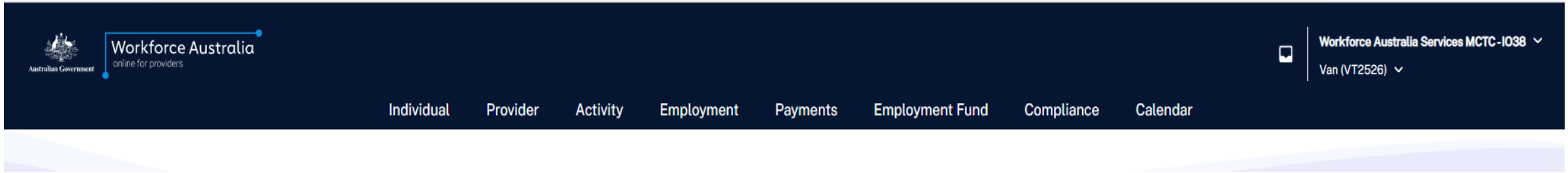
Skills for Education & Employment (SEE)

Referral Guide

MTC AUSTRALIA
Opportunities to become

MTC AUSTRALIA SEE REFERRAL GUIDE via Workforce Australia Hub

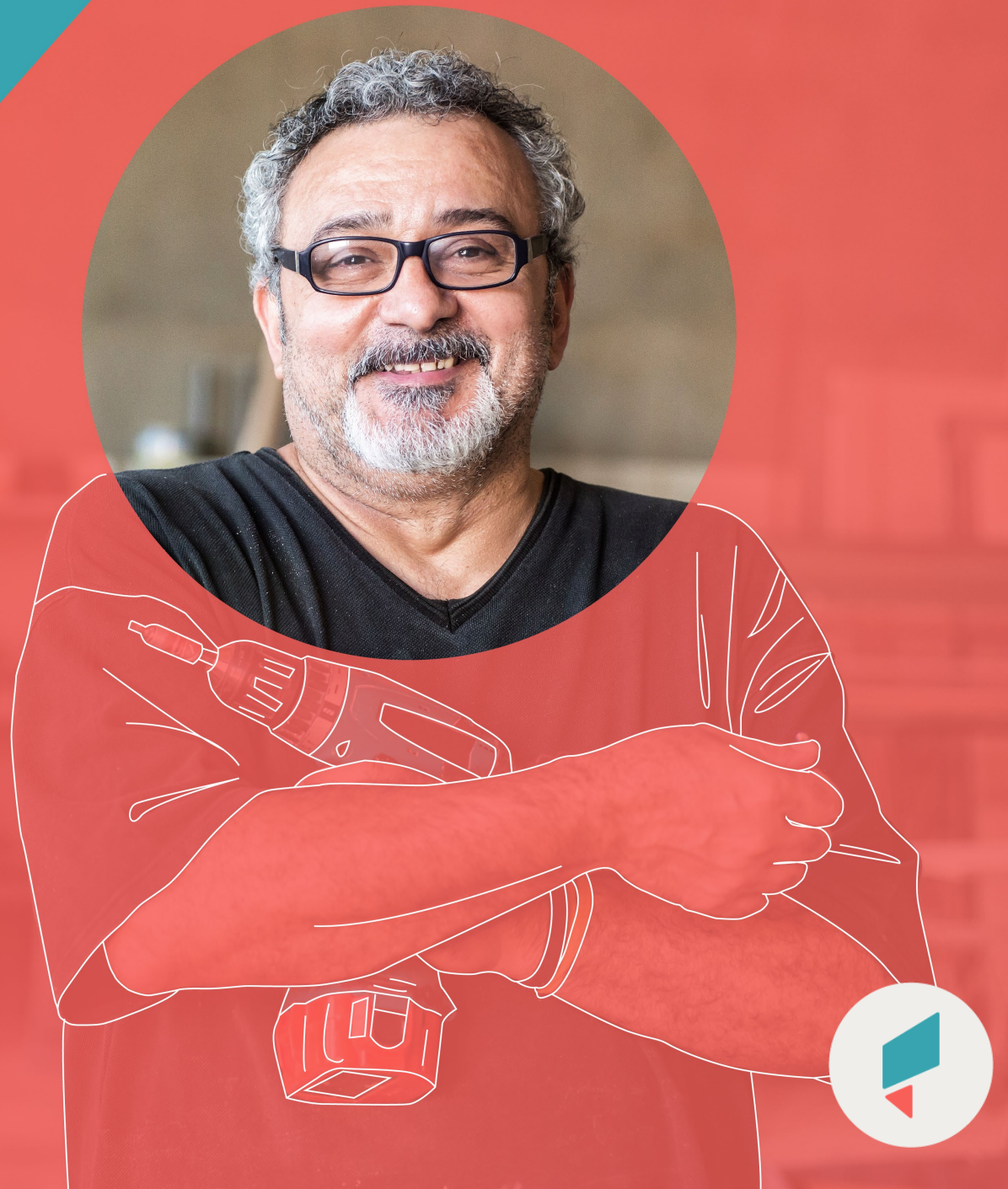
This guide applies only to providers that are on the Workforce Australia Services contract page.



MTC Australia's SEE Sites

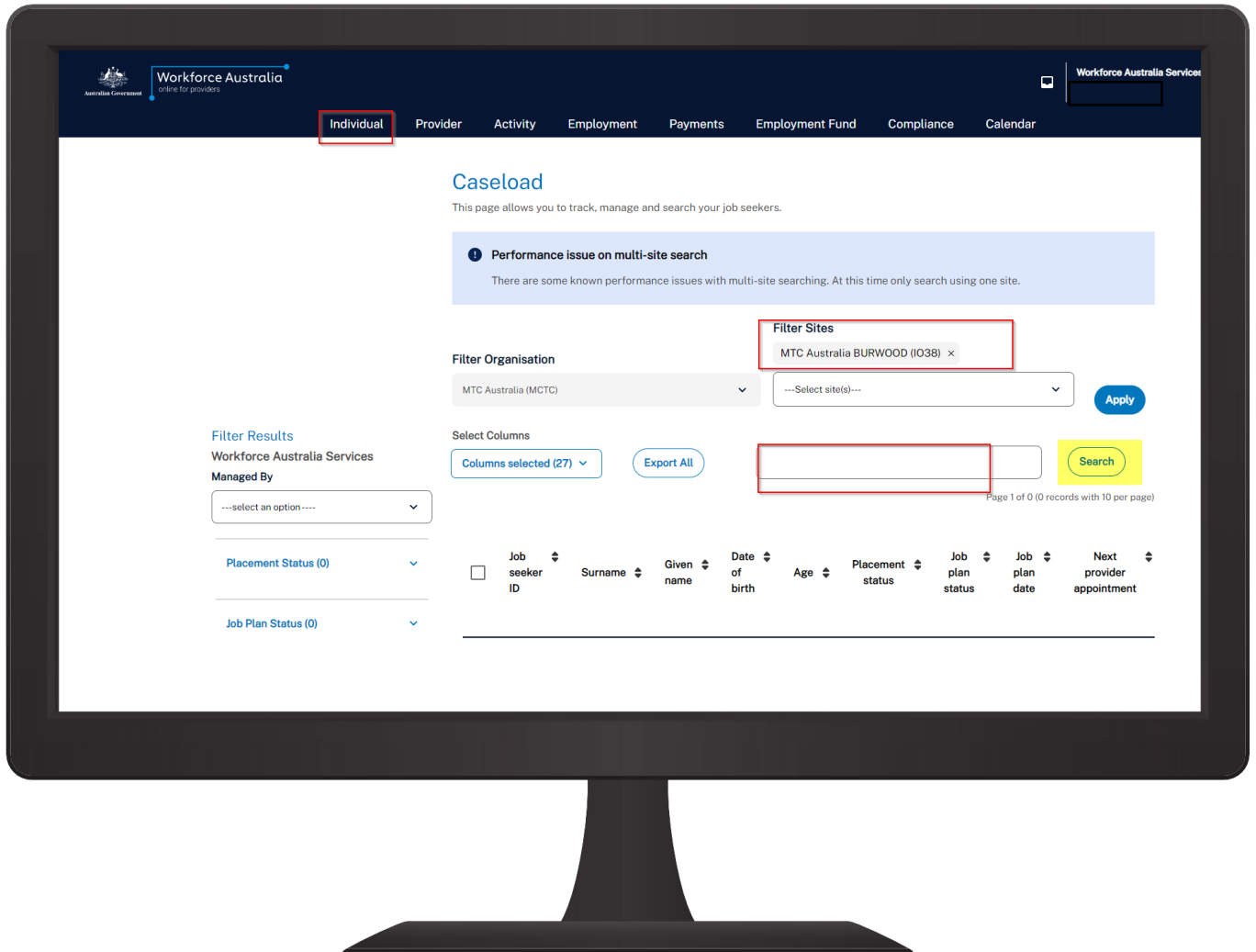
Site	Address	Contract Region	Course code	Activity ID
Burwood	Suites 3-4, Level 1, 1-17 Elsie Street, Burwood NSW 2134	Sydney East Metro	L70871	5289342
Campsie	Level 1, 59-63 Evaline Street Campsie NSW 2194	Sydney East Metro	L71053	59848842
Hurstville	Level 3, 7-11 The Avenue, Hurstville NSW 2220	Sydney East Metro	L70048	3362315
Maroubra	Level 1, 806-812 Anzac Parade, Maroubra NSW 2035	Sydney East Metro	L70050	5562315
Marrickville	334-336 Illawarra Road, Marrickville NSW 2204	Sydney East Metro	L70052	7762315
Redfern	Suite 203, Level 2, 140 Redfern Street, Redfern NSW 2016	Sydney East Metro	L70045	62315
Bankstown	Level 3, 2-14 Meredith St, Bankstown NSW 2200	Sydney South West	L70040	5752315
Cabramatta	Level 1, 251-257 Cabramatta Road West, Cabramatta NSW 2166	Sydney South West	L70051	6662315
Campbelltown	Suite 2, Level 1, 101 Queen Street, Campbelltown NSW 2560	Sydney South West	L70049	4462315
Liverpool	Level 1, 242-250 George Street, Liverpool NSW 2170	Sydney South West	L70053	8862315
Miller	18 Woodward Cres, Miller NSW 2168	Sydney South West	L70740	17935841
Fairfield	Level 1, 119 The Crescent, Fairfield NSW 2165	Sydney South West	L70055	2072315
Auburn	Level 2, 39 Queen Street, Auburn NSW 2144	Sydney Greater West	L71104	100358676
Blacktown	Suite 3, 83 Flushcombe Road, Blacktown NSW 2148	Sydney Greater West	L70213	2518515
Merrylands	Stockland Merrylands, Community Room 1, Level 1, 1 Pitt St, Merrylands NSW 2160	Sydney Greater West	L70999	69348842
Parramatta	Level 5, 17-21 Macquarie St, Parramatta NSW 2150	Sydney Greater West	L70043	7952315
Chatswood	Level 3, 54 Neridah Street, Chatswood NSW 2067	Sydney North and West	L70214	3618515
Gosford	Gosford Central Plaza (Max Employment), Suite 4, Level 1, 153 Mann St, Gosford NSW 2250	Sydney North and West	L71105	100360844
Hornsby	Suite 2, Ground Floor, 22-28 Edgeworth David Ave, Hornsby NSW 2077	Sydney North and West	L71108	100374533

Section 1: Creating a new Job Plan



(Note: go to Section 2: Making SEE Referral if you know how to create a new Job Plan)

