Employability Skills Training (EST)

How to Refer Guide



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	Participant summary	Placements									
	Personal details	Referral								Add	a Referral
	Servicing and eligibility	No refer	rals available								
	Participation										
	Compliance	Provider activity	placements							Add a	placement
	Notifications							Type to Searc	n	(Search
	Placements							Exported	Page 1 o	f 1(3 records with	5 per page)
	Incident report and managed service plan	Activity 🗘 ID and name	Activity 🗘 Type	Activity 🗘 Sub Type	Plac 🗘 e ID	Status 🖨	Suburb 🖨	or Actual start date	Expected or Actual end date	Managing Organisati	¢ I on r

- 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.



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On the Activities Placement page:

- If you have the **Activity ID**, enter it and to skip to STEP 7 .
- Otherwise, search for the **Activity ID** by clicking on *Open the Activity Hub*. This will open a new tab for you search for the Activity ID.



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Activity hub)						
Note your A Make a note of	ctivity ID for searching the Activity ID when you create o	or locate an activity so you can loca	te it again using the	e simple search.			
Search by activity ID	Sea	rch					
Quick links			Have	e your say			
Create activity			Tell us How h	s about your experience have you found the new digita	al platform so far?		
Activity search			Comp should	lete our short survey on wha d take no longer than 5 minu	t you liked, didn't li tes.	ke and would like to	see more of. It
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Activity hub	Calendar hub	Caseload					
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On the Activities page, enter the Activity ID or click on Activity search.



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Home > Activi	yhub > Activity search								
Activity s	earch	A	activity sub-type (optional)						
Employability Skit	s Training	~][select sub-type		~				
Return active activiti	es only? (ie. approved with a future end o	date)							
Organisation		s	ite (optional)						
(MCTC) MTC Aust	alia	~ ((H788) MTC Australia HUR	STVILLE	~	Include othe	r organisation's a	activities?	
Find host organisation	n by ID, ABN, or name (optional)								
Qenter a ho	st ID, ABN, or name								
Location									
Location range	Regio	in type		Region nam	e				
Region	~) (Em	ployment regi	on	 (5SYD) Sj 	ydney East Metro	~			

On the *Activities Search* page, enter the required details:

- Select *Employability Skills Training* in the Activity type dropdown list;
- Tick the Include other organisation's activities? check box;
- Select the *Region* option in the Location range dropdown list;
- Select *Employment region* in the Region type dropdown list
- Select (5SYD) Sydney East Metro in the Region name dropdown list.

Then click SEARCH.



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:	Search results Export to excel Page 1 of 1 (5 records with 15 per page)							Type to	o search			Apply
	Activity name / ID 🗘	Activity type	Activity sub-type	Status 🖨	Org-		Start date	\$	End date	ŧ	Created by	1 ¢
	EST-MTC-Sydney East Metro-Maroubra-(F/T-All Ages) (ID: 100322706)	Employability Skills Training	Employability Skills Block One - 3 weeks	Approved	MCTC- NV78	1	15 Aug 2	022	02 Sep 2022		TLZDX\	/73
	EST-MTC-Sydney East Metro-Maroubra-(E/T-All Ages) (ID: 100322230)	Employability Skills Training	Employability Skills Block One - 3 weeks	Approved	MCTC- NV78	1	25 Jul 20	22	12 Aug 2022		VT2526	6
	TB1J0BWORKSKILLS001.(ID: 100321874)	Employability Skills Training	Employability Skills Block One - 3 weeks	Approved	UUNQ- GD38	1	22 Aug 2022		09 Sep 2022		JLSKJW	/34
	TB1J0BWORKSKILLS001 (ID: 100321872)	Employability Skills Training	Employability Skills Block One - 3 weeks	Approved	UUNQ- GD38	(01 Aug 2	022	19 Aug 2022		JLSKJW	/34
	TB1J0BW0RKSKILLS001.(ID: 100321861)	Employability Skills Training	Employability Skills Block One - 3 weeks	Approved	UUNQ- GD38	1	11 Jul 202	22	29 Jul 20	22	JLSKJW	/34

On the Search Results page:

• Scroll to select the relevant activity.





