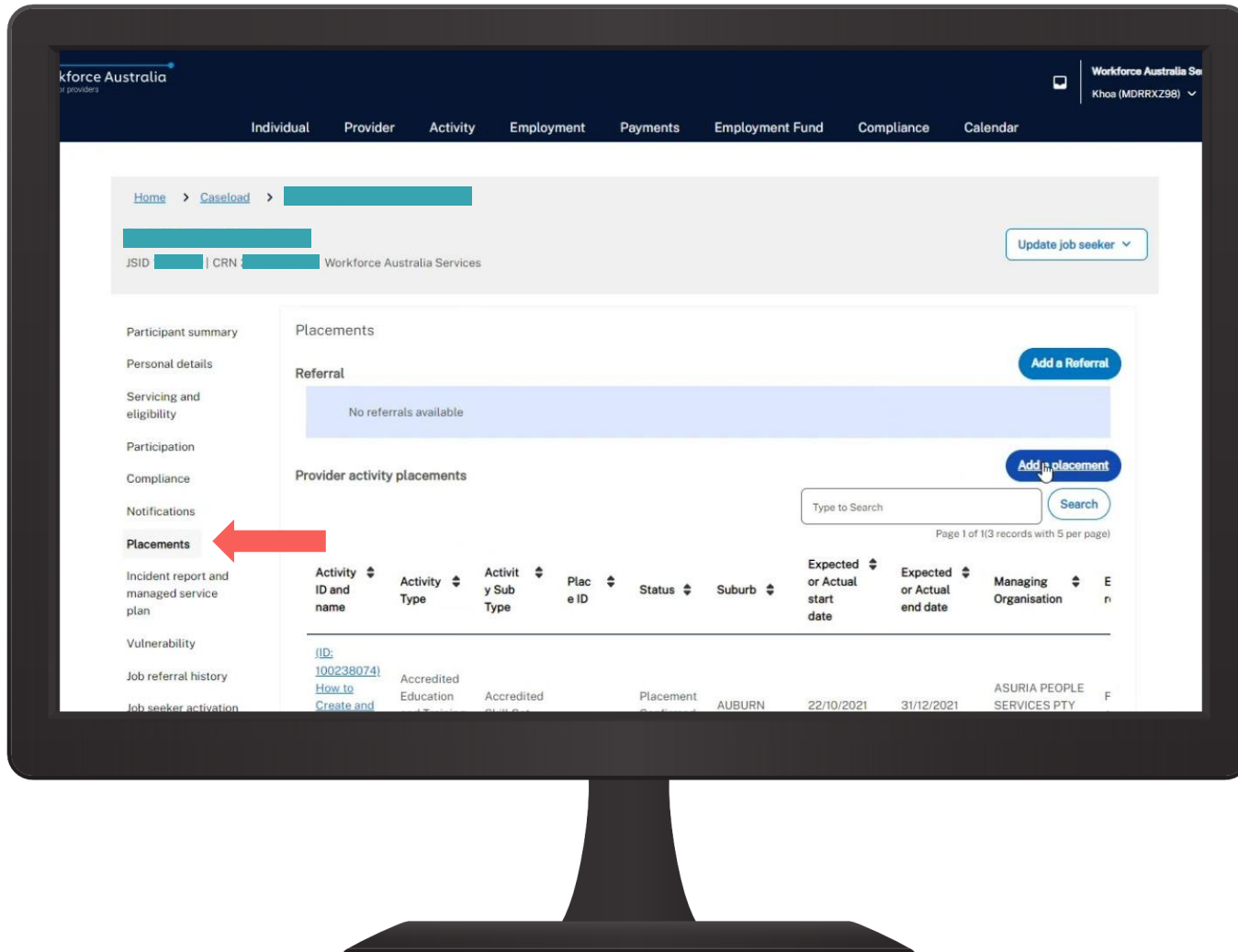# Career Transition Assistance (CTA)
