

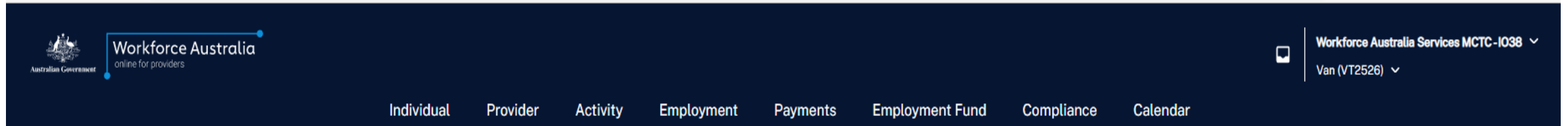
Skills for Education & Employment (SEE)



Referral Guide

MTC AUSTRALIA SEE REFERRAL GUIDE via Workforce Australia Hub

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



The screenshot shows the top navigation bar of the Workforce Australia online for providers interface. On the left, there is the Australian Government logo and the text "Workforce Australia online for providers". On the right, there is a mobile device icon, the text "Workforce Australia Services MCTC-I038", and a dropdown menu showing "Van (VT2526)". Below the navigation bar, there is a horizontal menu with the following items: Individual, Provider, Activity, Employment, Payments, Employment Fund, Compliance, and Calendar.