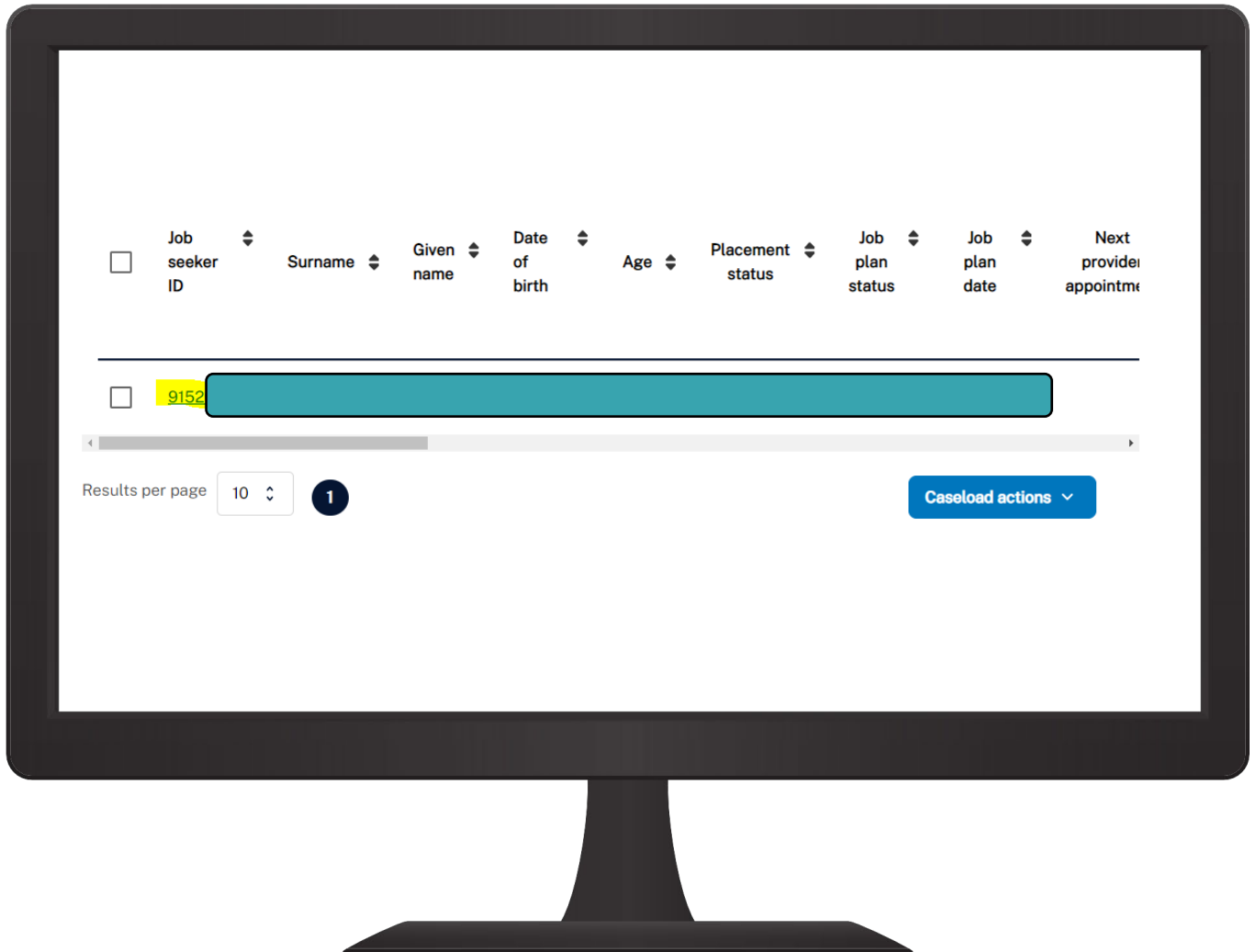
Step 1



Locate job seeker in Workforce Australia Hub

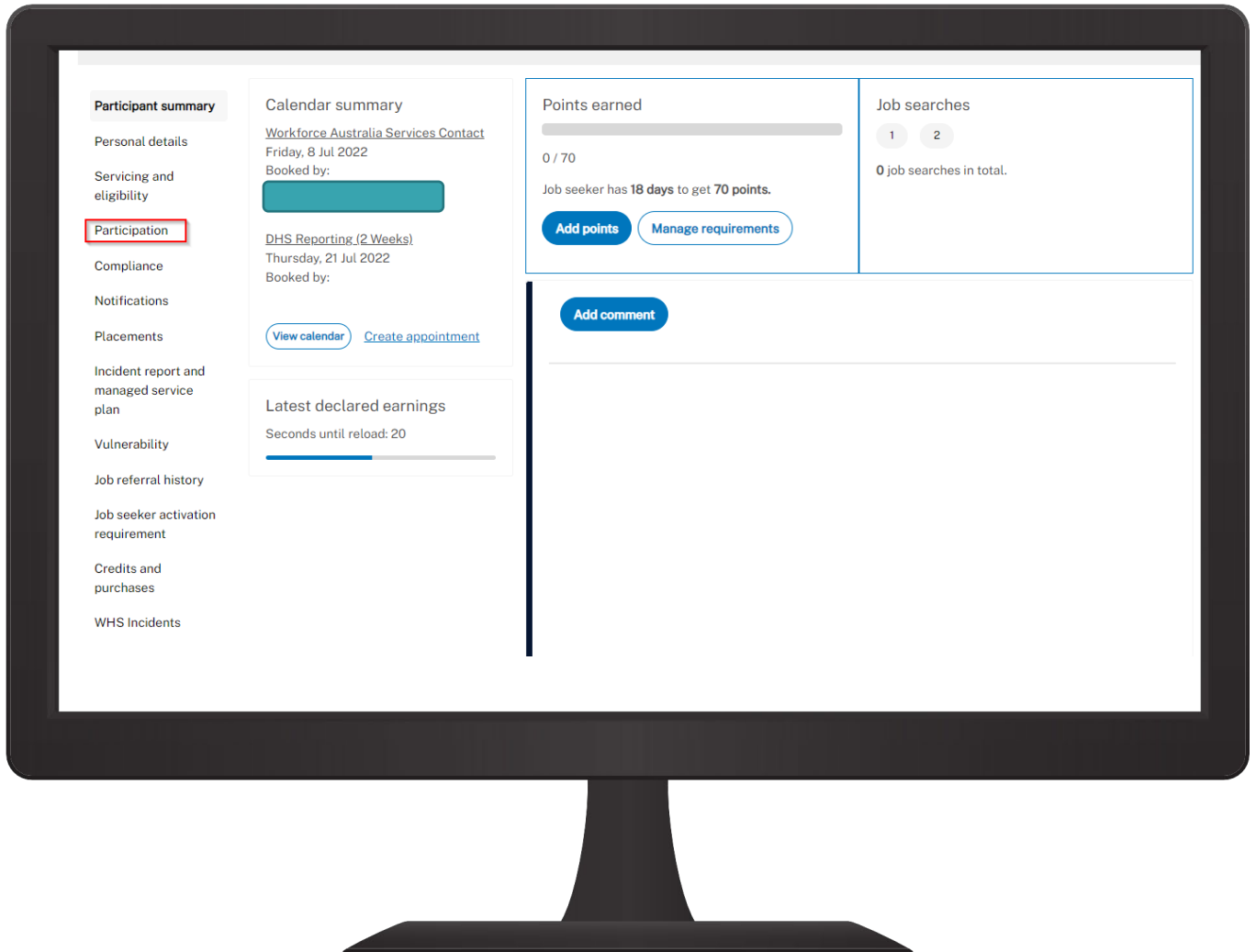
(Workforce Australia Online for Providers | Caseload | Placements)