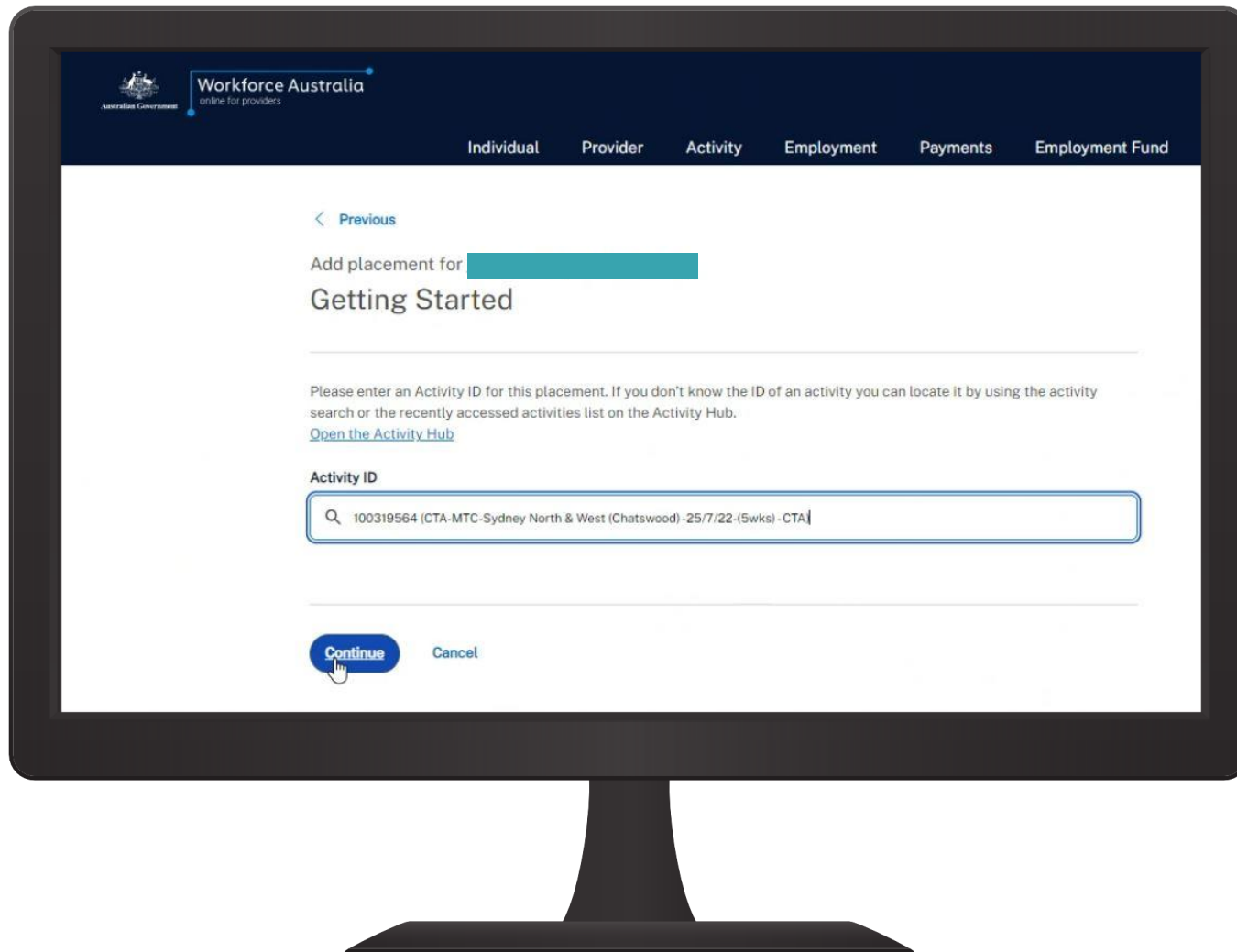
How to Refer Guide