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

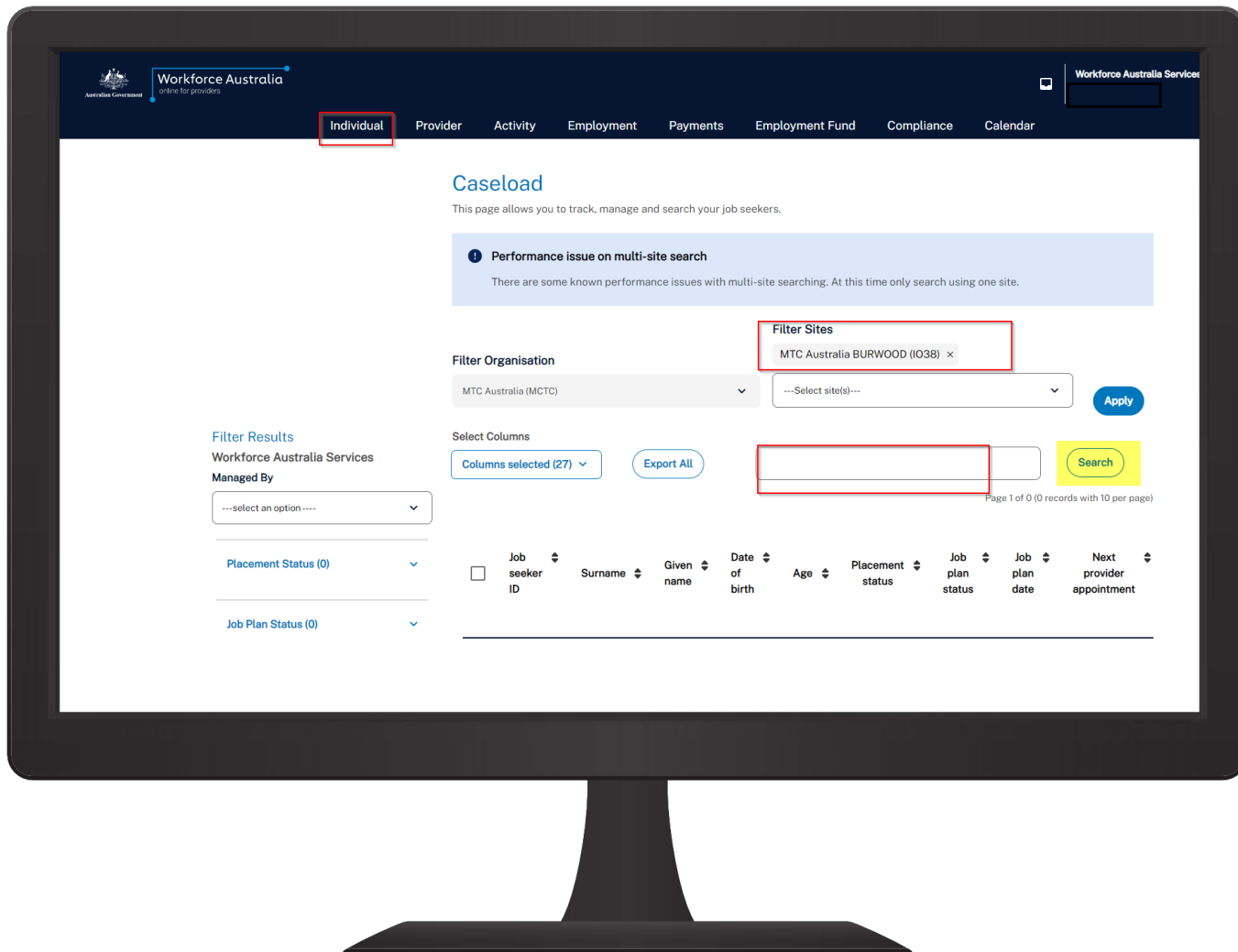
Section 1: Creating a new Job Plan



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



Step 1

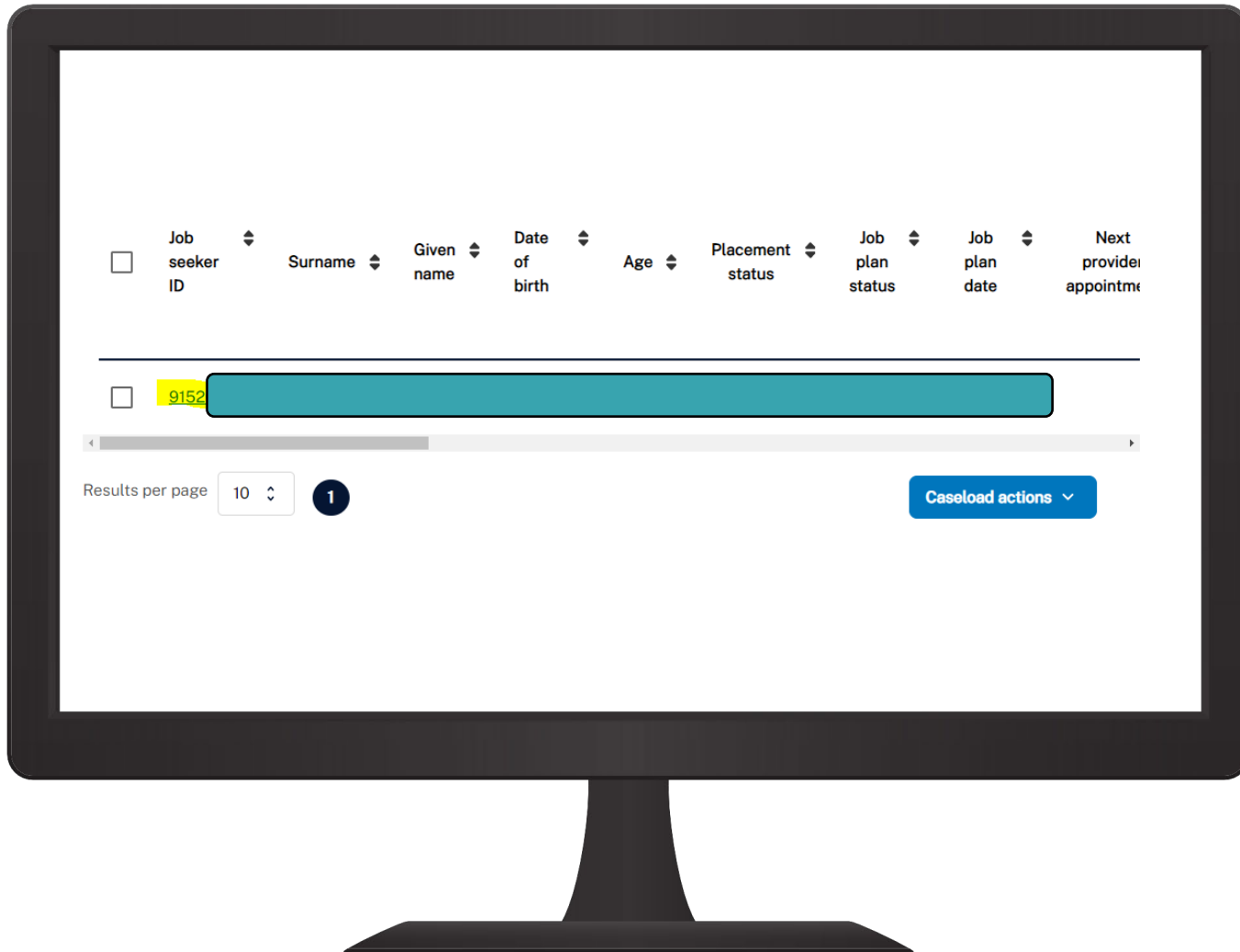


Locate job seeker in Workforce Australia Hub

([Workforce Australia Online for Providers | Caseload | Placements](#))



