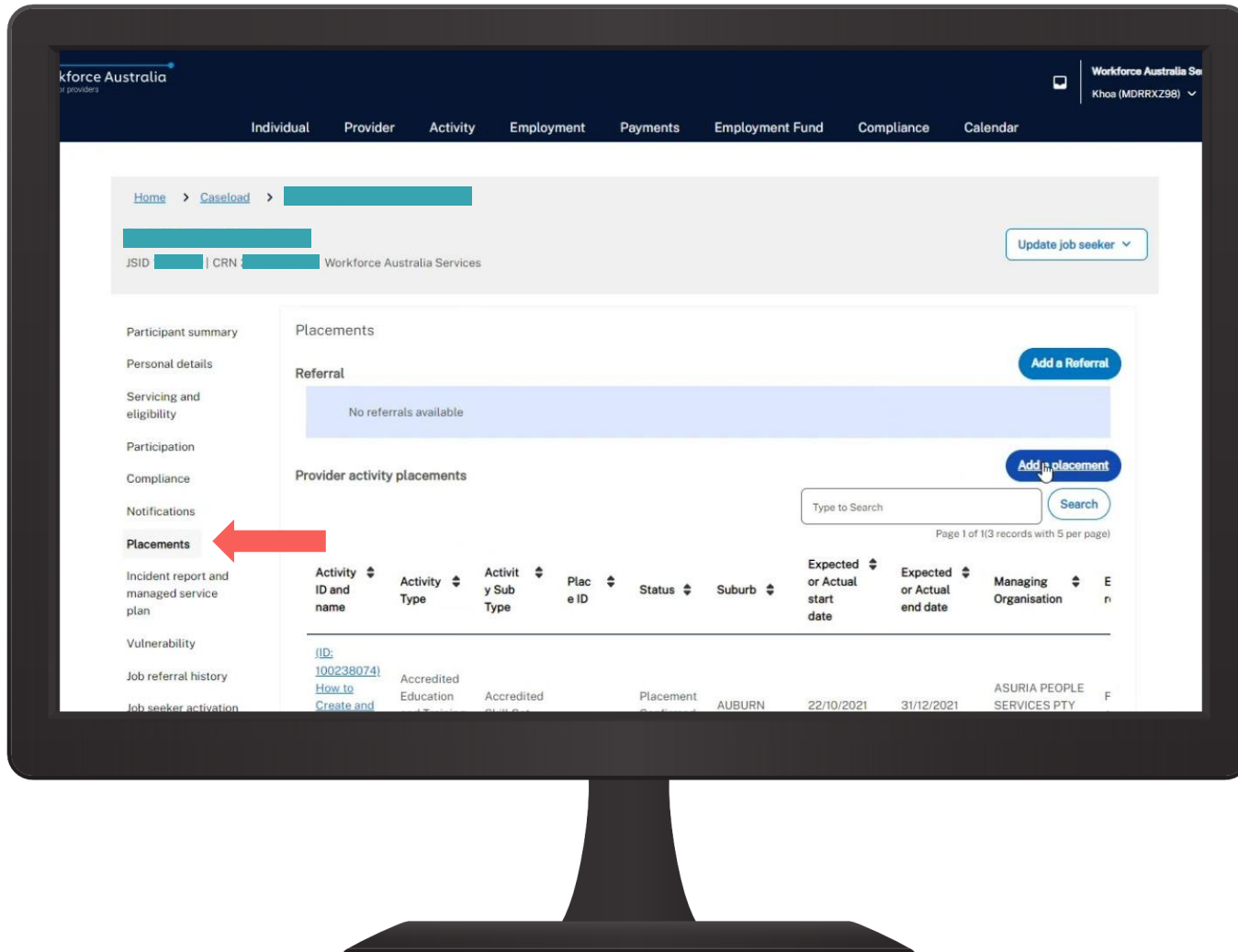


Career Transition Assistance (CTA)

