

Workforce Australia - Activities – Skills for Education and Employment (SEE) referral steps

This task card covers the three key steps to completing a referral to SEE:

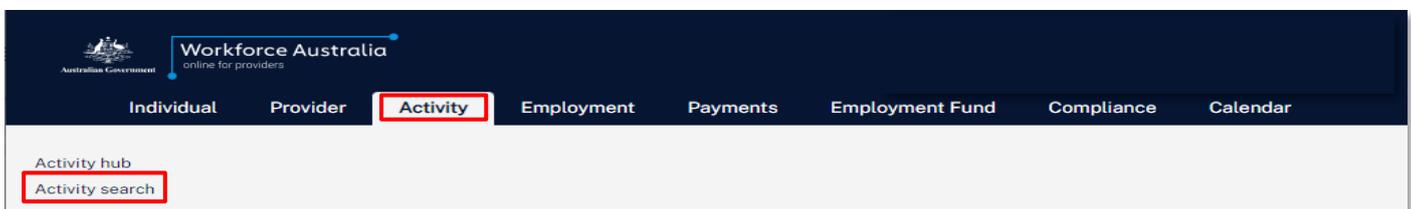
- locating the most appropriate SEE Activity for the Participant
- creating an Activity Placement to give effect to the referral
- contacting the SEE provider to arrange the Participant's Pre-Training Assessment.

Note that Workforce Australia Providers do not create SEE Activities. These Activities are created and managed externally. They can be searched for in Workforce Australia Online by region or by a 5km to 100km radius.

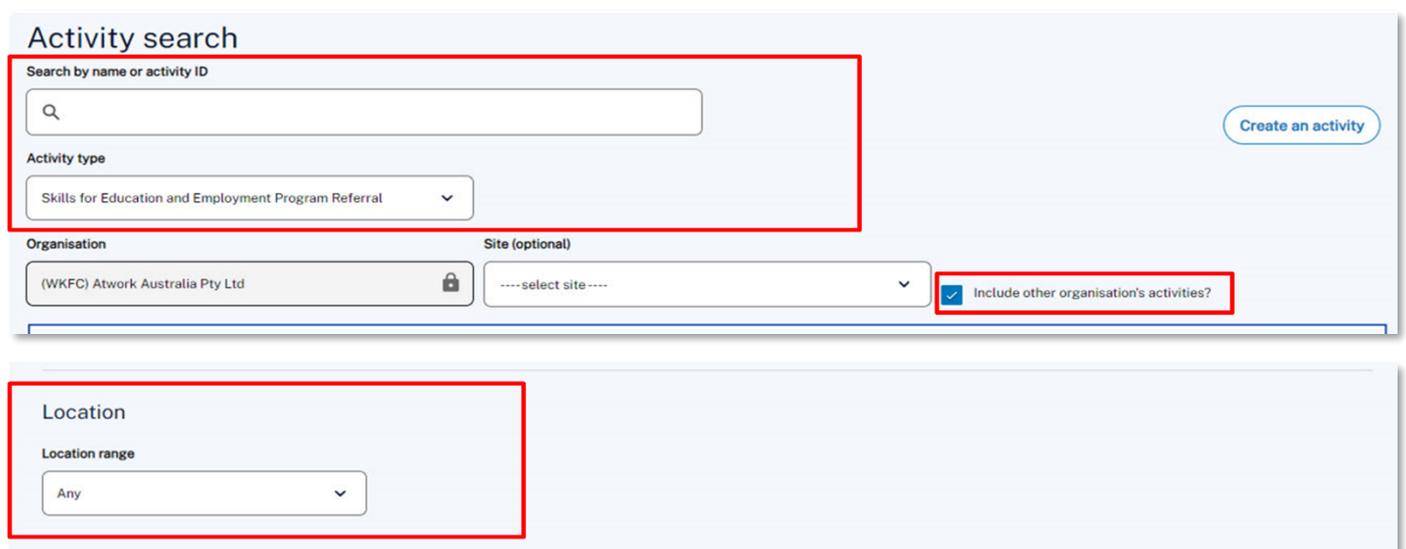
These screen images may change due to continuous improvement of IT systems, but the process remains the same.

Steps – NB if you already know the Activity ID, you can skip straight to **Step 4**

1. Select the **Activity** tab followed by the **Activity search** link so that the **Activity search** screen displays.



2. Set **Activity type** to 'Skills for Education and Employment Program Referral'. Ensure the box 'Include other organisations' activities' is checked or no search results will be returned. The **Location** can be searched by Region or by a set radius the Participant can access. Click **Search**.



Activity search

Search by name or activity ID

Activity type: Skills for Education and Employment Program Referral

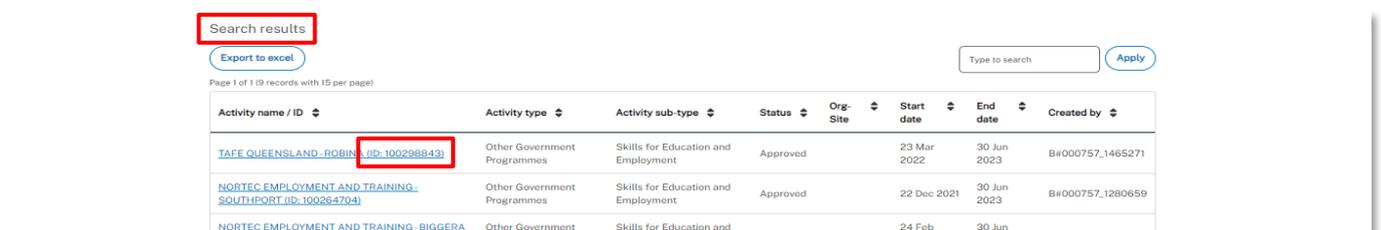
Organisation: (WKFC) Atwork Australia Pty Ltd

Site (optional): ----select site ----

Include other organisation's activities?