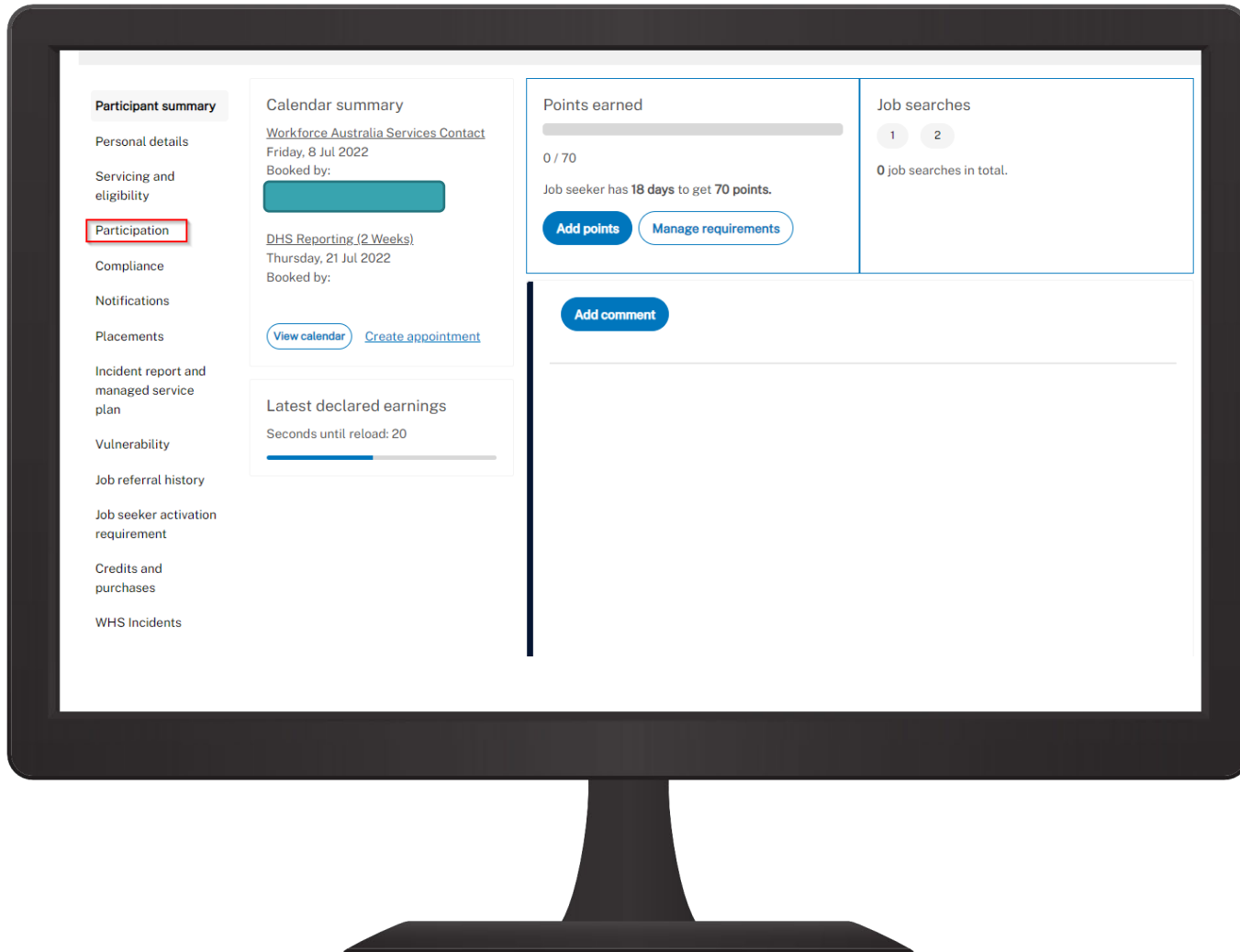
Step 2



Select the job seeker



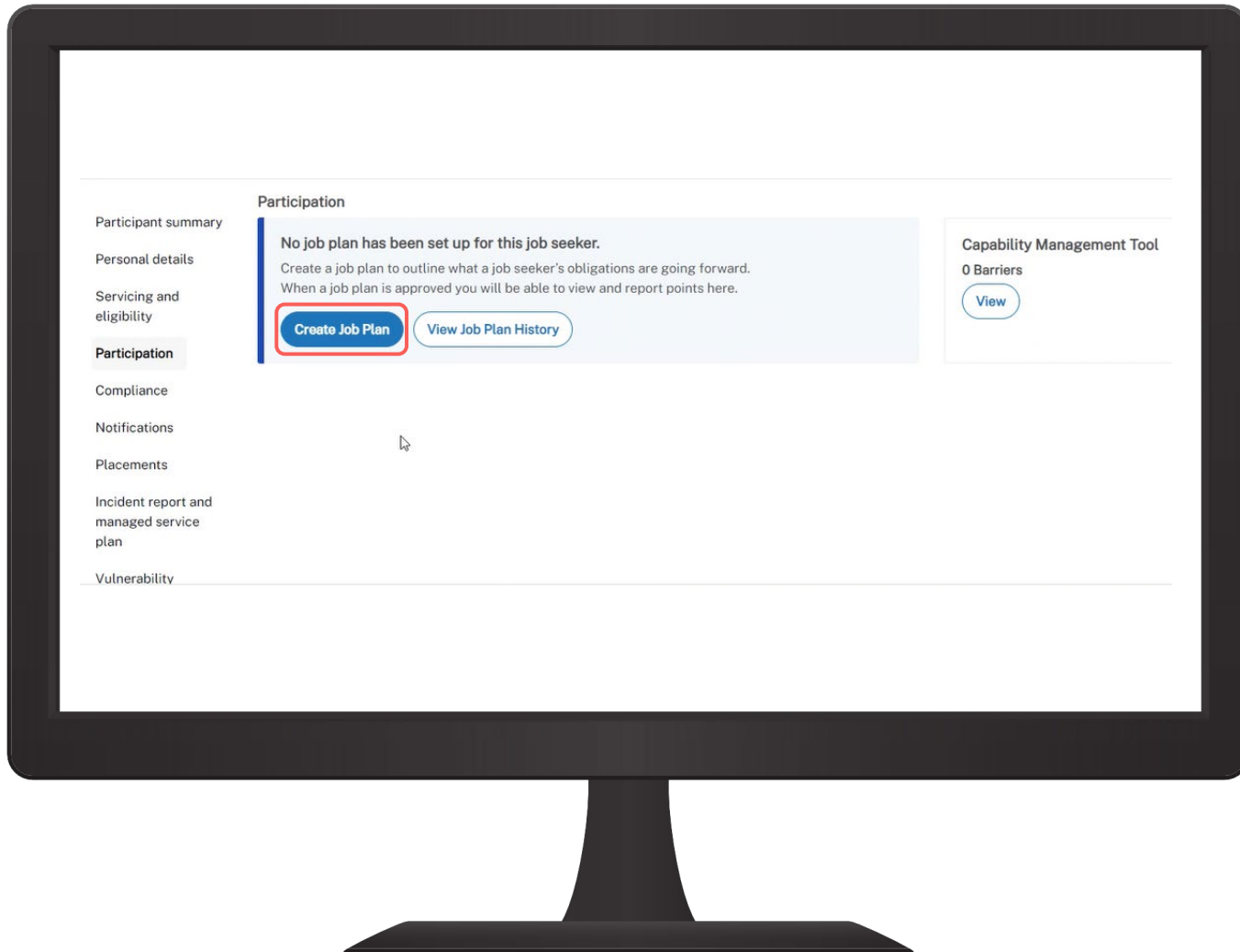
Step 3 – Create a new Job Plan



Step 3.1: Click on Participation



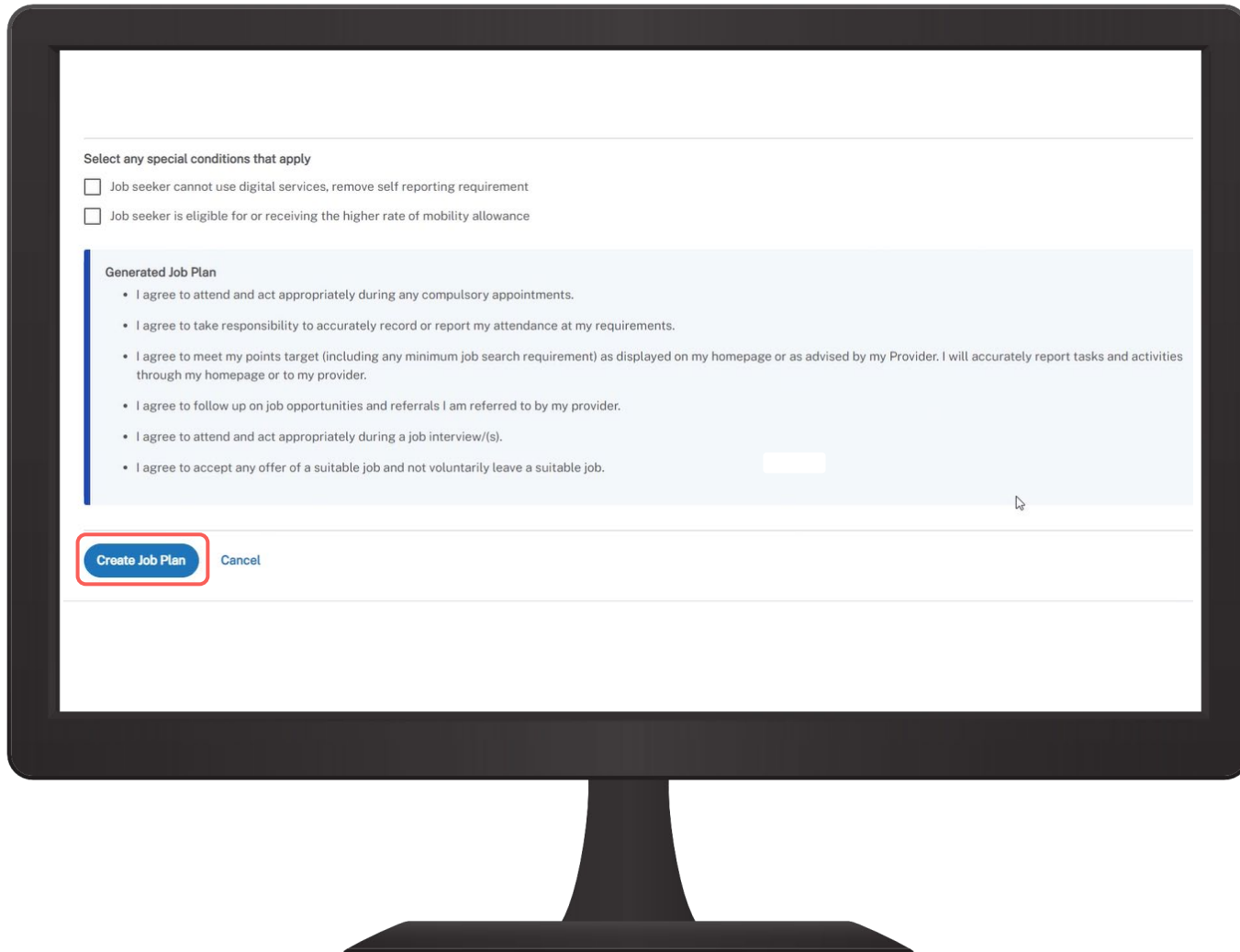
Step 3 – Create a new Job Plan



Step 3.2: Click on Create Job Plan



Step 3 – Create a new Job Plan



Select any special conditions that apply

- Job seeker cannot use digital services, remove self reporting requirement
- Job seeker is eligible for or receiving the higher rate of mobility allowance