How to Refer Guide



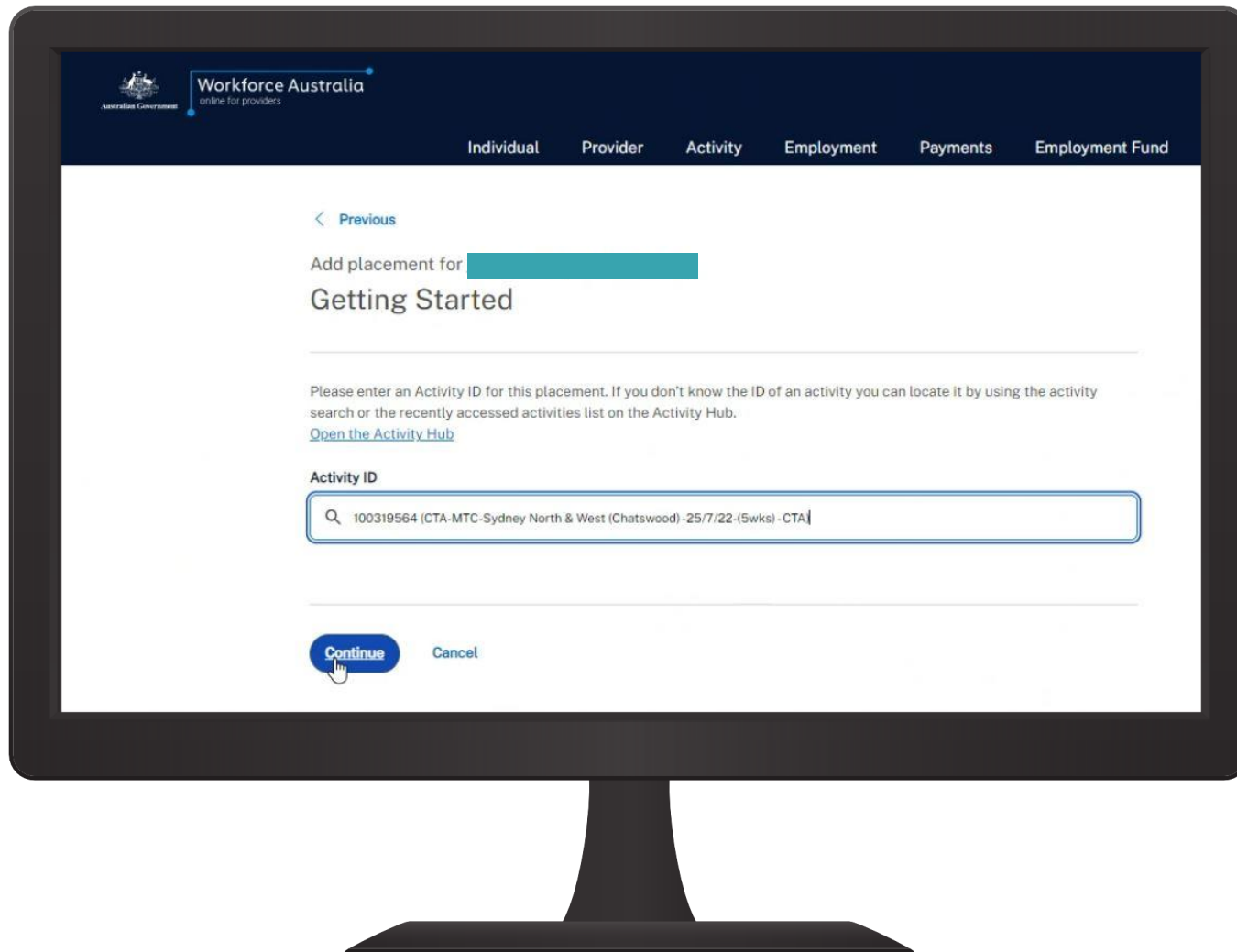
Step 1



- 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*.



