

# EMPLOYABILITY SKILLS TRAINING (EST)

Our Employability Skills Training (EST) Program equips job seekers with essential skills to succeed in the workforce. Covering communication, teamwork, problem-solving, and workplace etiquette, this hands-on training enhances participants' confidence and job readiness.

By focusing on practical skills, we ensure that our job seekers are prepared to excel in diverse work environments and meet employer expectations.



MAY 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
12/05/2025	Online	2	Online	100666587	Week One to Week Three: Monday to Friday 9am to 2:30pm
19/05/2025	WEST END	2	Face to Face	100666593	Week One to Week Three: Monday to Friday 9am to 2:30pm

  

JUNE 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
9/06/2025	AITKENVALE	2	Face to Face	100666601	Week One to Week Three: Monday to Friday 9am to 2:30pm
16/06/2025	Online	2	Online	100666634	Week One to Week Three: Monday to Friday 9am to 2:30pm
23/06/2025	Online	2	Online	100666641	Week One: Monday to Friday 9am to 2:30pm Week Two: Monday to Friday 9am to 2:30pm Week Three: Tuesday to Friday 9am to 3:45pm

  

JULY 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
21/07/2025	THURINGOWA	2	Face to Face	100666653	Week One to Week Three: Monday to Friday 9am to 2:30pm



**Employability Skills Training (EST)** helps people aged 15 years and over to develop the skills that employers want, explore career options, and build job search, workplace and industry specific skills.



PROVIDERS: SEE OVER  
THE PAGE FOR  
'HOW TO REFER  
TO ACTIVITIES'



(07) 3333 2055  
est@designerlife.com.au  
www.designerlife.com.au

# HOW TO REFER TO ACTIVITIES

1

Go to the Participants file > **Placements** > **ADD a Placement** (Under Provider activity placements)

2

Paste the activity ID in **Activity ID** search and click Continue

Please enter an Activity ID for this placement. If you don't know the ID of an activity you can locate it by using the activity search or the recently accessed activities list on the Activity Hub.  
[Open the Activity Hub](#)

4

Select Placement status as **Expected to Start** > **Placement type as FT or PT** as discussed with Participant > **Enter Expected to Start date**. ETS date **MUST** match the first day of the activity > Confirmed delivery format is how you notified the Participant of the activity e.g. Face to Face, phone etc.

3

Scroll to the bottom and select the **Activity Schedule** and click **Next**

5

Select **all box** to select **all days**. Conflicting appointments or days the Participant cannot attend must be individually unticked. e.g. Participant cannot attend Tuesdays, you must unselect ALL Tuesdays.