Generated Job Plan

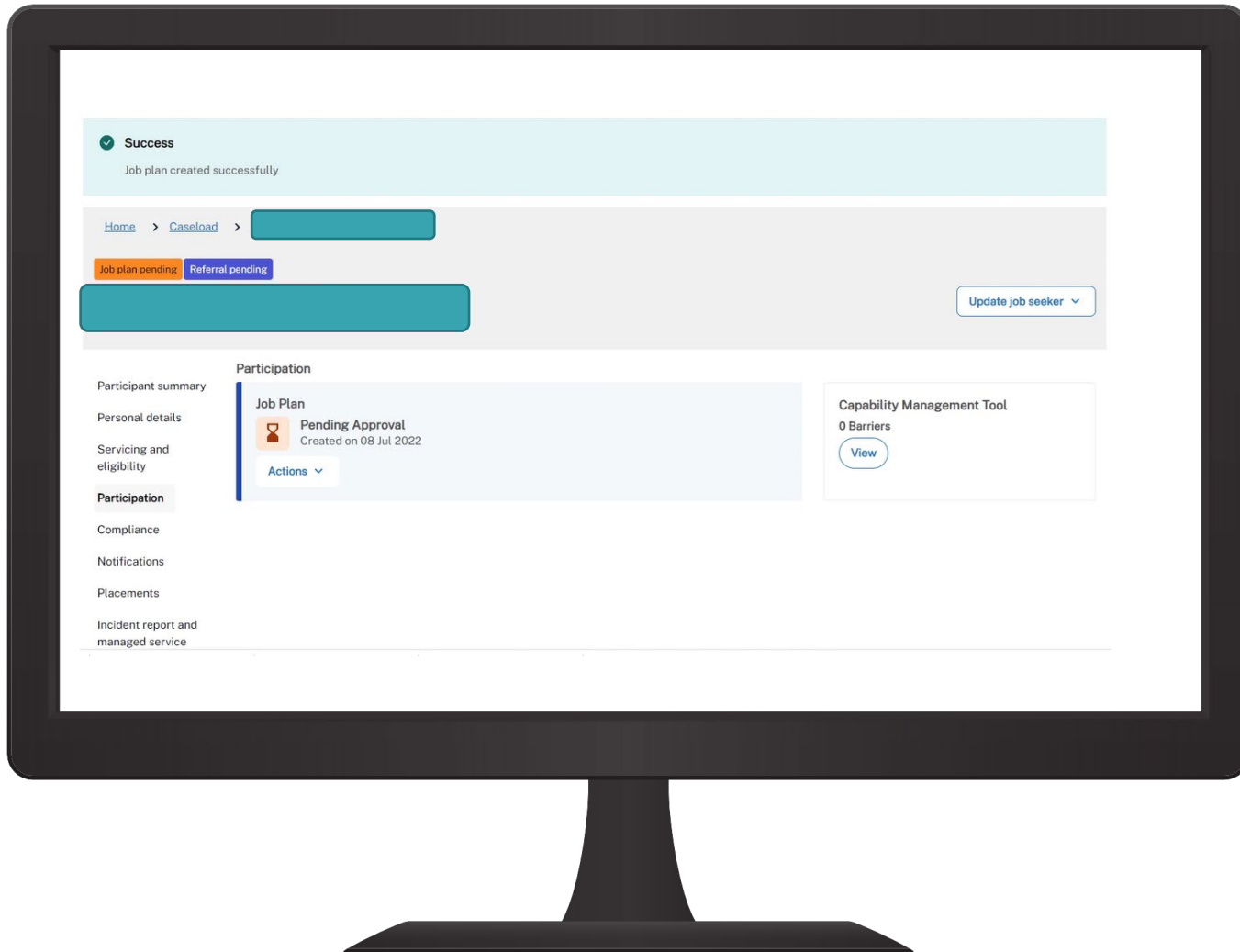
- I agree to attend and act appropriately during any compulsory appointments.
- I agree to take responsibility to accurately record or report my attendance at my requirements.
- I agree to meet my points target (including any minimum job search requirement) as displayed on my homepage or as advised by my Provider. I will accurately report tasks and activities through my homepage or to my provider.
- I agree to follow up on job opportunities and referrals I am referred to by my provider.
- I agree to attend and act appropriately during a job interview/(s).
- I agree to accept any offer of a suitable job and not voluntarily leave a suitable job.

[Create Job Plan](#) [Cancel](#)