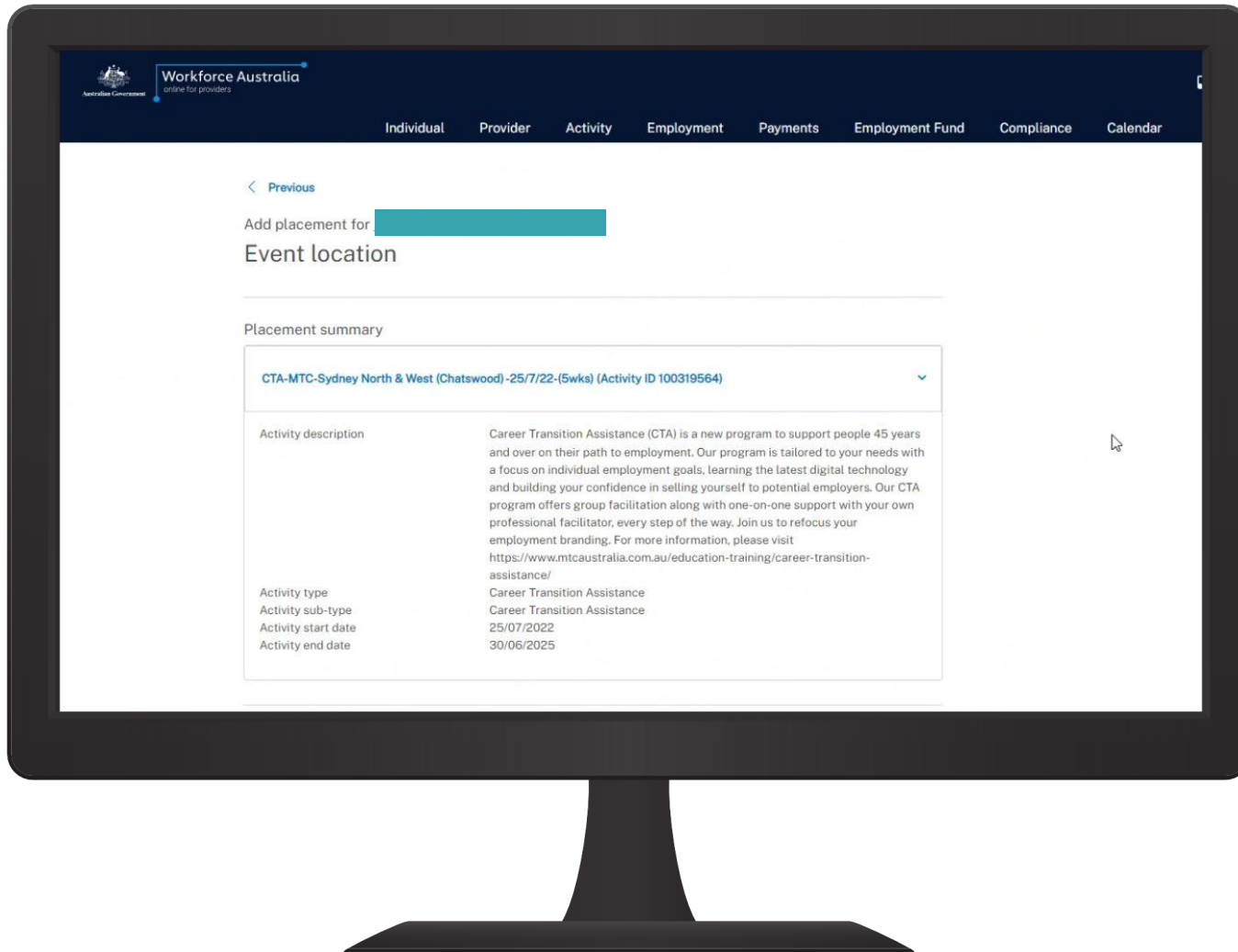
Step 2



Select Activity ID 100319564 in the search box and click **CONTINUE**.



Step 3



You will be taken to the activity details.



Step 4

All fields mandatory unless marked (optional)

Activity events

Select one event for this placement from the list below, or revise your activity search to find a different activity.

Activity schedules

Page 1 of 1(3 records with 5 per page)

Schedule description	Region	Schedule location(s)	Remaining capacity
<input checked="" type="radio"/> Block #1-25/7/22-26/8/22 (Mon,Tue,Wed)	Sydney North and West	25 Jul 2022 to 26 Aug 2022 at 54 Neridah St, CHATSWOOD, NSW 2067 9:00am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday	20 of 20 places remaining
<input type="radio"/> Block # 2-29/8/22-30/9/22 (Mon,Tue,Wed)	Sydney North and West	29 Aug 2022 to 30 Sep 2022 at 54 Neridah St, CHATSWOOD, NSW 2067 9:00am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday	20 of 20 places remaining
<input type="radio"/> Block #3-3/10/22-4/11/22	Sydney North and West	03 Oct 2022 to 04 Nov 2022 at 54 Neridah St, CHATSWOOD, NSW 2067 9:00am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday	20 of 20 places remaining