Step 2



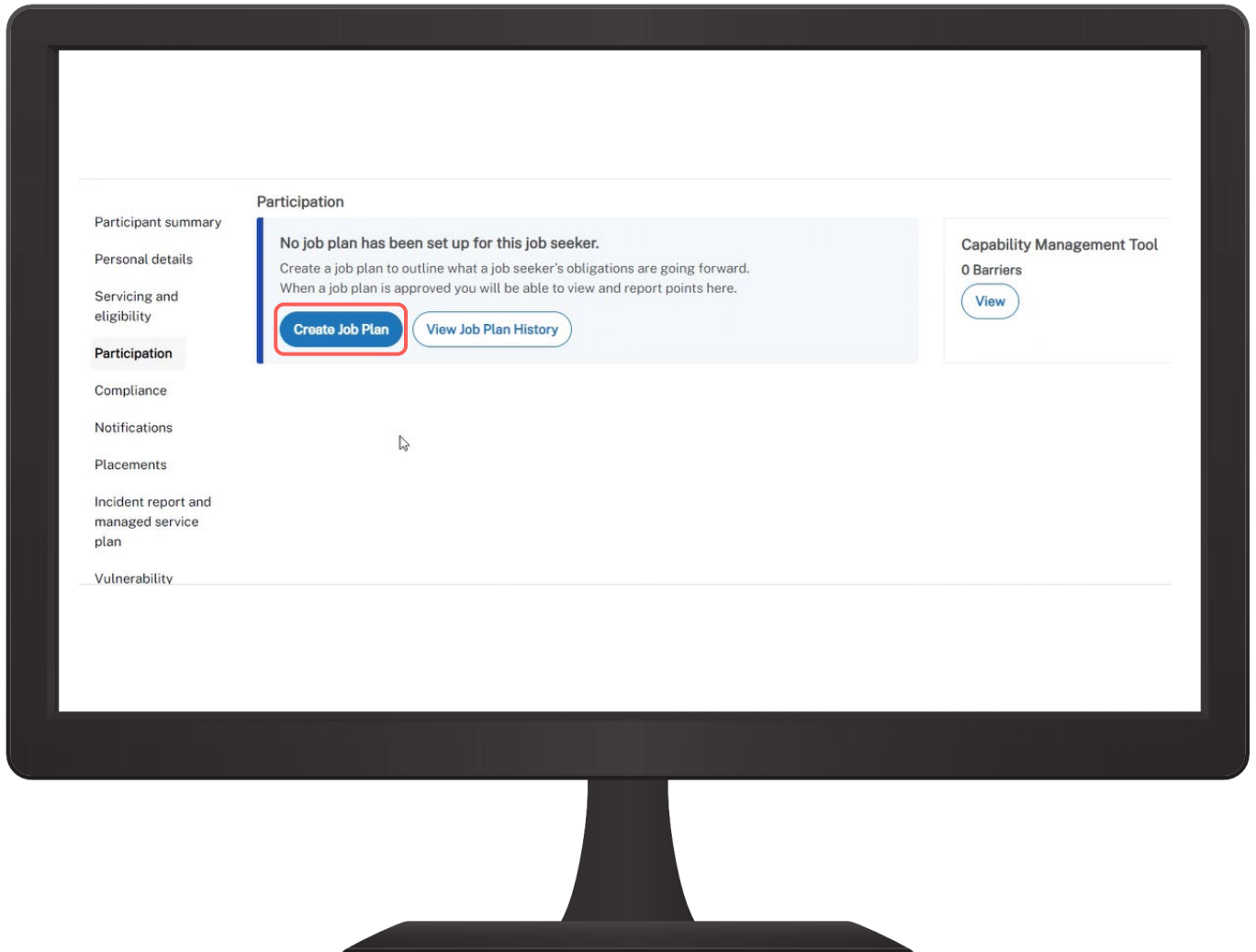
Select the job seeker

Step 3 – Create a new Job Plan



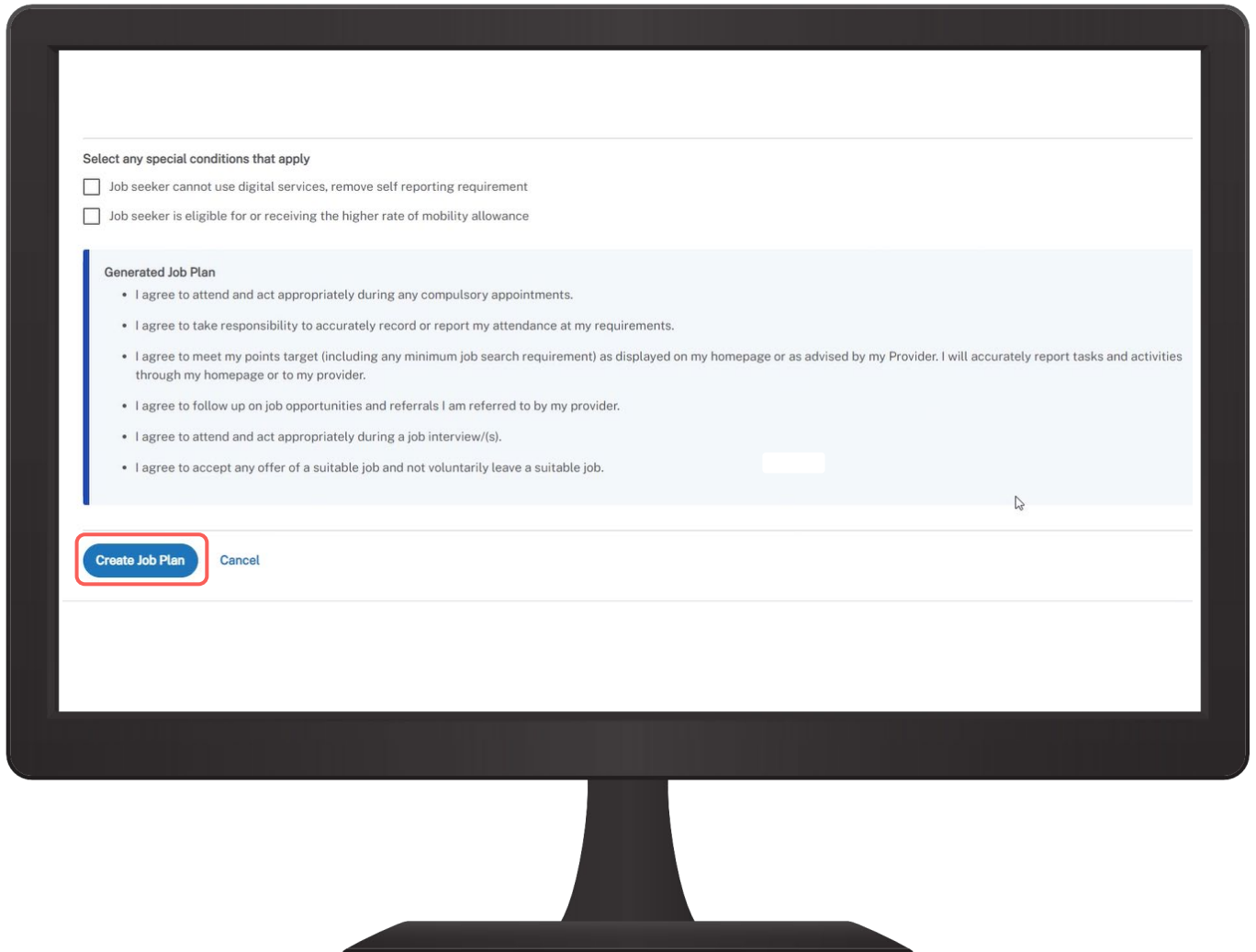
Step 3.1: Click on **Participation**

Step 3 – Create a new Job Plan



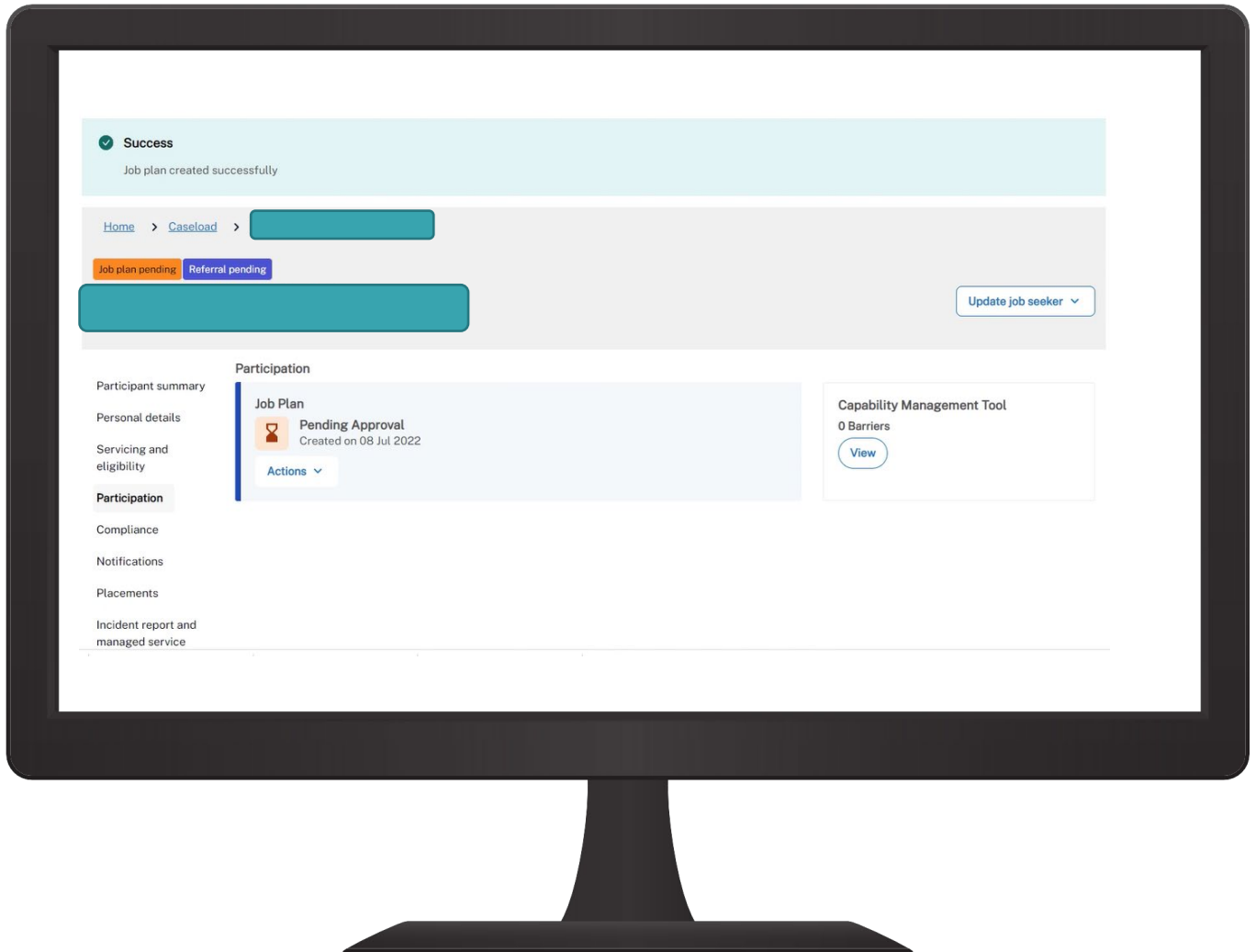
Step 3.2: Click on **Create Job Plan**

Step 3 – Create a new Job Plan



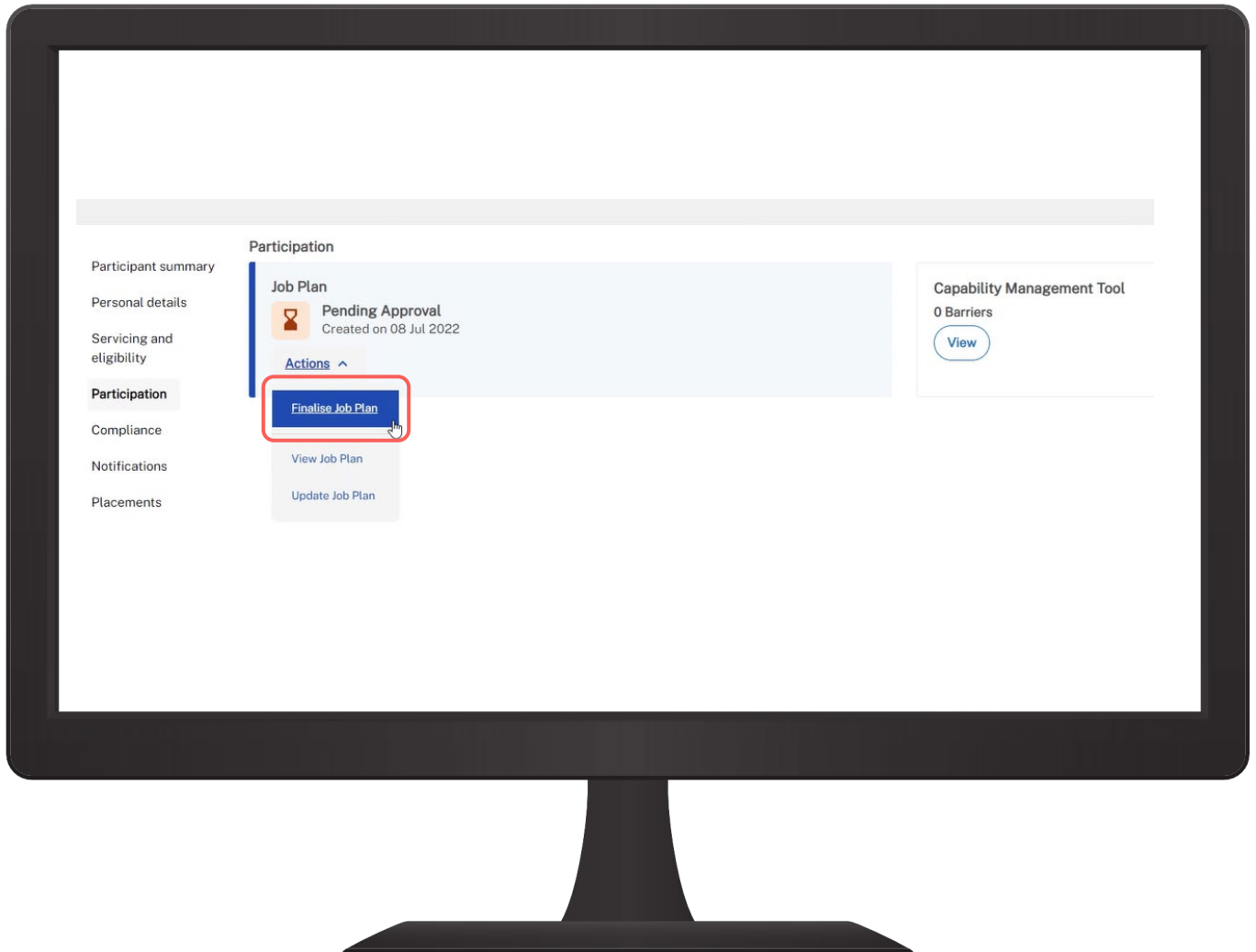
Step 3.3: Select relevant condition and click on **Create Job Plan**