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



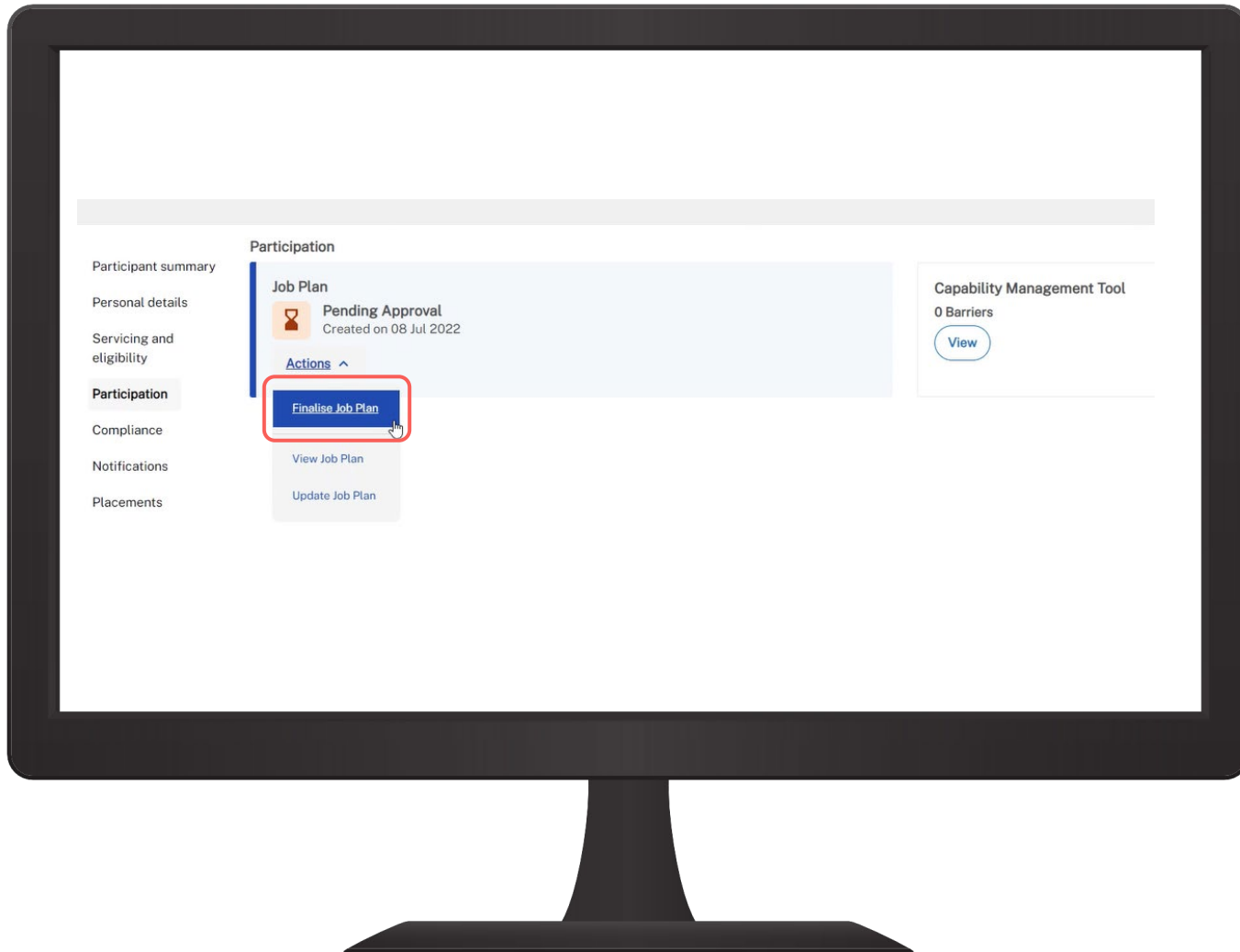
Step 3 – Create a new Job Plan



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

Finalise Job Plan

Job plan details

- I agree to attend and act appropriately during any compulsory appointments.
- I agree to take responsibility to accurately record or report my attendance at my requirements.
- I agree to meet my points target (including any minimum job search requirement) as displayed on my homepage or as advised by my Provider. I will accurately report tasks and activities through my homepage or to my provider.
- I agree to follow up on job opportunities and referrals I am referred to by my provider.
- I agree to attend and act appropriately during a job interview/(s).
- I agree to accept any offer of a suitable job and not voluntarily leave a suitable job.

How will the job seeker approve their job plan?

Digitally

Digitally

In person or phone

How will the job seeker receive the notification?