Results per page

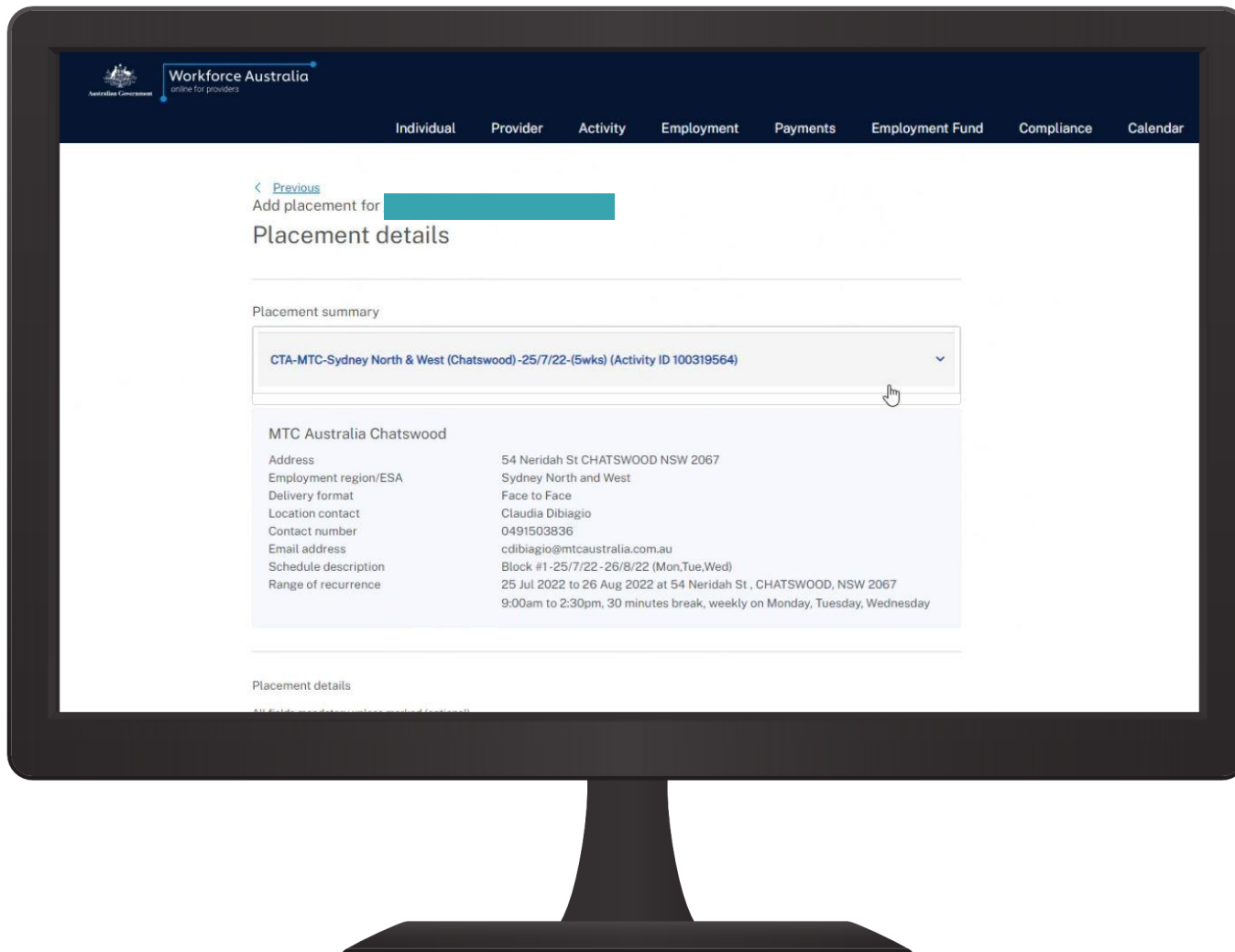
5

1

Select the relevant block for this activity.



Step 5



Review the activity and block details



Step 6

9.00am to 2.30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday

Placement details

All fields mandatory unless marked (optional)

Placement status

Expected to Start

Placement type

Part Time

Full Time

Other

Part Time

Expected start date
DD / MMM / YYYY

25 / JUL / 2022

Expected end date
DD / MMM / YYYY

26 / AUG / 2022

Confirmed delivery format (optional)

Online Activity

Comments (optional)

