yyyy



# Step 7: Review and Submit

## Review and Submit

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

Step 3 of 3

## 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**

Other

**Expected start date**

26 April 2024

**Expected end date**

30 June 2024

**Comments (optional)**

--

[← Edit placement details](#)

[Submit](#)

[Exit](#)



# MTC SEE

# Thank you!

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

© 2025 MTC Australia Limited. All rights reserved. This work is protected by copyright law. Unauthorised reproduction or distribution of this material, or any portion of it, is not permitted.