Step 1

- On the *Participate - Summary* page, click on *Placements* on the left-hand side.
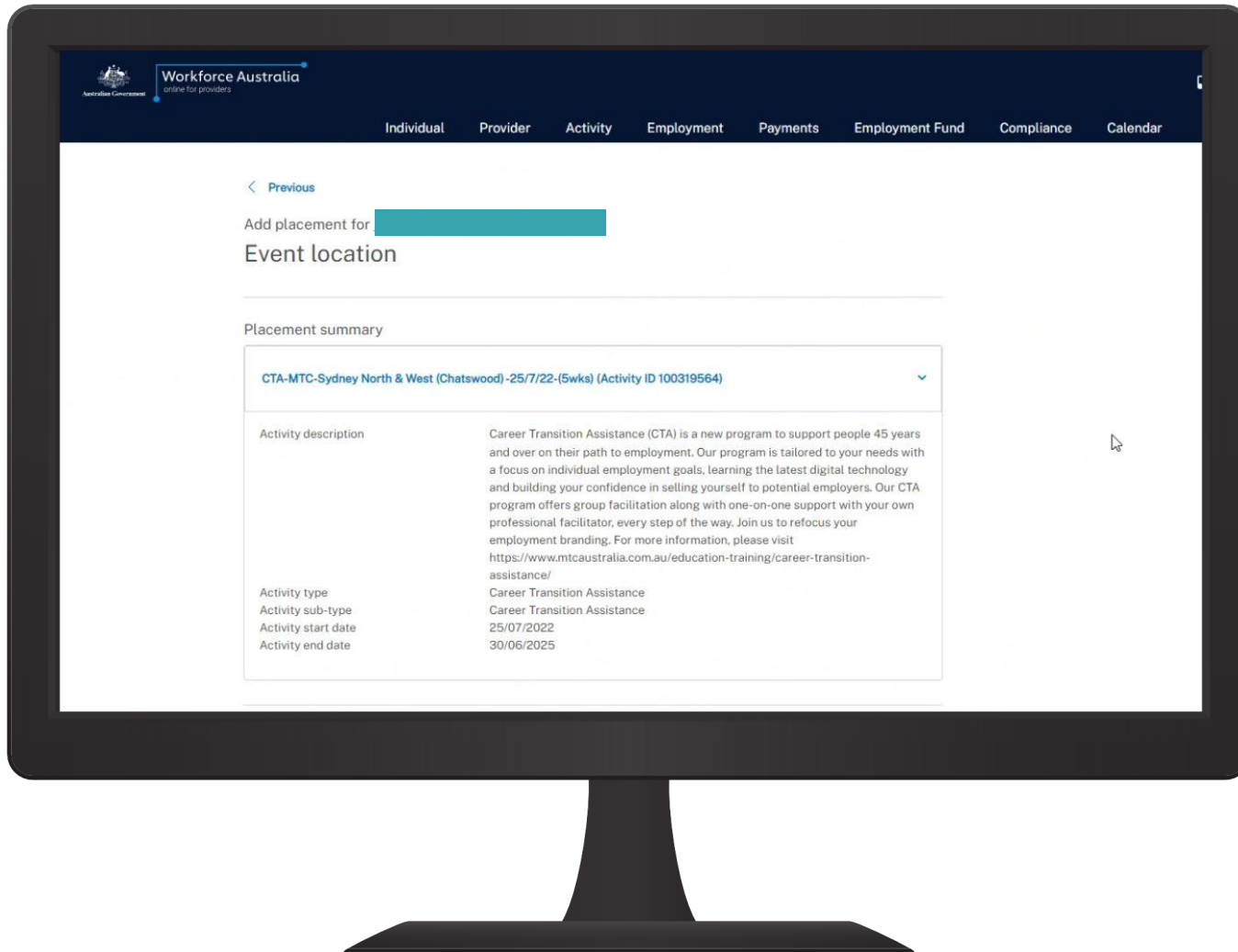- In the *Placements* section, click on *Add a placement*, this will take you to the *Activities Placement* Page.

