

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.



MARCH 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
10/03/2025	Online	2	Online	100666069	Week One to Week Three: Monday to Friday 9am to 2:30pm
17/03/2025	Online	2	Online	100647194	Week One to Week Three: Monday to Friday 9am to 2:30pm
24/03/2025	Online	1	Online	100647240	Week One to Week Three: Monday to Friday 9am to 2:30pm
APRIL 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
8/04/2025	Online	1	Online	100663691	5 WEEK COURSE Week One to Week Five: Tuesday to Thursday 9am to 2:30pm
22/04/2025	Online	2	Online	100647702	5 WEEK COURSE Week One to Week Five: Tuesday to Thursday 9am to 2:30pm
MAY 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
12/05/2025	Online	2	Online	100647265	Week One to Week Three: Monday to Friday 9am to 2:30pm
26/05/2025	Online	1	Online	100666671	Week One to Week Three: Monday to Friday 9am to 2:30pm
JUNE 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
2/06/2025	Online	1	Online	100647269	Week One: Monday to Friday 9am to 2:30pm Week Two: Monday to Thursday 9am to 3:45pm Week Three: Monday to Friday 9am to 2:30pm
16/06/2025	Online	2	Online	100666709	Week One: Monday to Friday 9am to 2:30pm
23/06/2025	Online	2	Online	100666720	Week One to Week Three: Monday to Friday 9am to 2:30pm
JULY 2025					
START DATE	HUB	BLOCK	DELIVERY	ACTIVITY ID	SCHEDULE
7/07/2025	Online	1	Online	100647284	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.

GETTING
READY
FOR WORK

BUILD ON
WORKPLACE
SKILLS

IMPROVE
JOB SEARCH
SKILLS

EXPLORE
CAREER
OPTIONS

BUILDING
SOCIAL
SKILLS

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



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EMPLOYMENT • TRAINING • CAREERS

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.