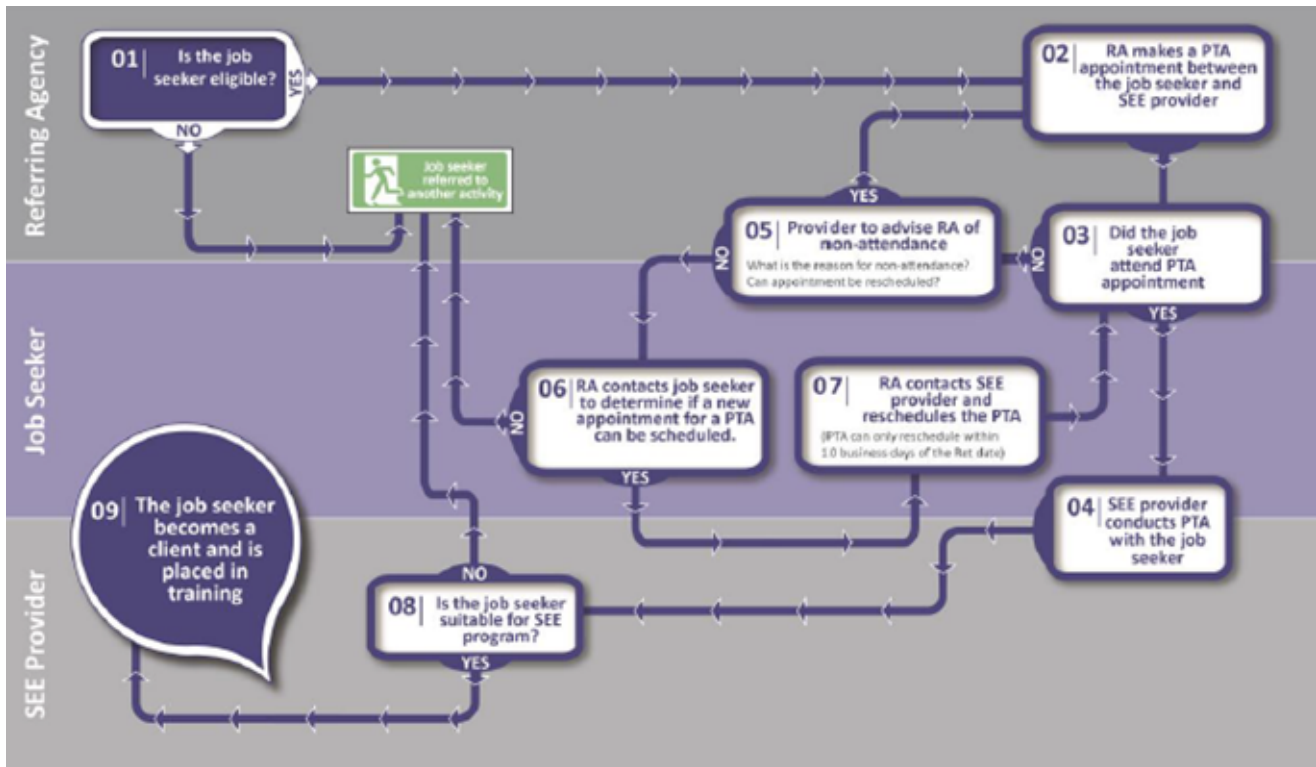




## Skills for Education and Employment (SEE) Program Referral Workflow

When a job seeker is referred to the SEE program the following workflow should occur.



Information on SEE providers can be found at [www.dese.gov.au/skills-education-and-employment](http://www.dese.gov.au/skills-education-and-employment)

### Note:

- Referring agencies for the program include Services Australia, jobactive, Disability Employment Services (DES), Community Development Program (CDP), Transition to Work, and ParentsNext providers.
- Pre-Training Assessments (PTAs) should occur within 10 business days from the date of referral.
- When the referred job seeker failed to attend the PTA appointment, the SEE provider would make a reasonable attempt to contact the job seeker to make another appointment. A reasonable attempt to contact a job seeker is 5 business days from the missed appointment.