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

Type to Search   Search

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

| Schedule description ⇕	Region ⇕	Schedule location(s) ⇕	Remaining capacity ⇕
● 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
○ 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
○ 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

Next   Cancel

Select the relevant block for this activity.

Step 5
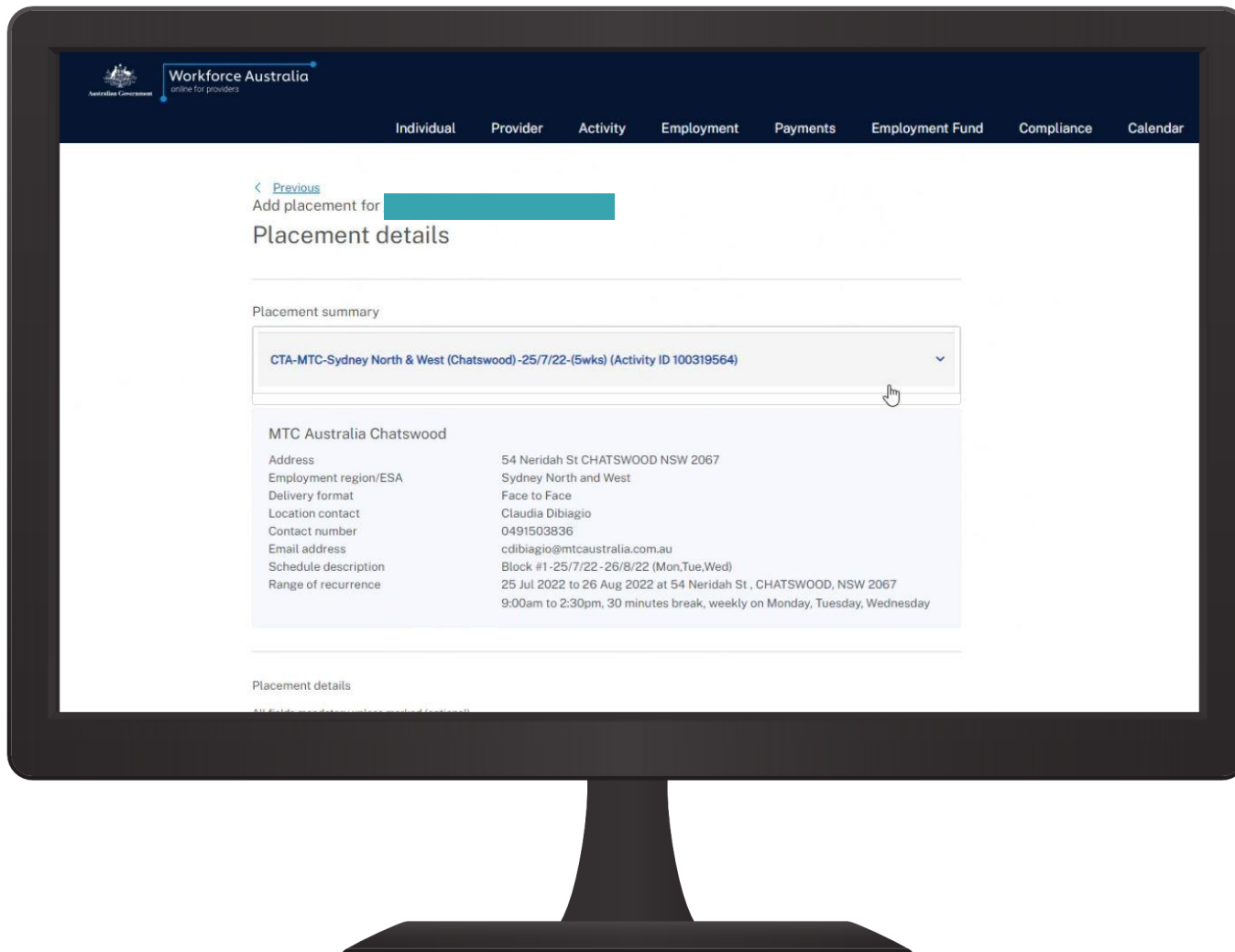
Review the activity and block details