Step 3 – Create a new Job Plan



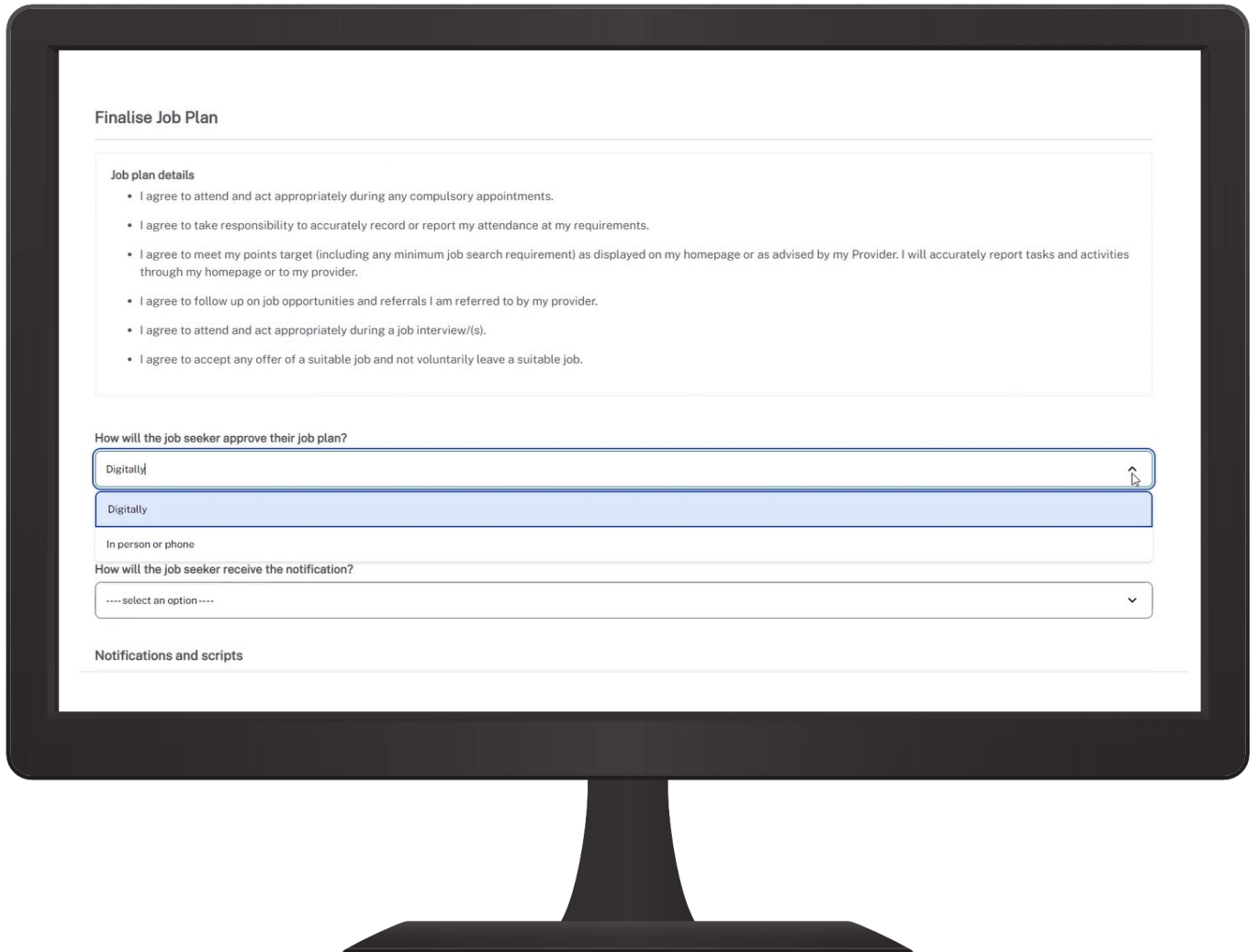
You will see the **Success** message to indicate the Job Plan is created successfully

Step 3 – Create a new Job Plan



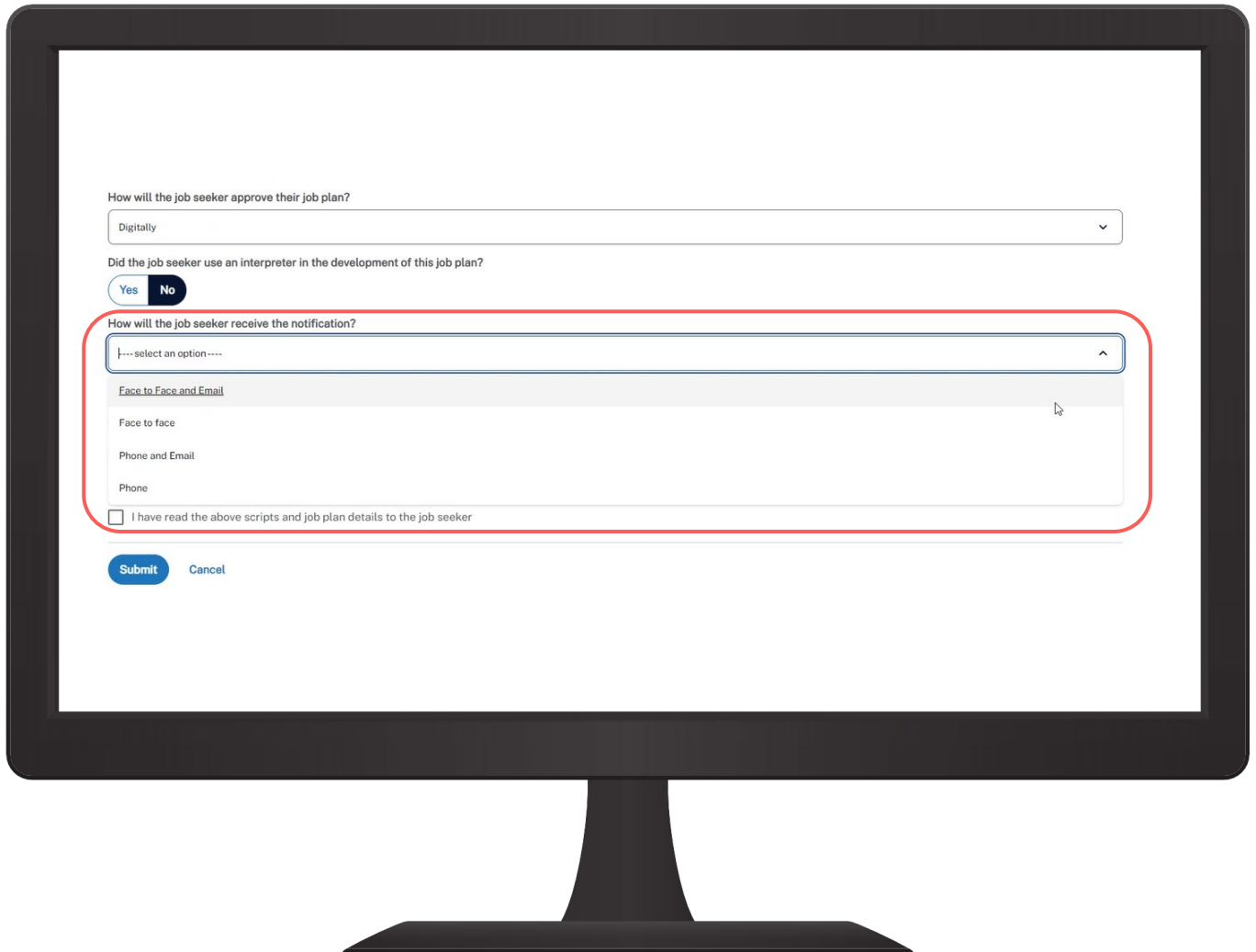
Step 3.4: From drop-down list options for **Actions**, click on **Finalise Job Plan**

Step 3 – Create a new Job Plan



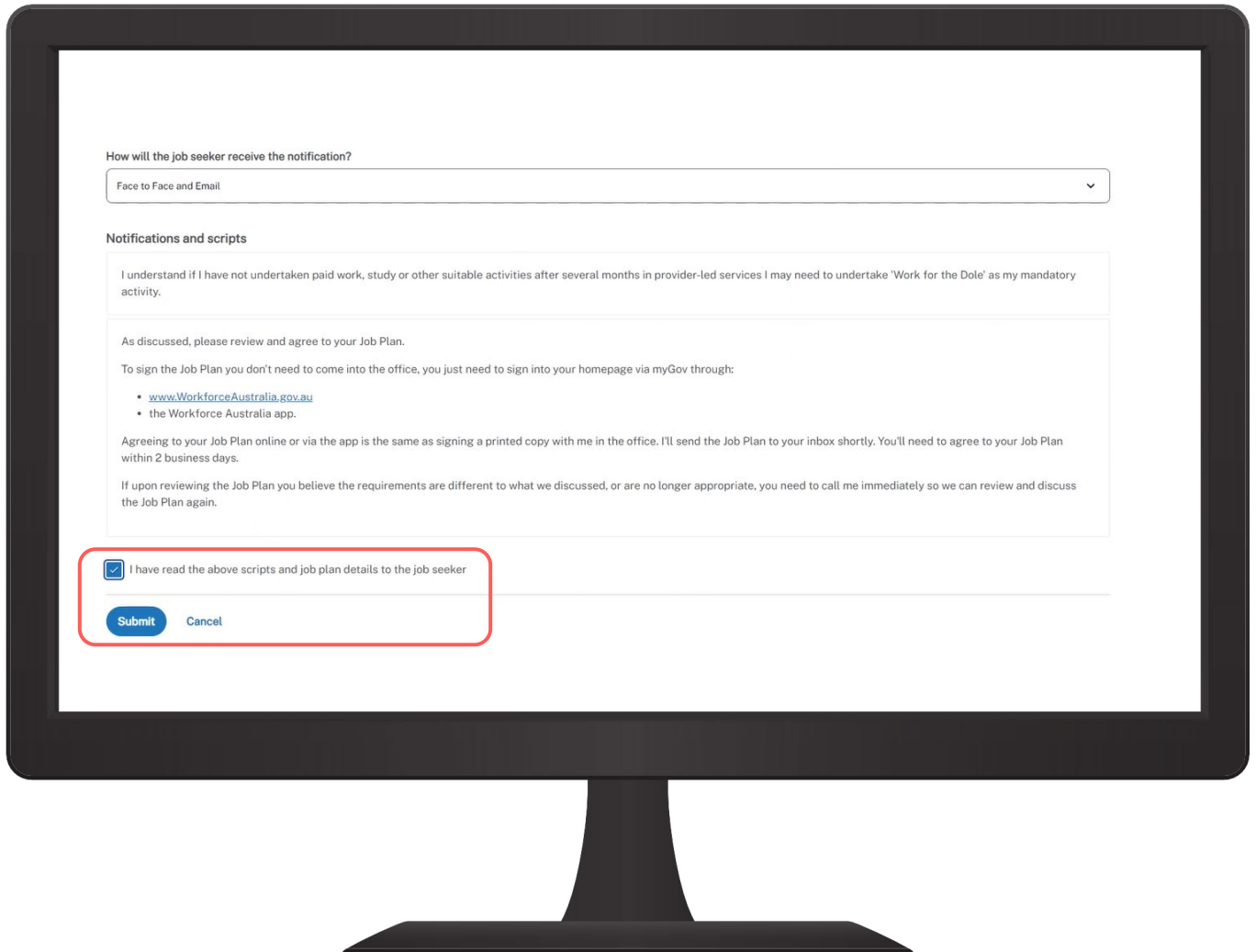
Step 3.5: Select **Digitally** as the method for JS to approve their Job Plan (go to Step 3.8 if you select **In person or phone**)

Step 3 – Create a new Job Plan



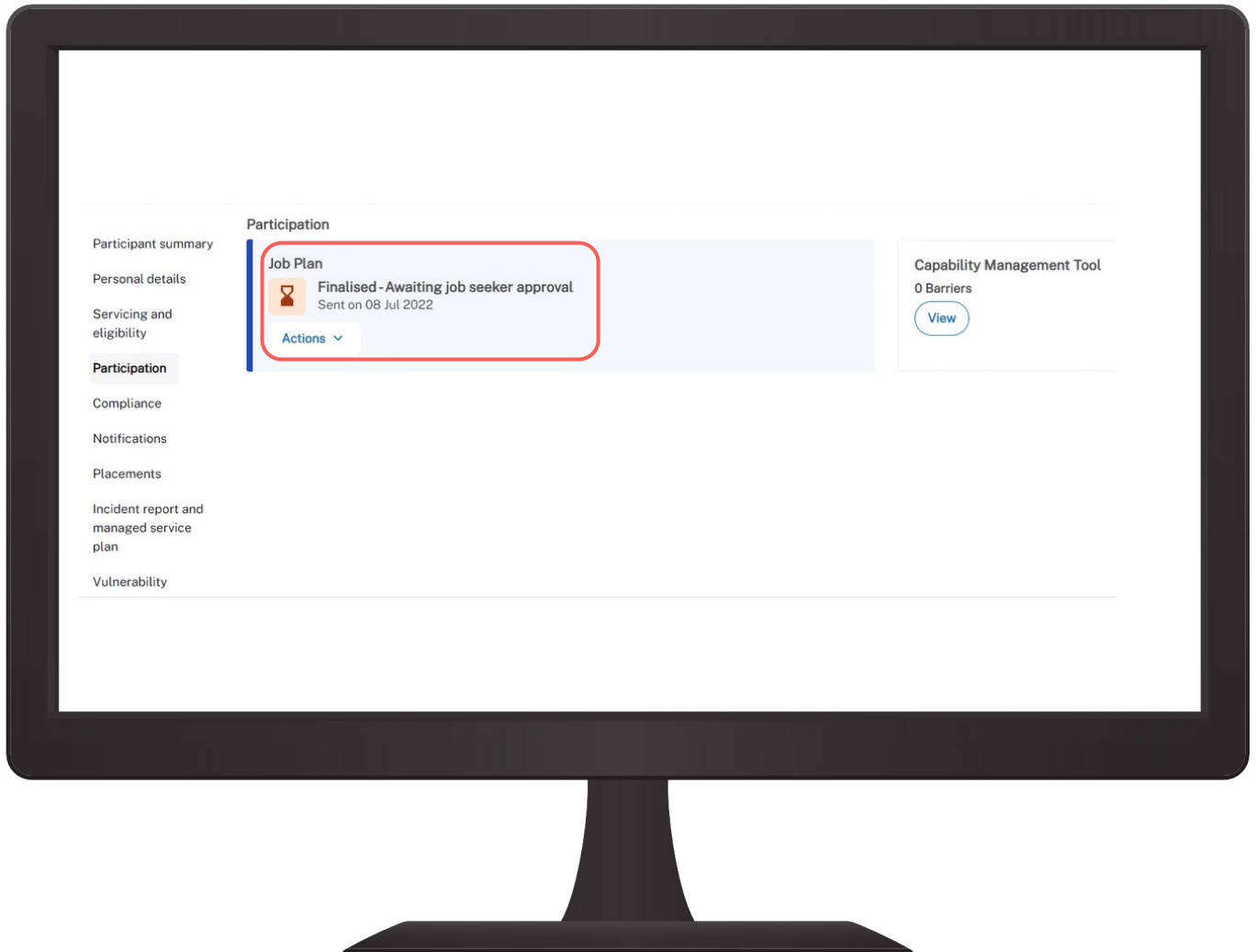
Step 3.6: Select the method for the JS to receive the notification