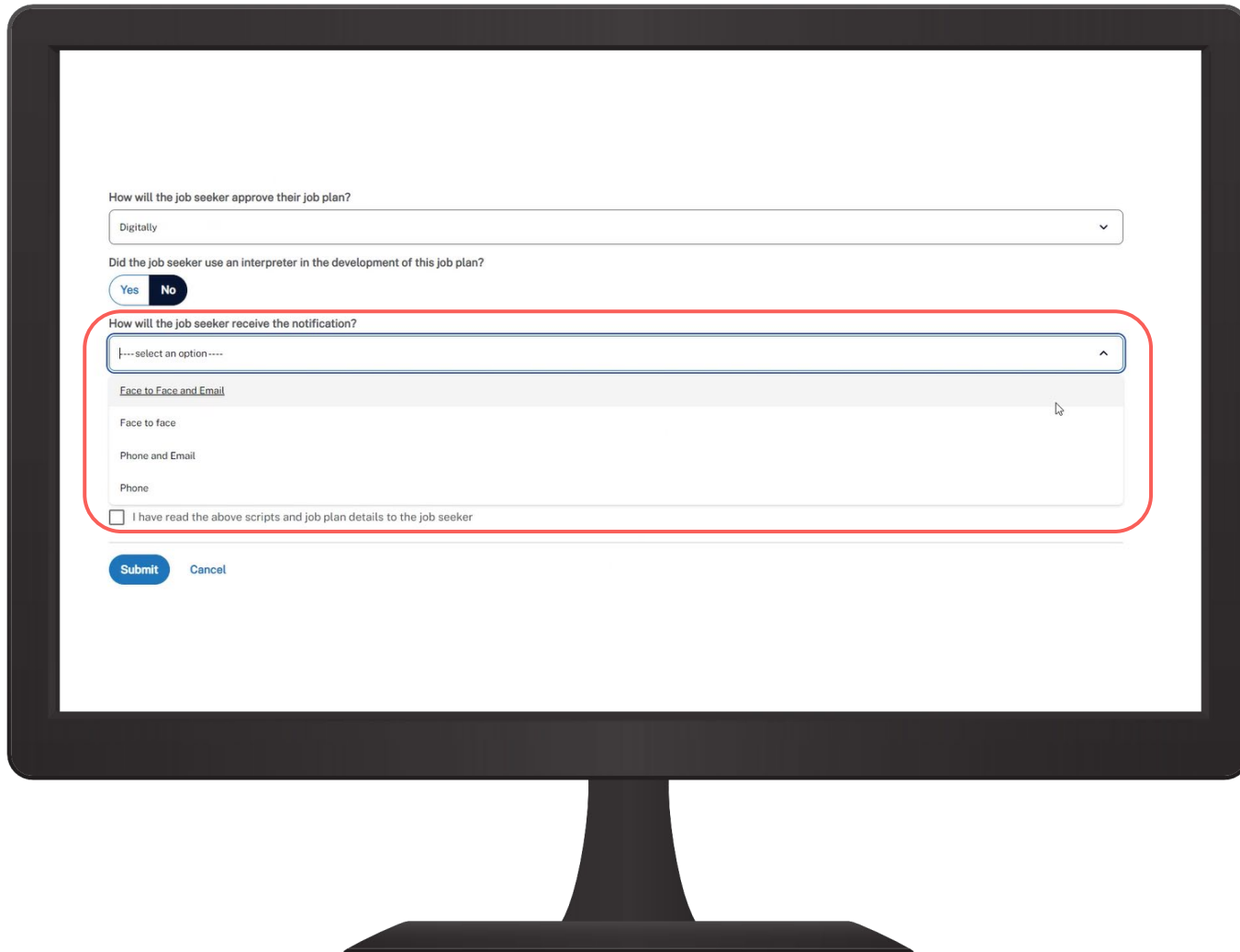
---- select an option ----

Notifications and scripts

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



How will the job seeker approve their job plan?
Digitally

Did the job seeker use an interpreter in the development of this job plan?
 Yes No

How will the job seeker receive the notification?
|-- select an option --

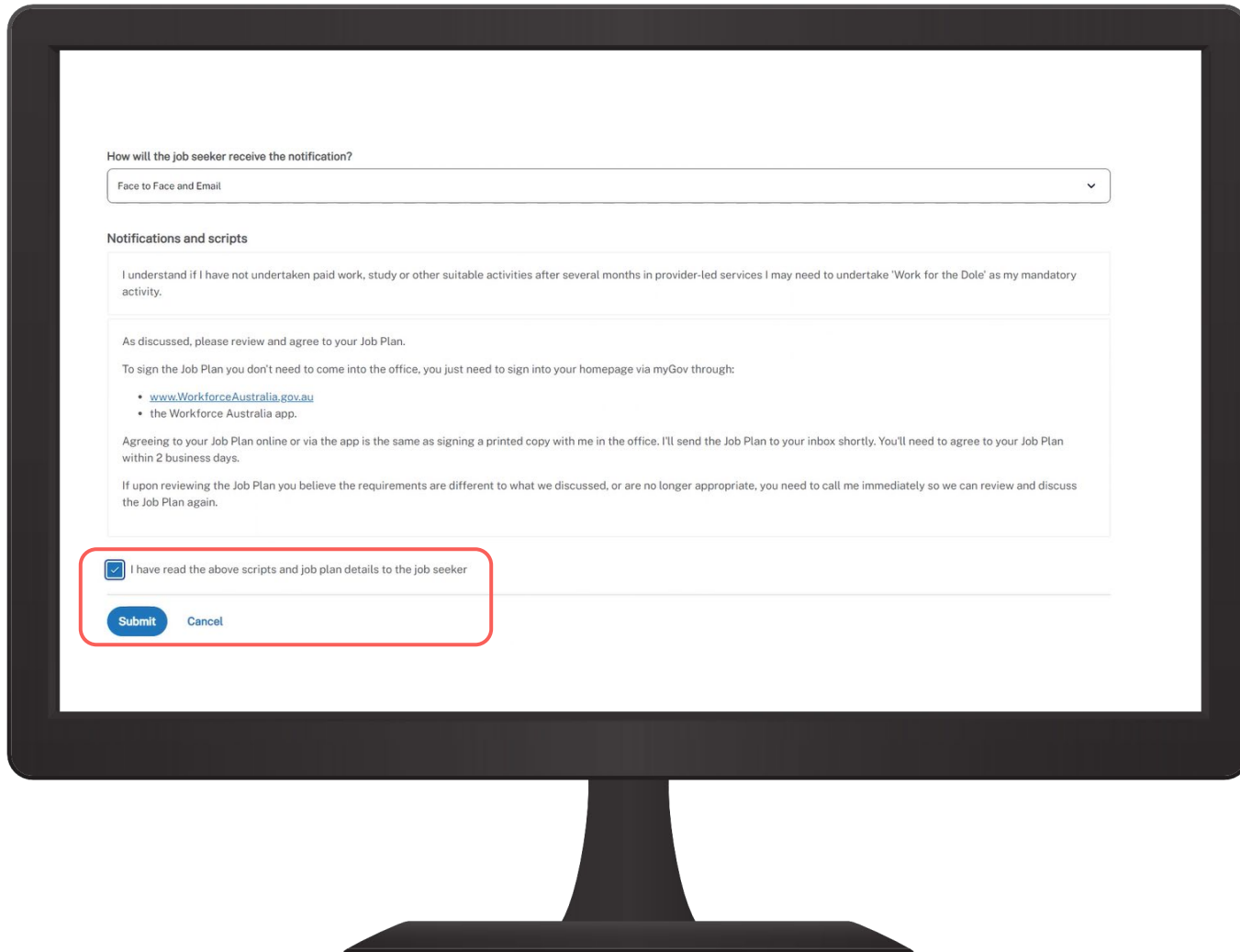
- Face to Face and Email
- Face to face
- Phone and Email
- Phone

I have read the above scripts and job plan details to the job seeker

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



Step 3 – Create a new Job Plan



How will the job seeker receive the notification?