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

Expected end date
DD / MMM / YYYY

25 / JUL / 2022 📅

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.
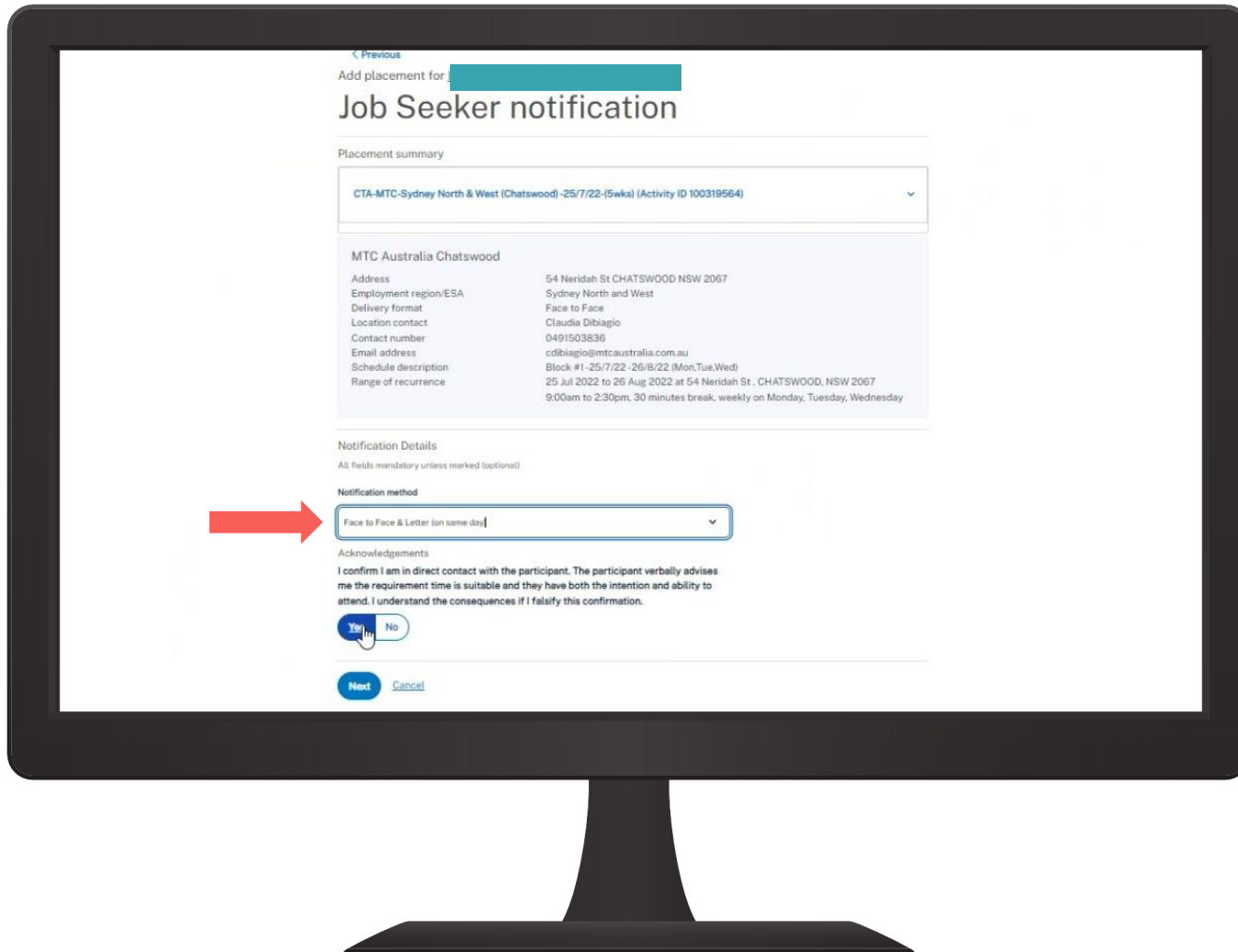
Step 7
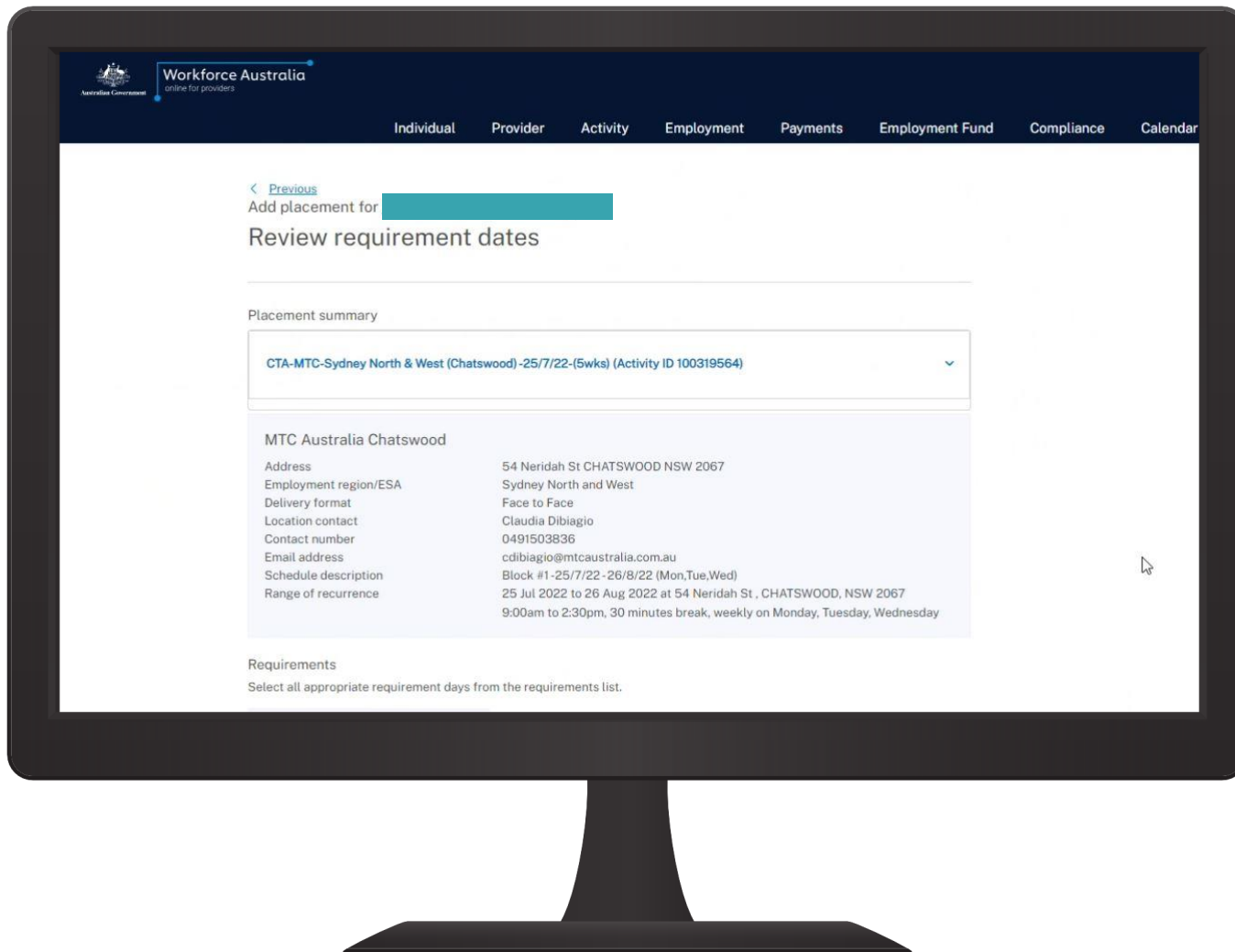
Select all the dates on the *Review requirement dates* page then click NEXT.