Once you click on the relevant activity, you will be taken to the *Activity Management Summary* page.

This page will show you the *Activity ID*. Copy this ID and return to the *Activities Placement* page.





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📙 SharePoint 📙 SalesForce 📙 ESS 📙 JR 🧾 MTC 🕙 History 🍉 particip	ant-summary				
Workforce Australia onine to provides					
Individual Provider Activity Employm	ent Payments Emp	ployment Fund	Compliance	Calendar	
< Previous					
Add placement for					
Please enter an Activity ID for this placement. If you don't know the ID of an activity search or the recently accessed activities list on the Activity Hub. <u>Open the Activity Hub</u>	you can locate it by using the ac	ctivity			
Activity ID					
Q 100322706 (EST-MTC-Sydney East Metro-Maroubra-(F/T-All Ages)-PAET)					
Continue Cancel					
Activity hub <u>Calendar hub</u> <u>Caseload</u>					
Employment Fund hub Payments hub Provider hub					

Copy or paste the Activity ID into the box and click **CONTINUE**.





On the *Placement Management Location* page, scroll down until you see the session detail.



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SharePoint SalesForce	ESS , JR	MTC 🚯 Histo	ory 🔶	participant-summary							
	Date: Monday to Friday Time: Aug 2022 to 2 Sep 2022 at MT Maroubra, Maroubra Gateway, Anzec Parade, Maroubra NSW 2:30pm 30 minutes break, mul	200am - 2:30pm 15 C Australia Lvt 1/806-812 2035 9:00am to tiple days	Sydney East Metro	Meroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence) 23 Aug 2022 to 23 Aug 2022 at Maroubra Gateway, LVI 1/806-812 Anzac Parade , Maroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence) 24 Aug 2022 to 24 Aug 2022 at Maroubra Gateway, LVI 1/806-812 Anzac Parade , Maroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence) 25 Aug 2022 to 25 Aug 2022 at Maroubra Gateway, LVI 1/806-812 Anzac Parade , Maroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence) 26 Aug 2022 to 26 Aug 2022 at Maroubra Gateway, LVI 1/806-812 Anzac Parade , Maroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence)	20 of 20 pla remaining	ccs					

Select the available session and click **NEXT** at the bottom of the page.



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Australia Government Workforce Australia							
	Individual	Provider Activity	Employment	Payments	Employment Fund	Compliance	Calendar
< A	Previous dd placement for I						
P	Placement details						
PI	lacement summary						
	EST-MTC-Svdney East Metro-Maroubra	-(F/T-All Ages) (Activity ID 1	00322706)		~		
	MTC Australia - Maroubra						
	Address	Maroubra Gateway, Lvl 1/	806-812 Anzac Parad	le Maroubra NSW a	2035		
	Employment region/ESA Delivery format	Sydney East Metro Face to Face					
	Location contact Contact number	Mener Rasha 0439581140					
	Email address	mrasha@mtcaustralia.cor	n.au	15 Aug 0000 to 01	0000 st		
	Schedule description	MTC Australia Maroubra,	me: 9:00am - 2:30pm Maroubra Gateway, L	r5 Aug 2022 to 2 t vl 1/806-812 Anza	c Parade,		
	Range of recurrence	Maroubra NSW 2035 9:00 15 Aug 2022 to 15 Aug 20	Dam to 2:30pm 30 mi 022 at Maroubra Gate	nutes break, multip way. Lyl 1/806-812	ple days Anzac Parade .		
		Maroubra, NSW 2035					
		9:00am to 2:30pm, 30 mil	nutes break (no recur	rence)			

- You will be taken to the *Placement Management Details* page.
- Scroll down the page to complete the activity referral.