Step 3 – Create a new Job Plan



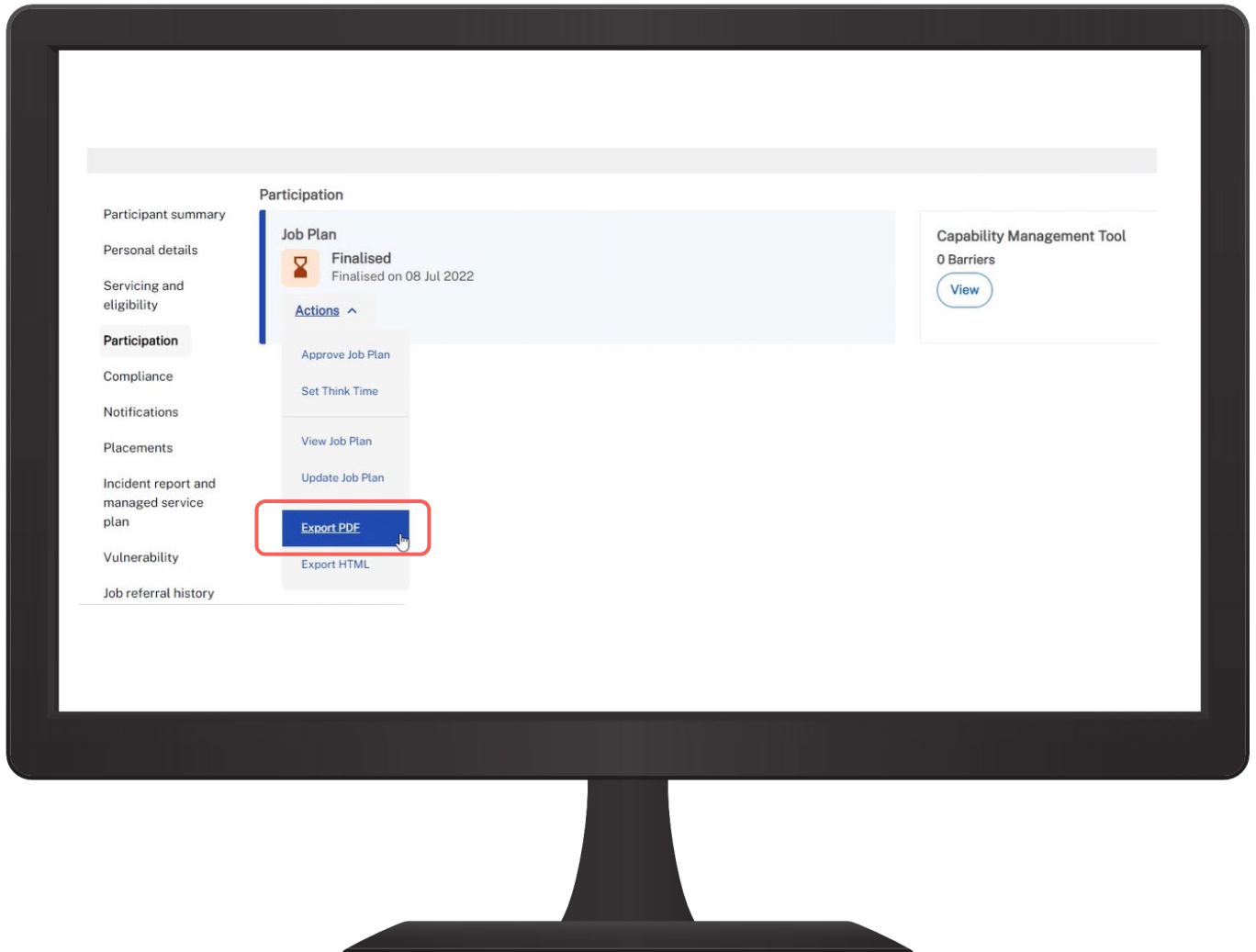
Step 3.7: Click on **Submit**

Step 3 – Create a new Job Plan



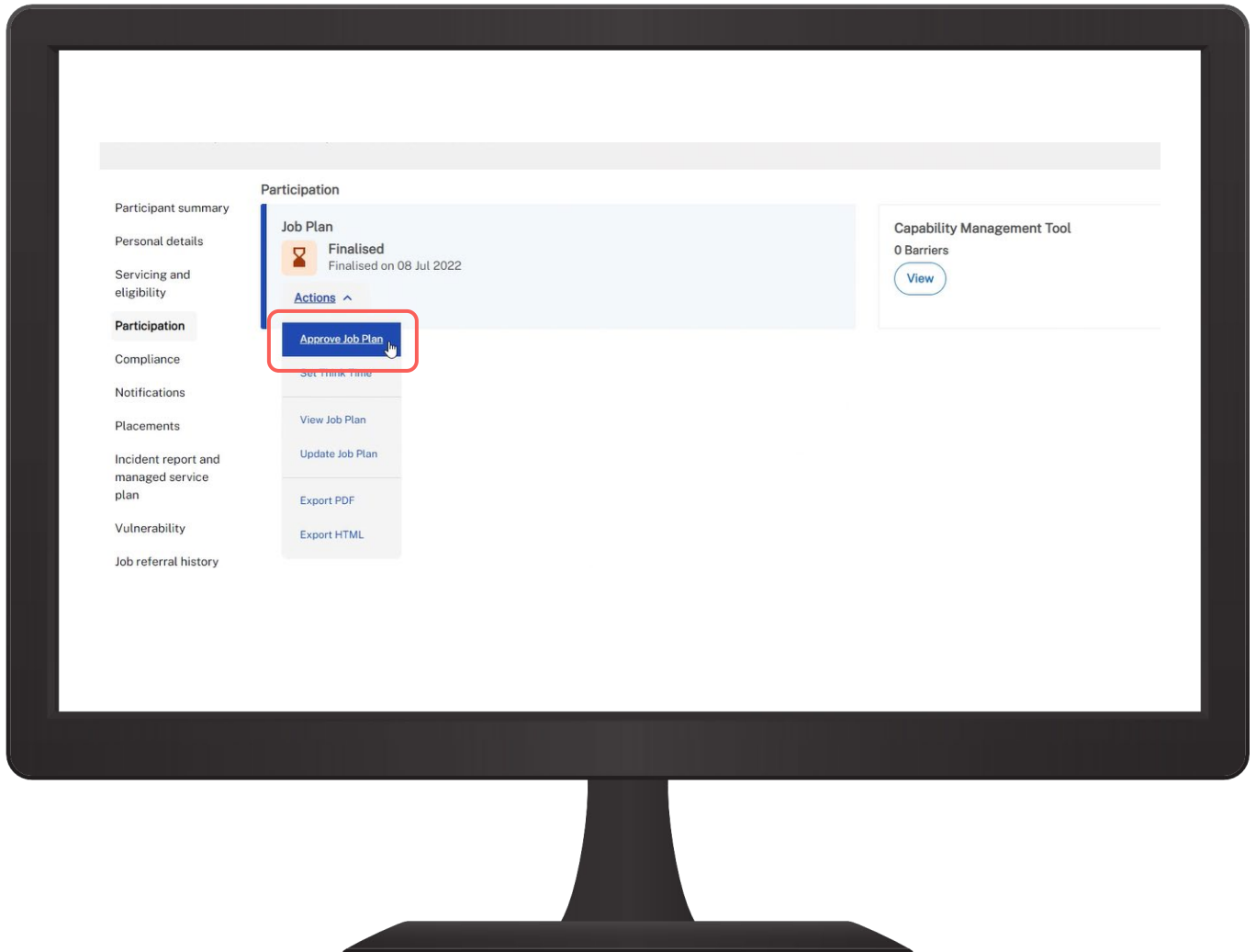
Now the Job Plan is **Finalised – awaiting job seeker approval**

Step 3 – Create a new Job Plan



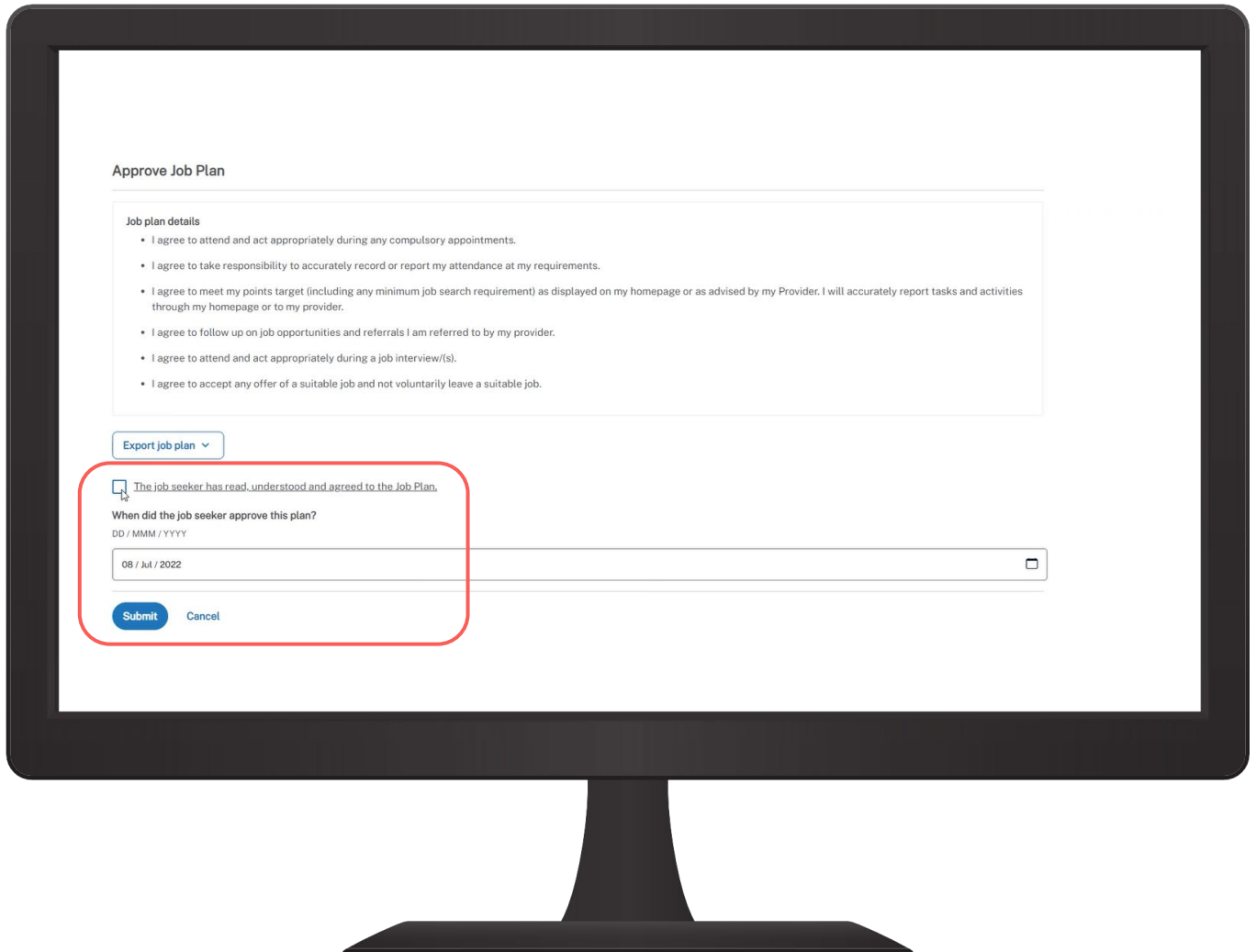
Step 3.8: If you select **In person or phone** for Step 3.5, select **Export PDF** as job plan action instead

