Workforce Australia & TTW

Referrer Guide

MTC AUSTRALIA
Opportunities to become

MTC Australia's SEE Sites

Site	Address	Contract Region	Course code	Activity ID
Auburn	Level 2, 39 Queen Street, Auburn NSW 2144	Sydney Greater West	L71104	100467496
Bankstown	Level 3, 2-14 Meredith St, Bankstown NSW 2200	Sydney South West	L70040	100467247
Blacktown	Suite 3, 83 Flushcombe Road, Blacktown NSW 2148	Sydney Greater West	L70871	100467267
Burwood	Suites 3-4, Level 1, 1-17 Elsie Street, Burwood NSW 2134	Sydney Eastern Metro	L70871	100467354
Cabramatta	Level 1, 251-257 Cabramatta Road West, Cabramatta NSW 2166	Sydney South West	L70051	100467292
Campbelltown	Suite 2, Level 1, 101 Queen Street, Campbelltown NSW 2560	Sydney South West	L70049	100467252
Campsie	Level 1, 59-63 Evaline Street Campsie NSW 2194	Sydney Eastern Metro	L71053	100467438
Chatswood	Level 3, 54 Neridah Street, Chatswood NSW 2067	Sydney North West	L70214	100467291
Fairfield	Level 1, 119 The Crescent, Fairfield NSW 2165	Sydney South West	L70055	100467423
Gosford	Gosford Central Plaza (Max Employment), Suite 4, Level 1, 153 Mann St, Gosford NSW 2250	Sydney North West	L71105	100467497
Hornsby	Suite 2, Ground Floor, 22-28 Edgeworth David Ave, Hornsby NSW 2077	Sydney North West	L71108	100467501
Hurstville	Level 3, 7-11 The Avenue, Hurstville NSW 2220	Sydney Eastern Metro	L70048	100467380
Liverpool	Level 1, 242-250 George Street, Liverpool NSW 2170	Sydney South West	L70053	100467249
Maroubra	Level 1, 806-812 Anzac Parade, Maroubra NSW 2035	Sydney Eastern Metro	L70050	100467251
Marrickville	334-336 Illawarra Road, Marrickville NSW 2204	Sydney Eastern Metro	L70052	100467294
Merrylands	Stockland Merrylands, Community Room 1 , Level 1, 1 Pitt Street	Sydney Greater West	L70999	100467516
Miller	18 Woodward Cres, Miller NSW 2168	Sydney South West	L70740	100467325
Parramatta	Level 5, 17-21 Macquarie St, Parramatta NSW 2150	Sydney Greater West	L70043	100467248
Redfern	Suite 202 & 203, Level 2, 140 Redfern Street, Redfern NSW 2016	Sydney Eastern Metro	L70045	100467250

Step 1: Locate Job Seeker on WFA

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

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

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

Caseload

Filter Organisation

MTC Australia (MCTC)   ✕

Filter Sites

MTC Australia HURSTVILLE (H788)   ✕

---Select site(s)---

[Search]   [Clear search]

[Apply filters]   Reset

Results

[6 columns selected]   [Export all]   [Bulk actions (0 selected) ⌄]   [Add a new participant]

Expand all   Collapse all

Workforce Australia Services

Applied filters (1)   ∧

Search by : 19637470 ✕

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

☐	Job seeker ID ⌄	Surname ⌄	Given name ⌄	Date of birth ⌄	Age ⌄	Placement status ⌄
☐						

Filters

Filter by

🔍

Managed by

🔍 ---select an option----

Items per page   10 ⌄

Placement status (0)   ⌄

Job plan status (0)   ⌄

Additional Criteria

Step 2: From the Job Seeker Main Page

Select **Placements**

Servicing and eligibility

Participant summary >

Personal details >

Servicing and eligibility >

Participation >

Compliance >

Notifications >

Placements >

Incident report and Managed service plan >

Vulnerability >

Job referral task history >

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

Placements >

Trust   Educator

Incident report and Managed
service plan   >

Items per page 5 ▾

Vulnerability   >

Provider activity placements

Job referral task history >

Add a placement

🔍   Filter

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

Participant activation
requirement   >

Activity ID and name	Activity Type ⬍	Activity Sub Type	Place ID ⬍	Status ⬍	Suburb ⬍

Credits and purchases   >

Add Placement

Step 4: Search activities

Enter
MTC SEE Site Activity ID

Select the **activity**

Continue

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

Search activities
You can locate an activity by entering an activity ID

🔍 ---- Select activity ----

🛇 Activity ID is required.

Continue   **Exit**

Step 5: Event Location

L70048

Activity events

Select one event for this placement from the list below.

Sort by   **Filter**

All locations ⌄   Name (Ascending) ⌄   🔍 Type to search   Apply

Off-calendar location
Hurstville
null
null

Level 3 7-11 The Avenue Hurstville NSW 2220

Continue   Exit

Select the Event Location
Continue

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

---select an option---

Placement type

---select an option---

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

Thank you

Contact us

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W   mtcaustralia.com.au

We're here to help!

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