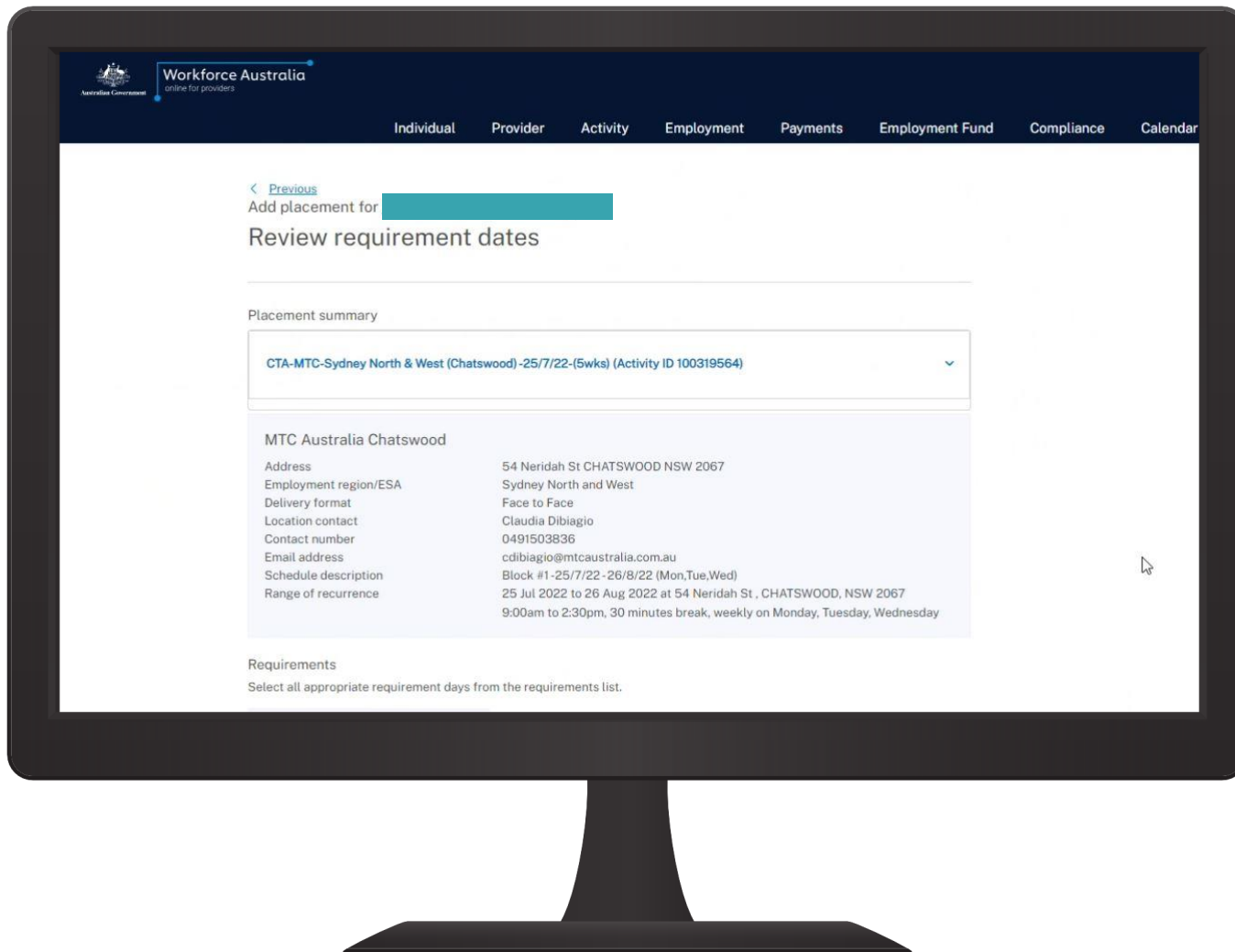
Type something here...

8000 character(s) remaining

Enter the placement details for the referral.