Step 3 – Create a new Job Plan



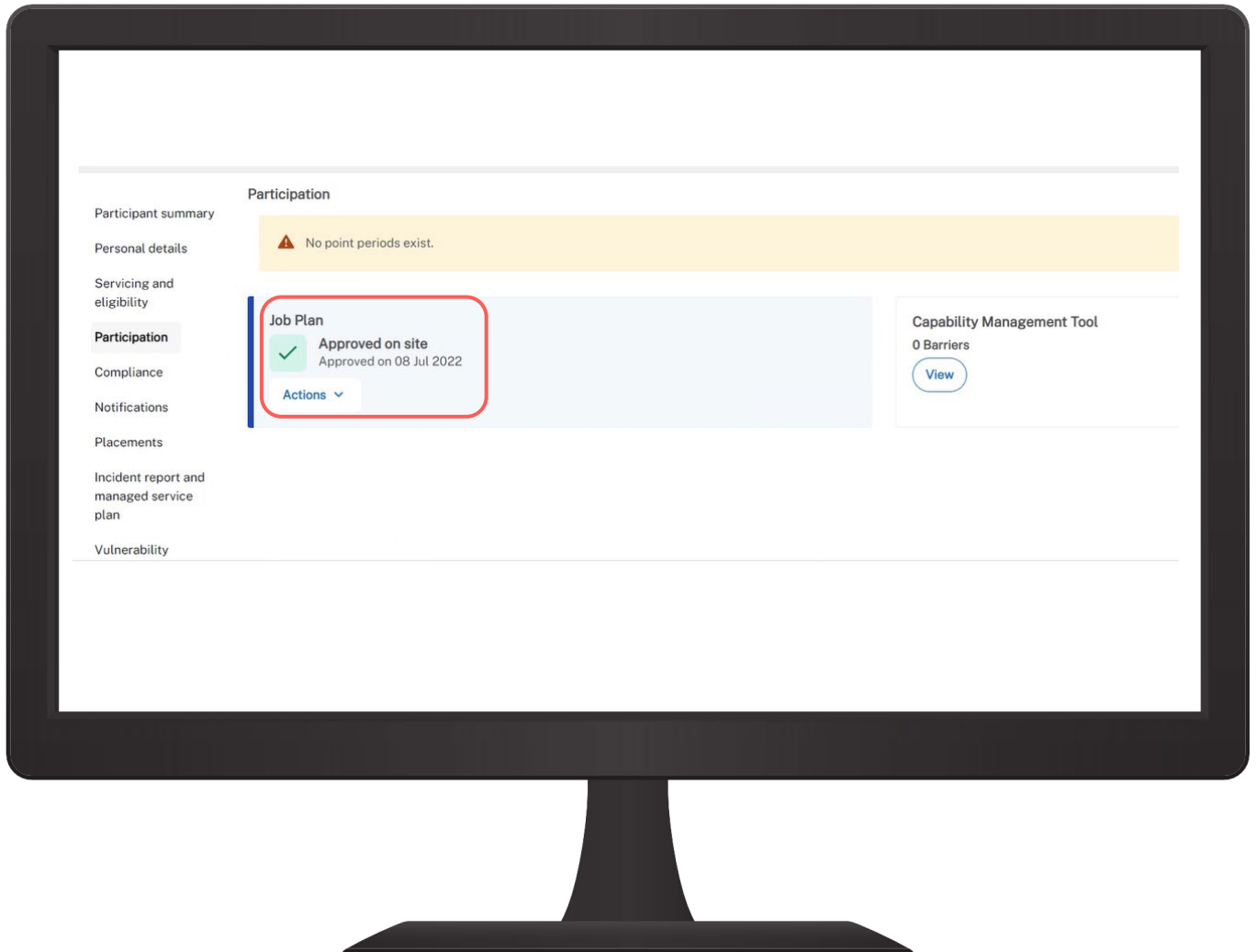
Step 3.9: You can then click on **Approve Job Plan**