Location range: Any

3. Review **Search results** and note or highlight and copy the relevant **Activity ID**.



Search results

Export to excel

Type to search

Apply

Page 1 of 1 (9 records with 15 per page)

| Activity name / ID | Activity type | Activity sub-type | Status | Org-Site | Start date | End date | Created by |
|---|-----------------------------|-------------------------------------|----------|----------|-------------|-------------|------------------|
| TAFE QUEENSLAND-ROBINSON (ID:100298843) | Other Government Programmes | Skills for Education and Employment | Approved | | 23 Mar 2022 | 30 Jun 2023 | B#000757_1465271 |
| NORTEC EMPLOYMENT AND TRAINING-SOUTHPORT (ID:100284704) | Other Government Programmes | Skills for Education and Employment | Approved | | 22 Dec 2021 | 30 Jun 2023 | B#000757_1280659 |
| NORTEC EMPLOYMENT AND TRAINING-BIGGERA (ID:100284704) | Other Government Programmes | Skills for Education and Employment | Approved | | 24 Feb 2022 | 30 Jun 2023 | PHIES757 |

- On your **Home** screen, search for the Participant you are referring to bring up the **Participant Summary** screen. Click the **Placements** tab at the left to show the Placements screen, then click **Add a placement**.

Participant summary

Personal details

Servicing and eligibility

Participation

Compliance

Notifications

Placements

Incident report and managed service plan

Vulnerability

Job referral history

Job seeker activation requirement

Credits and purchases

WHS Incidents

Placements

Referral

Add a Referral

No referrals available

Provider activity placements

Add a placement

Type to Search

Search

Page 1 of 1(4 records with 5 per page)

| Activity ID and name | Activity Type | Activity Sub Type | Place ID | Status | Suburb | Expected or Actual start date | Expected or Actual end date | Managing Organisation |
|--|-----------------------------------|-------------------|----------|---------------------|---------------|-------------------------------|-----------------------------|---------------------------|
| (ID: 100324373) WELCOME TO MATCHWORKS VICTORIA PARK | Informal Activity | | | Placement Confirmed | VICTORIA PARK | 6/07/2022 | 6/07/2022 | MatchWorks |
| (ID: 62587552) VET funded Cert III in food prep | Accredited Education and Training | Certificate 3 | | Placement Confirmed | VICTORIA PARK | 8/01/2018 | 21/07/2018 | Employment Services Group |

- When the **Add placement** screen appears, enter the **SEE Activity ID** and click **Continue**.

Add placement for [DIANE JONES \(JSID: 10001110101\)](#)

Getting Started

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](#)

Activity ID

4861315 (CENTACARE EMPLOYMENT AND TRAINING - CANNINGTON - OAPG)

Continue Cancel

- On the **Activity events** screen, select the event for the placement and click **Next**.

Activity events

Select one event for this placement from the list below, or revise your activity search to find a different activity.

| Location name | Address | Region | Delivery format |
|--|--|---------------|-----------------|
| <input checked="" type="radio"/> CENTACARE EMPLOYMENT AND TRAINING | Unit 4/1236 Albany Highway CANNINGTON WA 6107 | East Metro WA | |

Results per page: 5

Next Cancel

- On the **Placement details** screen, use the SEE provider's contact details in the blue box at the top of the screen to book the Participant's Pre-Training Assessment (PTA)¹.

SEE providers will vary in their preferred method for booking the PTA (e.g. by phone, email or online), but you will soon establish familiar processes between you.

¹ The Pre-Training Assessment serves to determine if SEE training is appropriate for the Participant, identify their training needs, and establish baseline capabilities from which to track their progress.

8. Still on the **Placement details** screen, complete the remaining fields.

- **Placement status** must be set to 'Expected to Start' and Workforce Australia Providers should not make further edits to this field. Once the PTA is complete, the SEE provider enters the outcome in an external system, which will update the placement status automatically (e.g. to 'Placement Confirmed').
- **Placement type** should be full-time if the Participant has capacity to attend 20 to 25 hours per week or part-time if their capacity is between 15 and 19 hours per week.
- **Expected start date** will be the date you have booked the PTA with the SEE provider. **Expected end date** can be set to the Activity's current end date, 30 June 2023. The SEE provider will update this to align with the participant's course details once these have been determined.
- Note that **Comments** will not be visible the SEE provider receiving the referral.

Click **Next** to progress to the **Review placement** screen.

Placement details
All fields mandatory unless marked (optional)

Placement status
Expected to Start

Placement type
Full Time

Placement dates
Activity duration
From 22 January 2015 to 30 June 2023

Expected start date
DD / MMM / YYYY
01 / AUG / 2022

Expected end date
DD / MMM / YYYY
30 / JUN / 2023

Comments (optional)
Type something here...
8000 character(s) remaining

Next [Cancel](#)

9. Check the **Review placement** screen to ensure all details are entered correctly then click **Add placement**.

Placement status
Placement type
Expected to start
Expected to end
Participant Risk Assessment Date
Actual start date
Comments

Expected to Start
Full Time
01 Aug 2022
30 Jun 2023

Add placement [Cancel](#)

10. You should now see a **confirmation** the placement has been created successfully. The SEE provider will advise you of the outcome of PTA and enter the result in their system, which will update Workforce Australia Online.

Workforce Australia
online for providers

Individual Provider Activity Employment Payments Employment Fund Compliance Calendar Temporary Space

✓
This placement has been created **successfully**

Hoyt Stanek (ID: 9998499225) has been placed into AMES AUSTRALIA - OAKLEIGH (ID: 1000025629)

[View activity placement details](#)