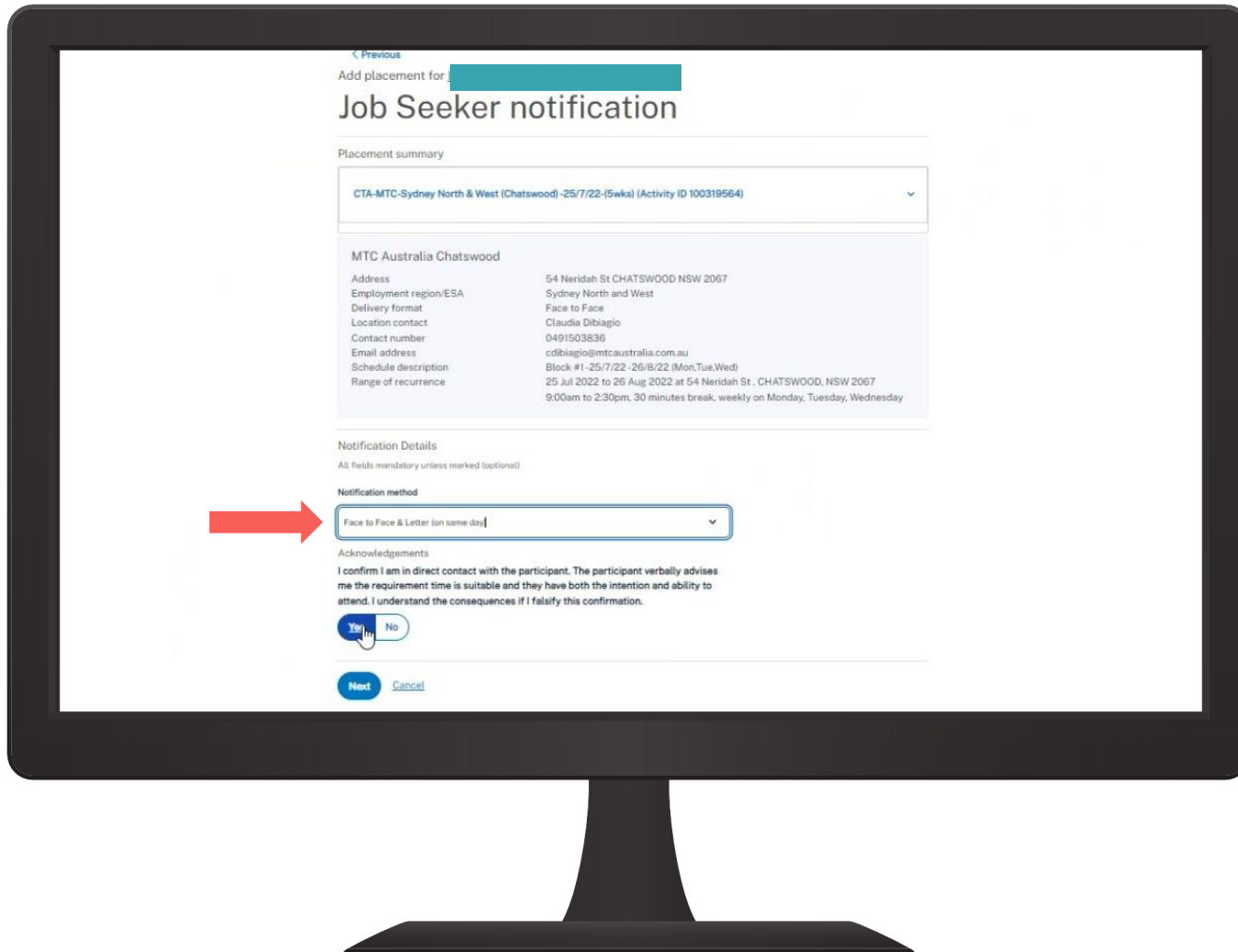
Step 7



Select all the dates on the *Review requirement dates* page then click NEXT.



Step 8



< Previous

Add placement for [redacted]

Job Seeker notification

Placement summary

CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks) (Activity ID 100319564)

MTC Australia Chatswood

Address	54 Neridah St CHATSWOOD NSW 2067
Employment region/ESA	Sydney North and West
Delivery format	Face to Face
Location contact	Claudia Dibiagio
Contact number	0491503836
Email address	cdibiagio@mtcaustralia.com.au
Schedule description	Block #1 -25/7/22 -26/8/22 (Mon,Tue,Wed)
Range of recurrence	25 Jul 2022 to 26 Aug 2022 at 54 Neridah St , CHATSWOOD, NSW 2067 9:00am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday

Notification Details

All fields mandatory unless marked (optional)

Notification method

Face to Face & Letter (on same day)

Acknowledgements

I confirm I am in direct contact with the participant. The participant verbally advises me the requirement time is suitable and they have both the intention and ability to attend. I understand the consequences if I falsify this confirmation.