Step 3 – Create a new Job Plan



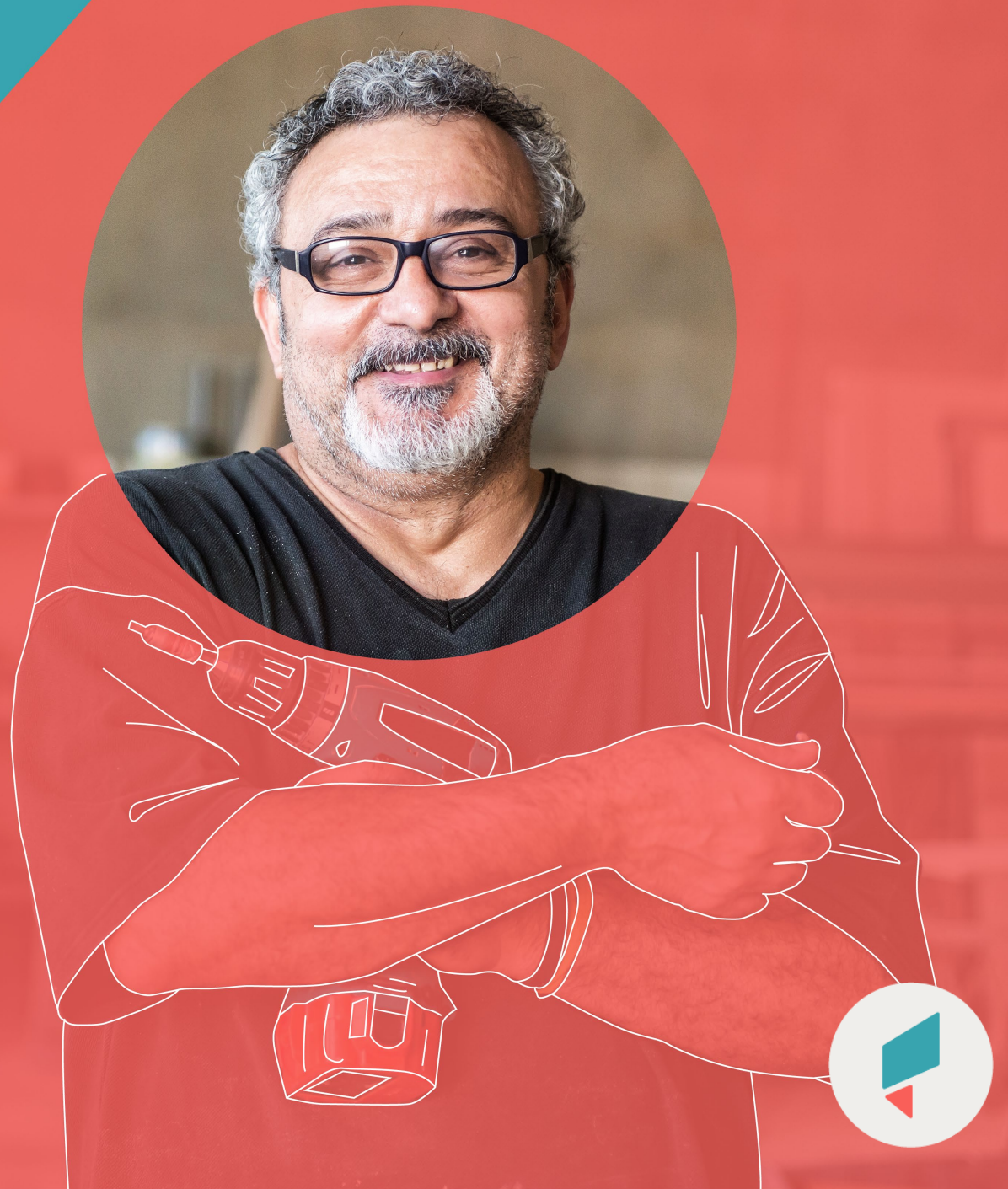
Step 3.10: Click **Submit**

Step 3 – Create a new Job Plan

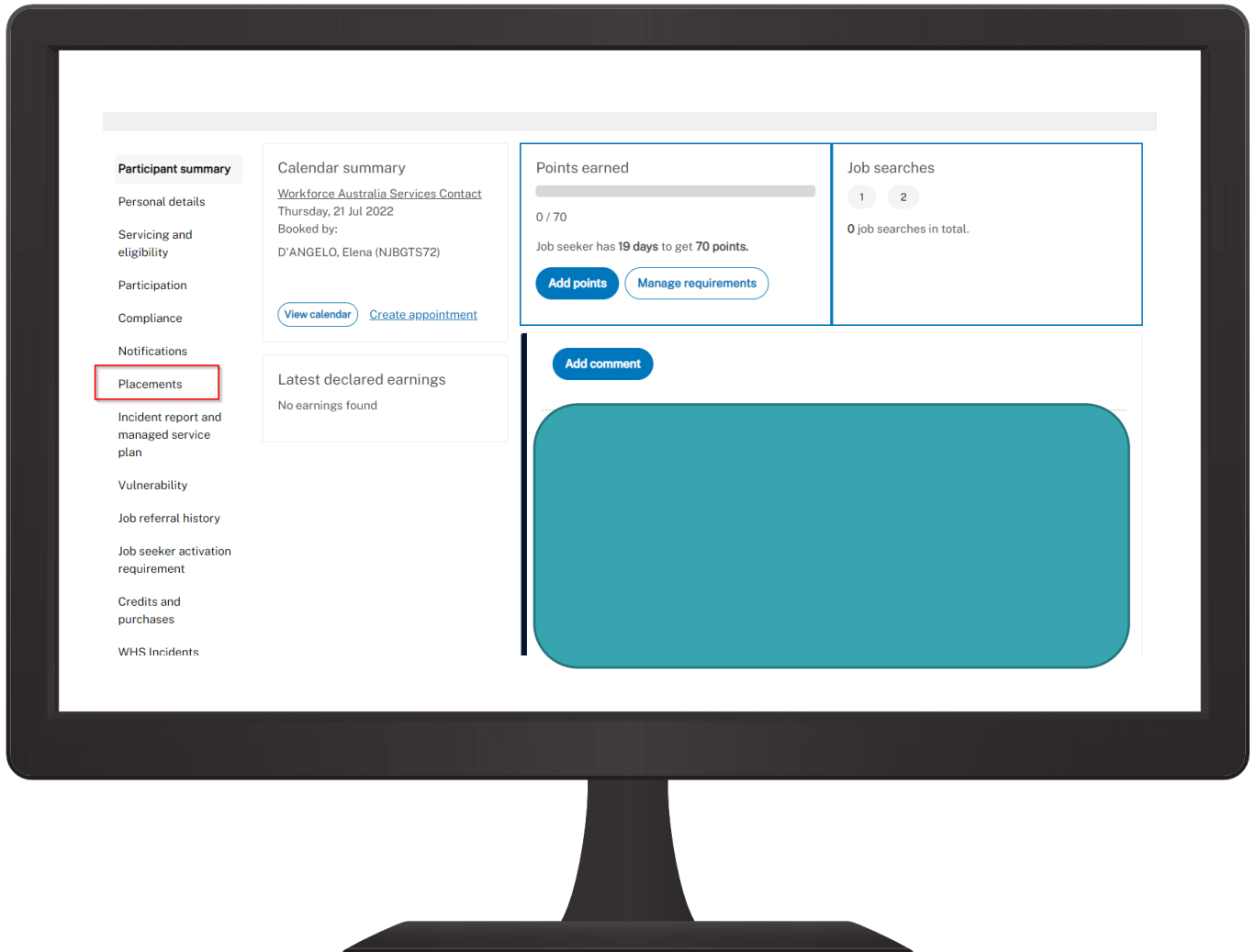


You will then see the Job Plan is **Approved on site**

Section 2: Making SEE Referral

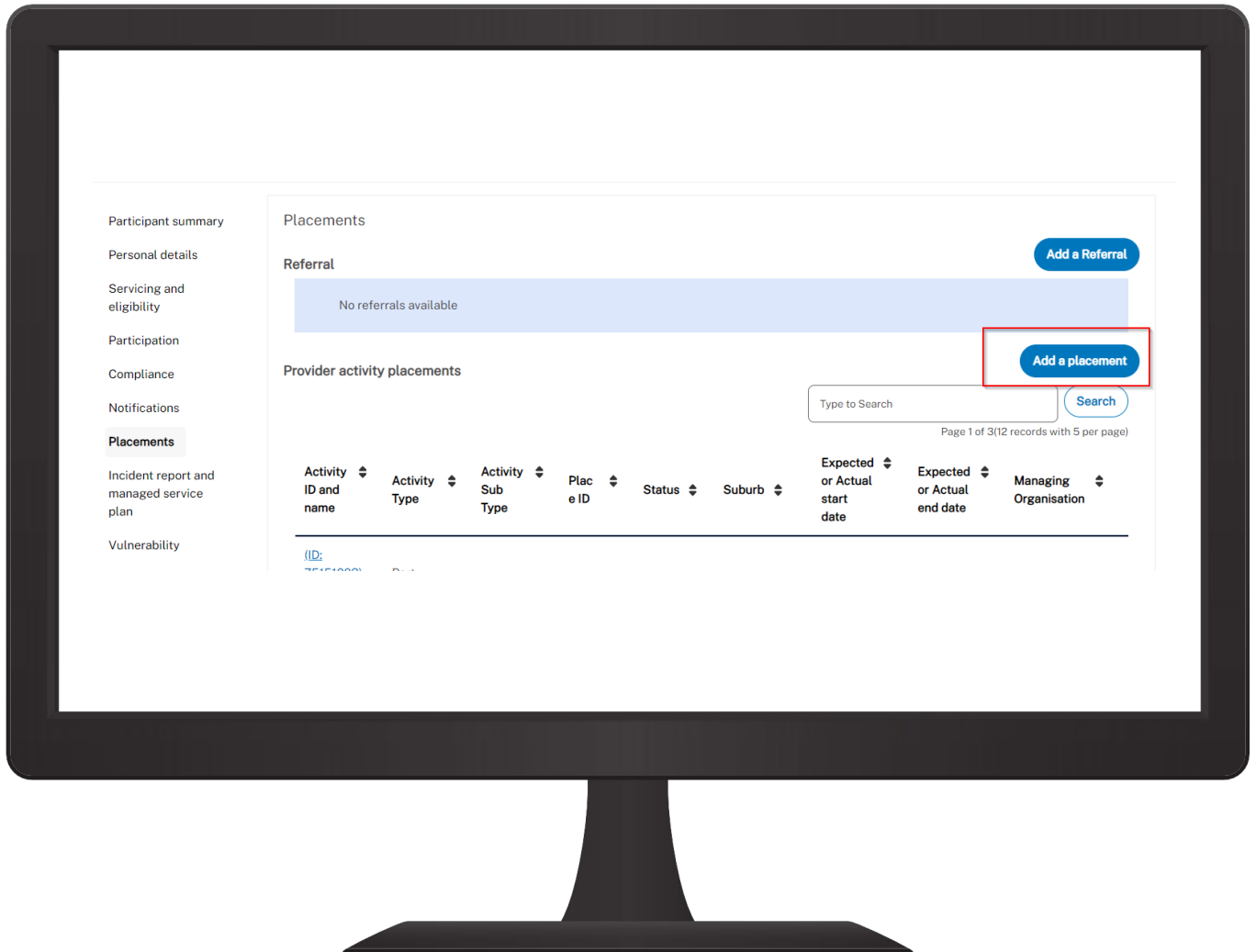


Step 4



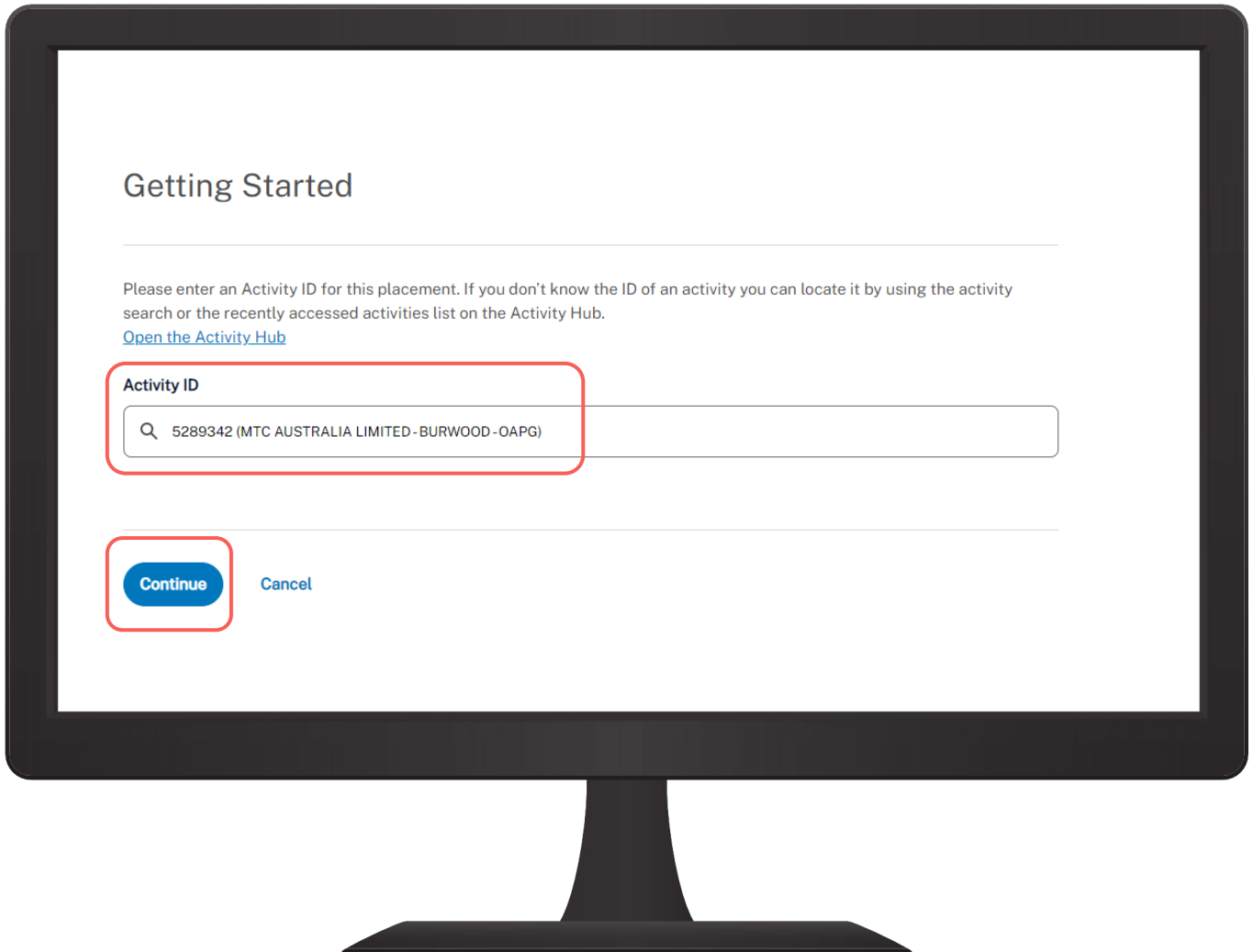
Step 4: From the job seeker main page, select **Placements**