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	V lagree that I will pay the EST Charge to	the relevant EST Pro	y particip	with any Guidelines							-
	Placement status										
	Expected to Start		~								
	Placement type										
	Full Time		~								
	Placement dates										
	Activity duration From 15 August 2022 to 02 September 2022										
	Expected start date DD / MMM / YYYY		Expected end date								
	15 / Aug / 2022		02 / Sep / 2022]					
	Comments (optional)										
	Type something here										
					11						
				8000 character(s	s) remaining						
	Next <u>Cancel</u>										

• Please enter the relevant details and click **NEXT**.





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	Require Select a Require From 1 Septer	ements all appropriate ad placement d 5 August 202 mber 2022	requirement da ates 22 to 02	ys from the requirements list.									
		Date 🖨	Day 🖨	Address 🗘	Time 🗘	Break 🖨	Conflicting appointments	¢					
	~	15/08/2022	Monday	Maroubra Gateway, Lvl 1/806- 812 Anzac Parade, Maroubra, 2035	9.00 am to 2.30 pm	30 mins							
	~	16/08/2022	Tuesday	Maroubra Gateway, Lvl 1/806- 812 Anzac Parade, Maroubra, 2035	9.00 am to 2.30 pm	30 mins							
	~	17/08/2022	Wednesday	Maroubra Gateway, Lvl 1/806- 812 Anzac Parade, Maroubra, 2035	9.00 am to 2.30 pm	30 mins							
	~	18/08/2022	Thursday	Maroubra Gateway, Lvl 1/806- 812 Anzac Parade, Maroubra, 2035	9.00 am to 2.30 pm	30 mins							
	~	19/08/2022	Friday	Maroubra Gateway, Lvl 1/806- 812 Anzac Parade, Maroubra, 2035	9.00 am to 2.30 pm	30 mins							
				Maroubra Gateway, Lvl 1/806-	9.00 am to								

In the *Placement Requirement Dates* section, scroll down and check the training days and click **NEXT**.





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🔜 SharePoint 🔜 SalesForce 🔜 ESS 🔜 JR 🔜 MTC 🤄	3 History 🔶 participant-summary
	900am to 2:30pm, 30 minutes break (no recurrence) 31 Aug 2022 to 31 Aug 2022 at Maroubra Gateway, Lvl 1/806-812 Anzac Parade , Maroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence) 01 Sep 2022 to 01 Sep 2022 at Maroubra Gateway, Lvl 1/806-812 Anzac Parade , Maroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence) 02 Sep 2022 to 02 Sep 2022 at Maroubra Gateway, Lvl 1/806-812 Anzac Parade , Maroubra, NSW 2035 9:00am to 2:30pm, 30 minutes break (no recurrence)
No All 1 Not	vtification Details fields mandatory unless marked (optional) tification method
Fa Acti I co me att	Ince to Face & Letter (on same day)
	Preview notification
G	Next Cancel

- Complete the details on the *Placement Management Notification* Page.
- Please ensure that you click on the **Preview Notification** button before clicking on **NEXT**.



Placement details

All fields mandatory unless marked (optional)

] I agree that I will pay any relevant EST Charge to the EST Provider in accordance with any Guidelines

This activity referral may be subject to an EST Charge payable to the EST provider

Please check the box and click NEXT.

MTC will not charge any fees for referral to the EST program but this box must be checked to complete the referral.

Next

<u>Cancel</u>





24/0	08/2022	9:00 am-2:30 pm	1/805-812 Anzac Parade, Maroubra, 2035	East Metro-Maroubra- (F/T- All Ages)	
25/	08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvi 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)	
26/	08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)	
29/0	08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)	
30/1	08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)	
31/0	08/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvl 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)	
1/0	9/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvi 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)	
2/0	9/2022	9:00 am-2:30 pm	Maroubra Gateway, Lvi 1/806-812 Anzac Parade, Maroubra, 2035	Activity - EST-MTC-Sydney East Metro-Maroubra- (F/T- All Ages)	

Add placement

Cancel

On the *Placement Management Review*, scroll down and click **Add placement**.







- A notification will be generated to show that the referral was successful.
- You can download the notification letter for your client.



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- 2 September 2022				
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And a notification letter can be downloaded for your client.