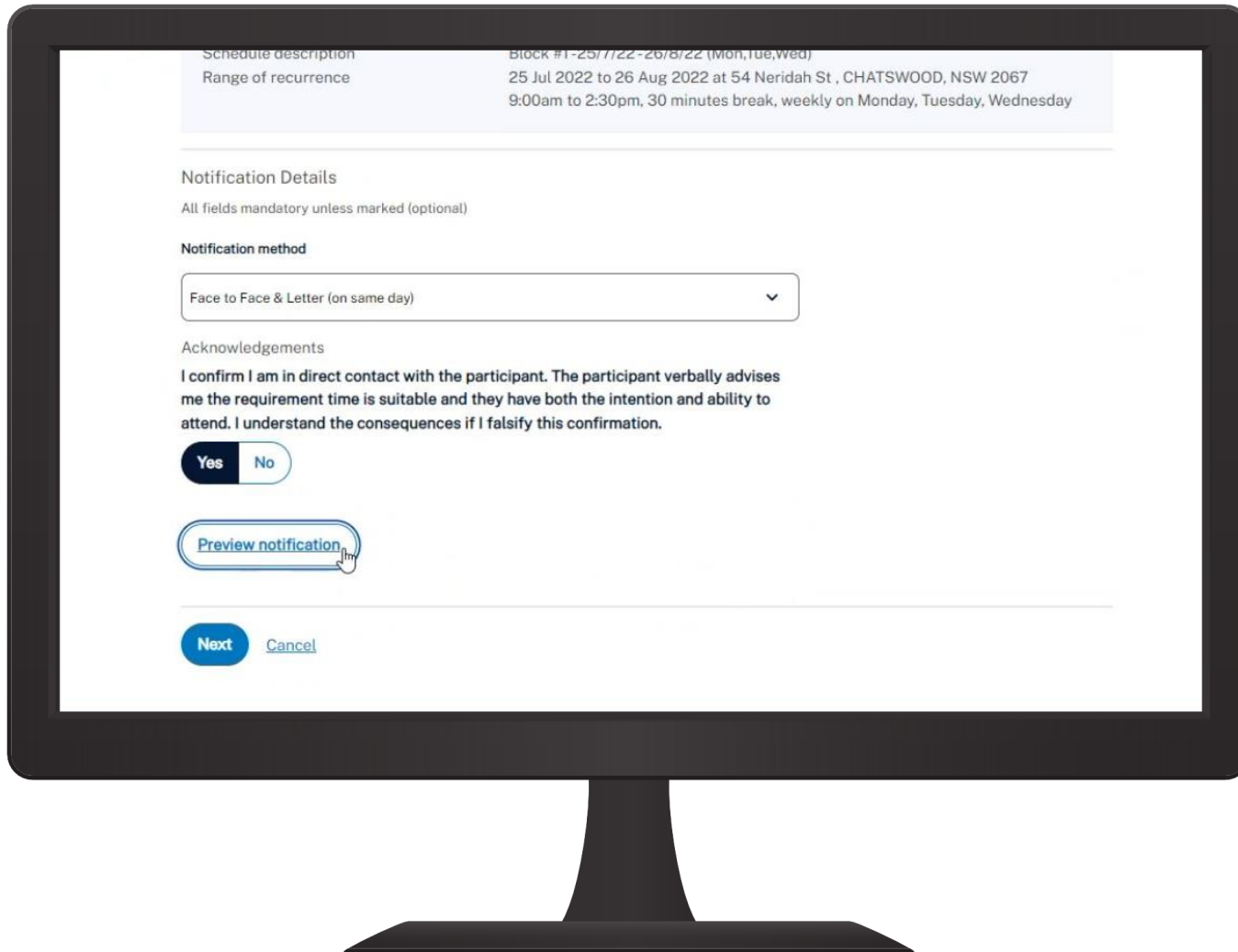
Yes No

Next Cancel

Complete the Job Seeker notification method box.



Step 9



Schedule description Block #1-25/7/22-26/8/22 (Mon,Tue,Wed)

Range of recurrence 25 Jul 2022 to 26 Aug 2022 at 54 Neridah St , CHATSWOOD, NSW 2067
9:00am to 2:30pm, 30 minutes break, weekly on Monday, Tuesday, Wednesday

Notification Details

All fields mandatory unless marked (optional)

Notification method

Face to Face & Letter (on same day) ▾

Acknowledgements

I confirm I am in direct contact with the participant. The participant verbally advises me the requirement time is suitable and they have both the intention and ability to attend. I understand the consequences if I falsify this confirmation.

Yes No

[Preview notification](#)

[Next](#) [Cancel](#)

Please ensure that you click on *Preview notification* before clicking Next to complete this section of referral.



Step 10

		CHATSWOOD, 2067	-25/7/22-(5wks)
15/08/2022	9:00 am-2:30 pm	54 Neridah St, CHATSWOOD, 2067	Activity - CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks)
16/08/2022	9:00 am-2:30 pm	54 Neridah St, CHATSWOOD, 2067	Activity - CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks)
17/08/2022	9:00 am-2:30 pm	54 Neridah St, CHATSWOOD, 2067	Activity - CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks)
22/08/2022	9:00 am-2:30 pm	54 Neridah St, CHATSWOOD, 2067	Activity - CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks)
23/08/2022	9:00 am-2:30 pm	54 Neridah St, CHATSWOOD, 2067	Activity - CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks)
24/08/2022	9:00 am-2:30 pm	54 Neridah St, CHATSWOOD, 2067	Activity - CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks)