Step 5



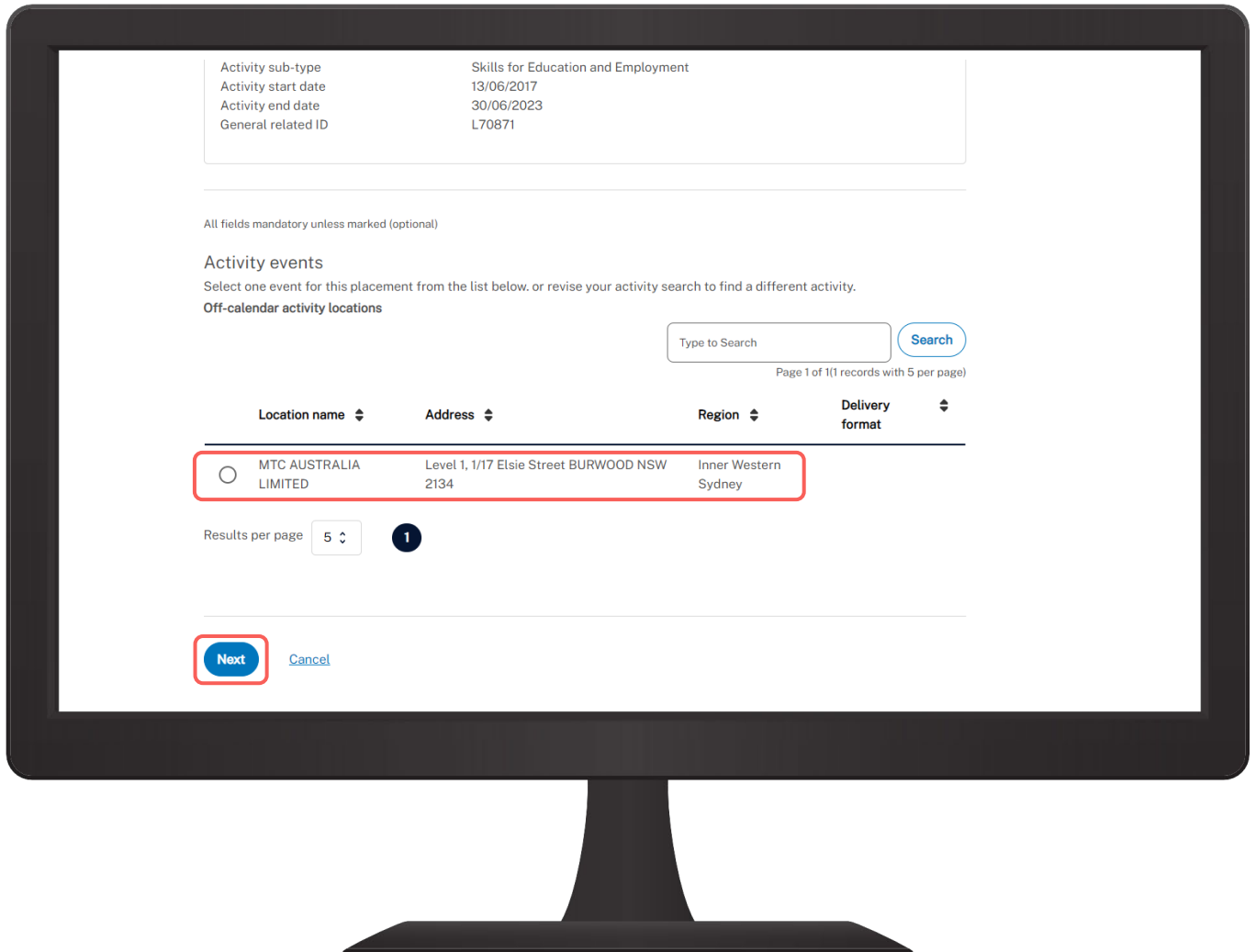
Step 5: Select **Add a placement**

Step 6



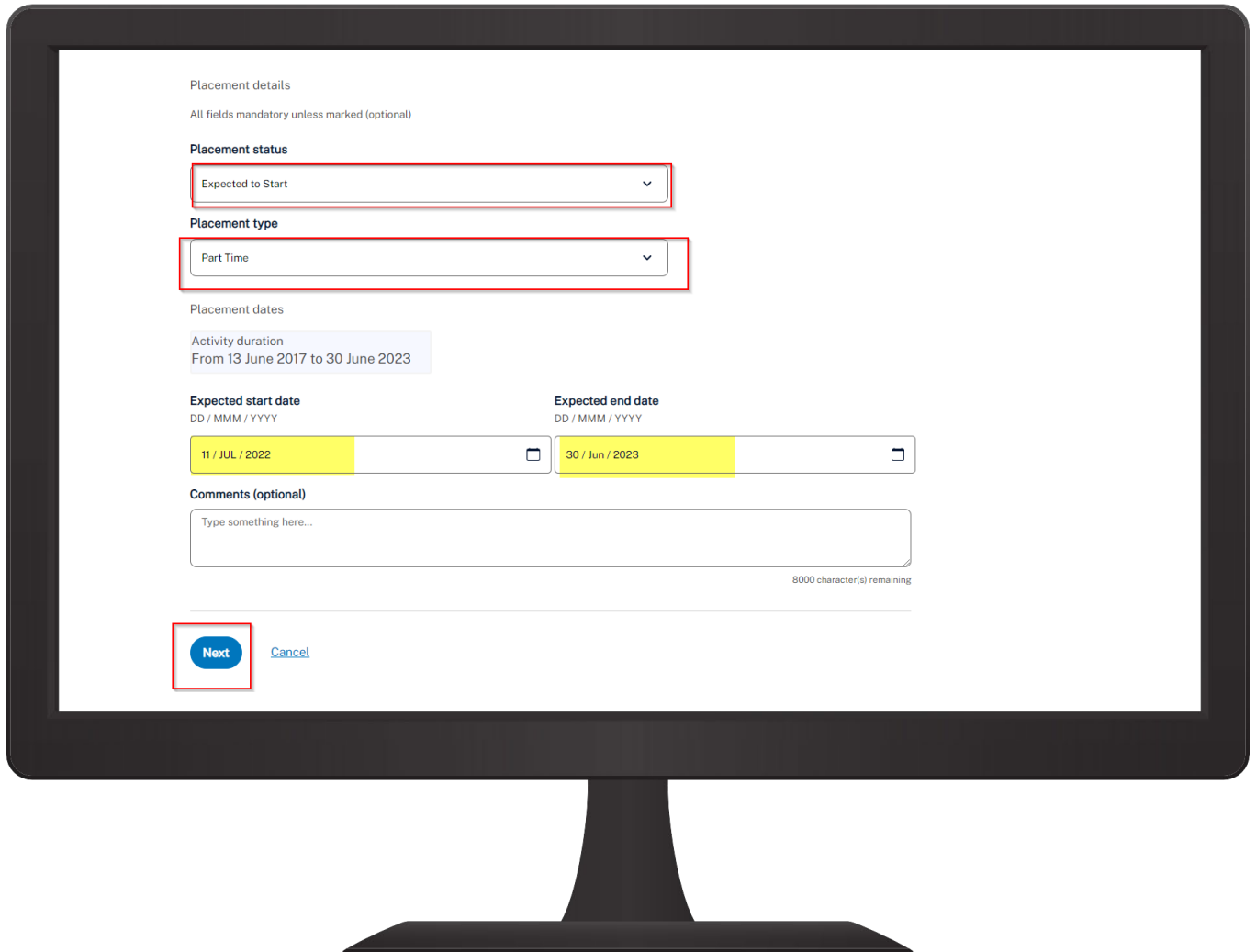
Step 6: Enter MTC SEE Site Activity ID – select the activity, then press **Continue**

Step 7



Step 7: Select location, then press **Next**

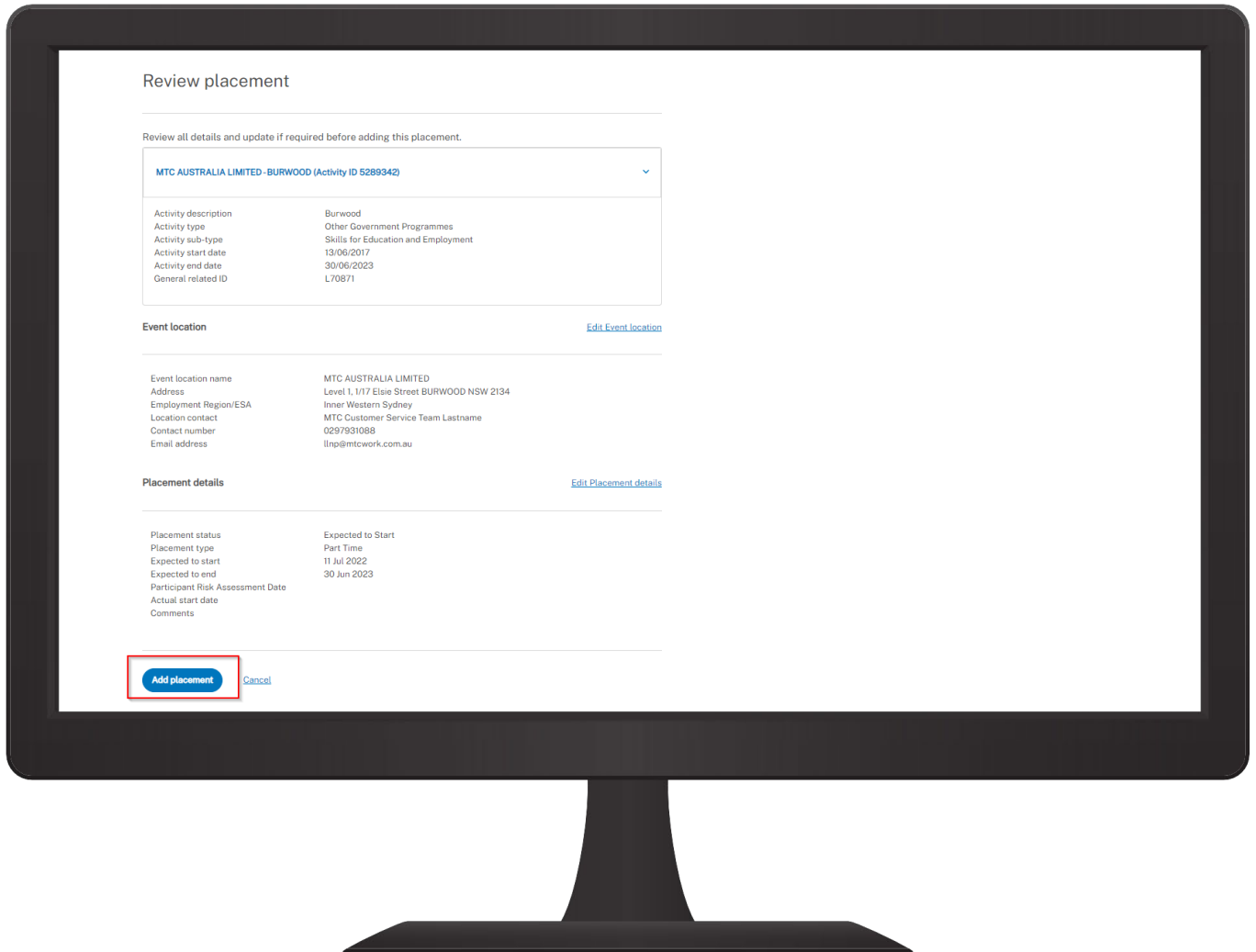
Step 8



Step 8: Fill in details for Placement:

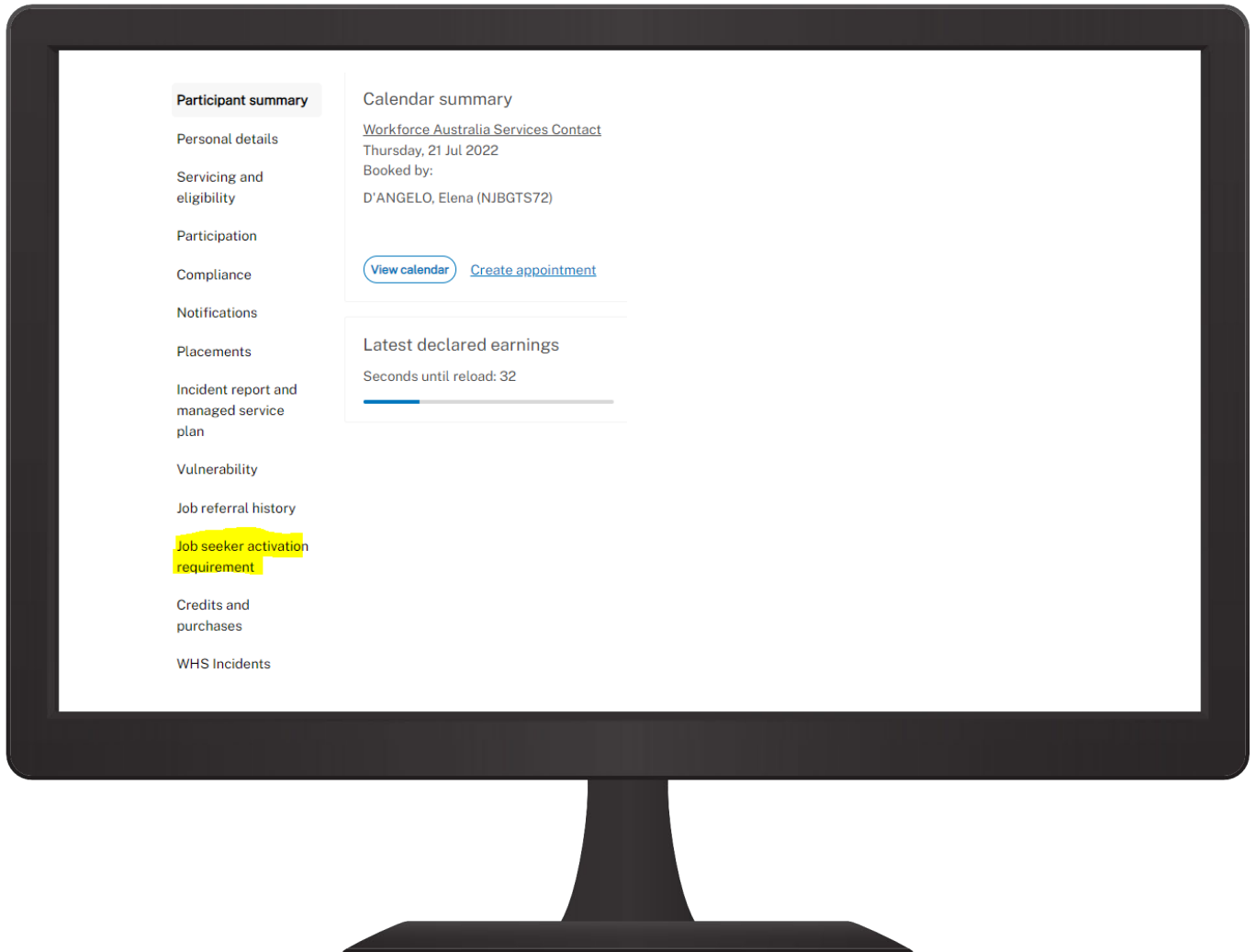
- Placement Status – choose **Expected to Start**
- Placement Type – choose **Full time/Part time or Other**
- Enter **Expected start date** – same as PTA date or current date
- Enter **Expected end date** – 30th June 2023
- Enter other comments where required
- Press **Next**

Step 9



Step 9: Review activity placement then press **Add Placement**

Step 10



Step 10: Complete **Job Seeker Activation Requirement** (under development)

Once the feature is released, we will provide detailed steps on how to complete the Job Seeker Activation Requirement

Step 11

Step 11: Add **PBAS Points** (under development)

Once the feature is released, we will provide detailed steps on how to add PBAS points