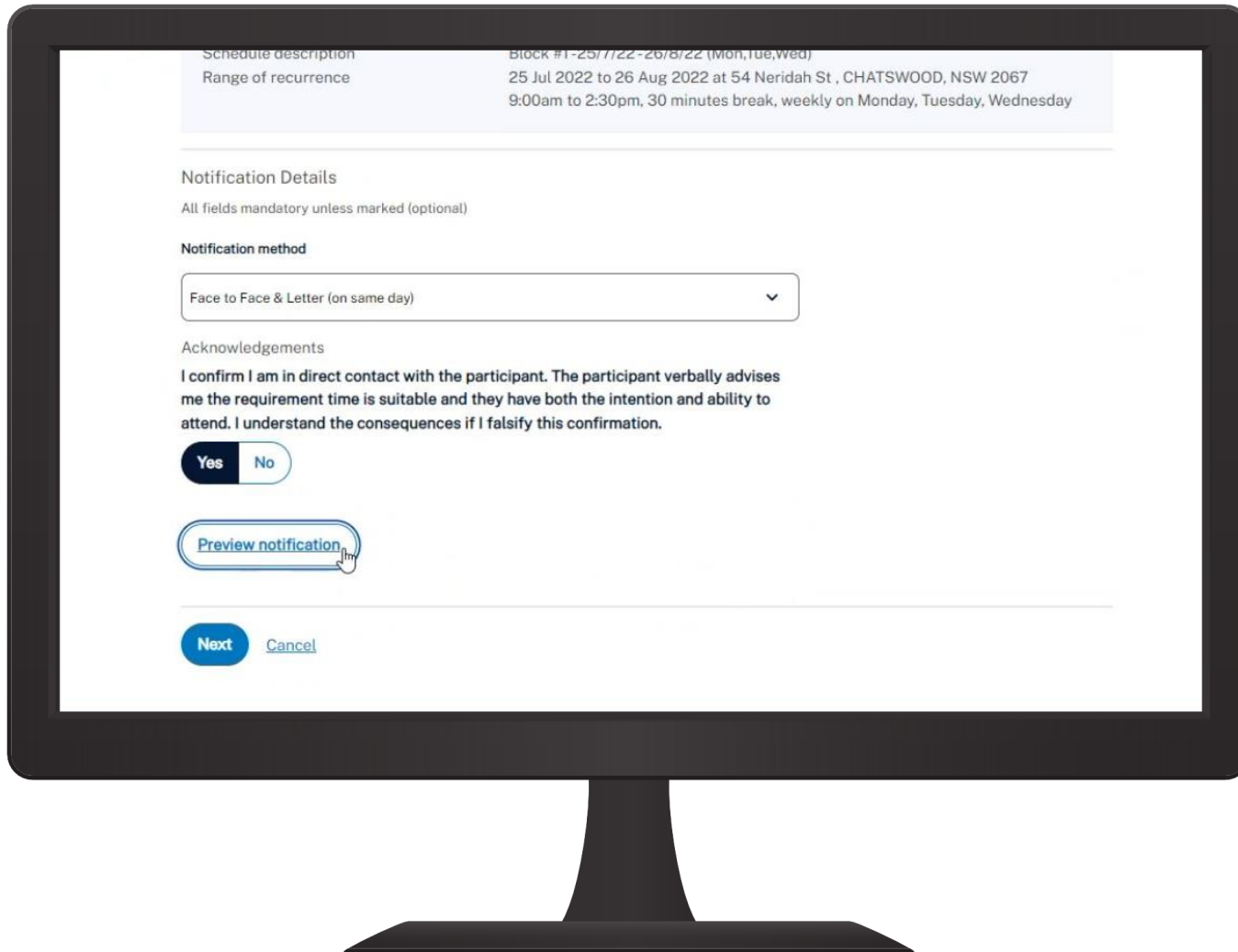# Step 8

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

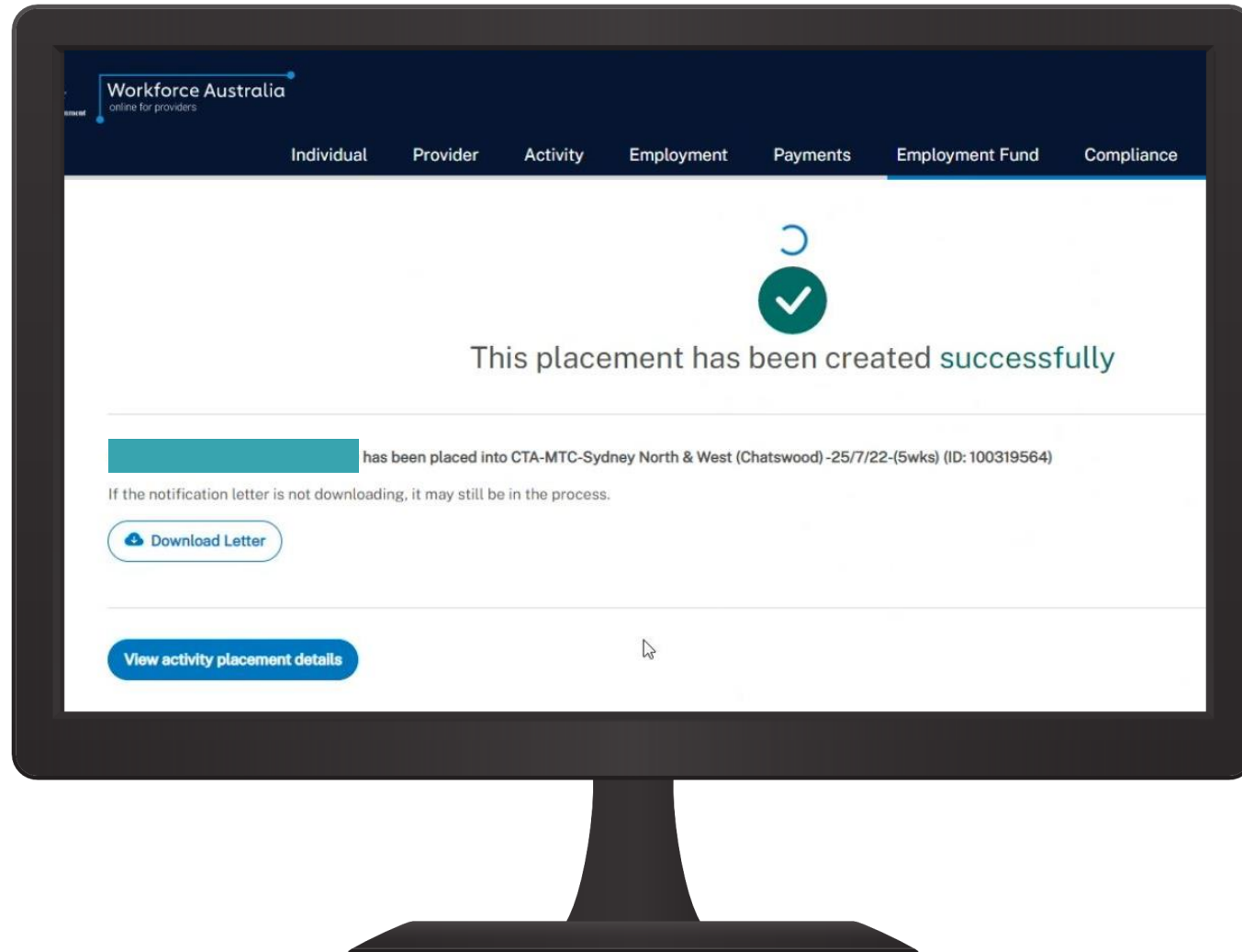Please ensure that you click on *Preview notification* before clicking Next to complete this section of referral.

Step 10

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

And a notification letter can be downloaded for your client.