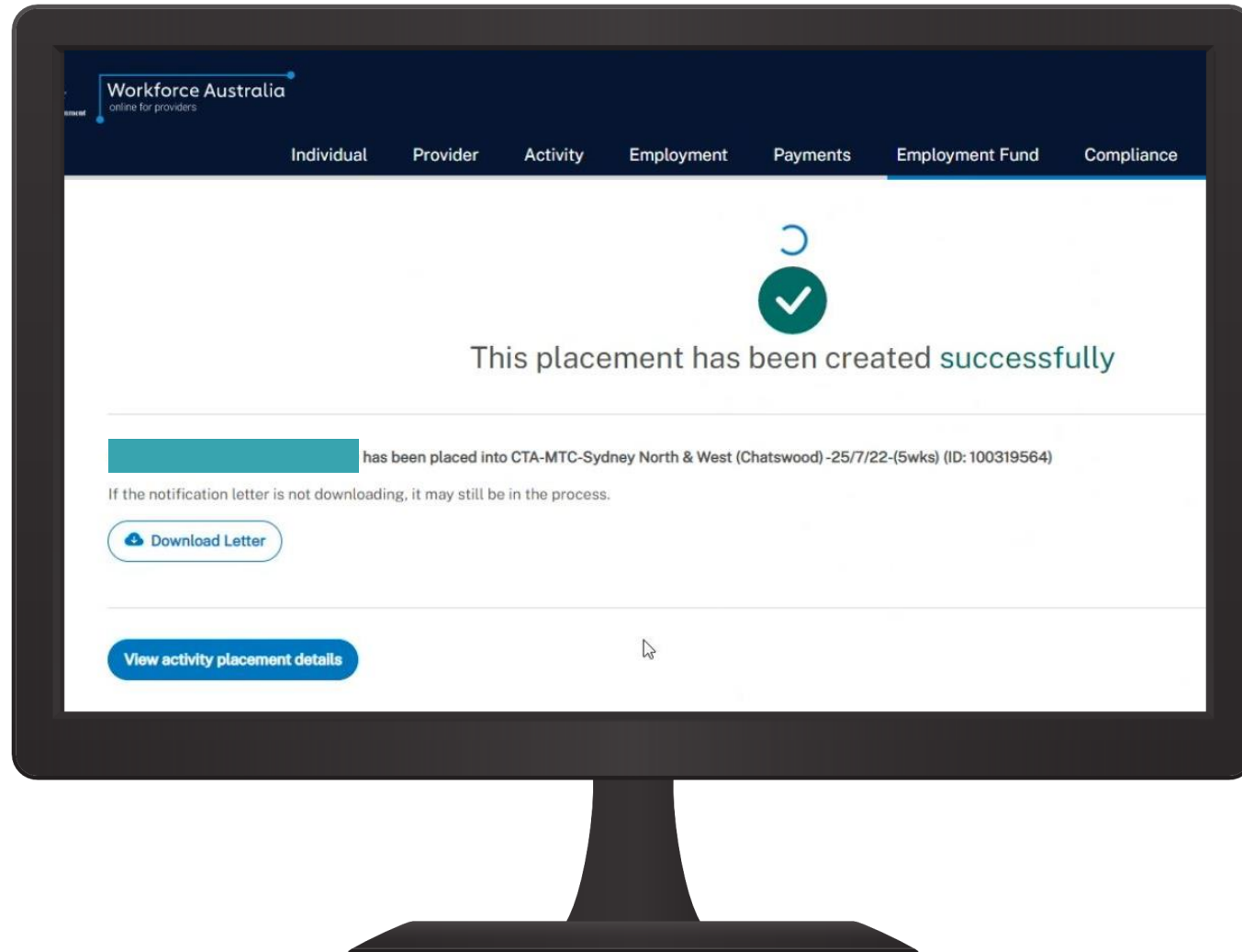
Add placement

Cancel

Please review and discuss the referral with your Client before clicking **Add placement** to complete the referral.



Step 11



A notification will be generated to show that the referral was successful.



Step 12

MTC Australia HURSTVILLE
Level 4
4-8 Woodville Street,
HURSTVILLE, NSW, 2220
Thursday, 7 July 2022



Workforce
Australia

REFERENCE: [REDACTED]

[REDACTED]

Name: [REDACTED]

When: 25 July 2022 - 26 August 2022

Times and locations: **Please see the end of this letter.**

The activity requirements outlined below have been arranged for you. The purpose of your requirements is to engage you in services that will help you prepare for and find work.

1. What do I need to do?

Please attend your Career Transition Assistance CTA-MTC-Sydney North & West (Chatswood) -25/7/22-(5wks) activity. The activity dates, times and locations are **at the end of this letter.**

Please note: some of your other requirements may have changed so you can attend this

And a notification letter can be downloaded for your client.