Face to Face and Email

Notifications and scripts

I understand if I have not undertaken paid work, study or other suitable activities after several months in provider-led services I may need to undertake 'Work for the Dole' as my mandatory activity.

As discussed, please review and agree to your Job Plan.

To sign the Job Plan you don't need to come into the office, you just need to sign into your homepage via myGov through:

- www.WorkforceAustralia.gov.au
- the Workforce Australia app.

Agreeing to your Job Plan online or via the app is the same as signing a printed copy with me in the office. I'll send the Job Plan to your inbox shortly. You'll need to agree to your Job Plan within 2 business days.

If upon reviewing the Job Plan you believe the requirements are different to what we discussed, or are no longer appropriate, you need to call me immediately so we can review and discuss the Job Plan again.

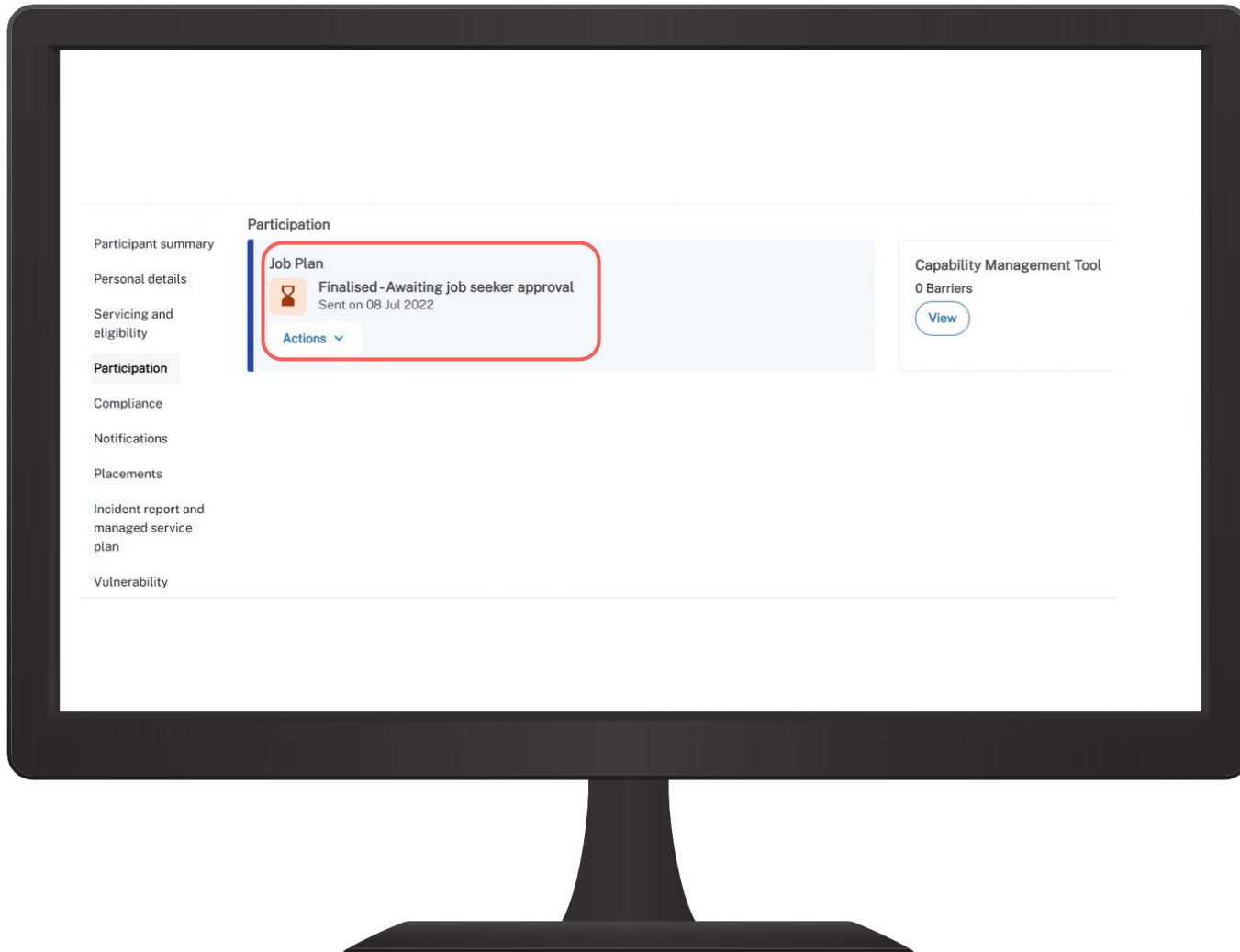
I have read the above scripts and job plan details to the job seeker

Submit Cancel

Step 3.7: Click on Submit



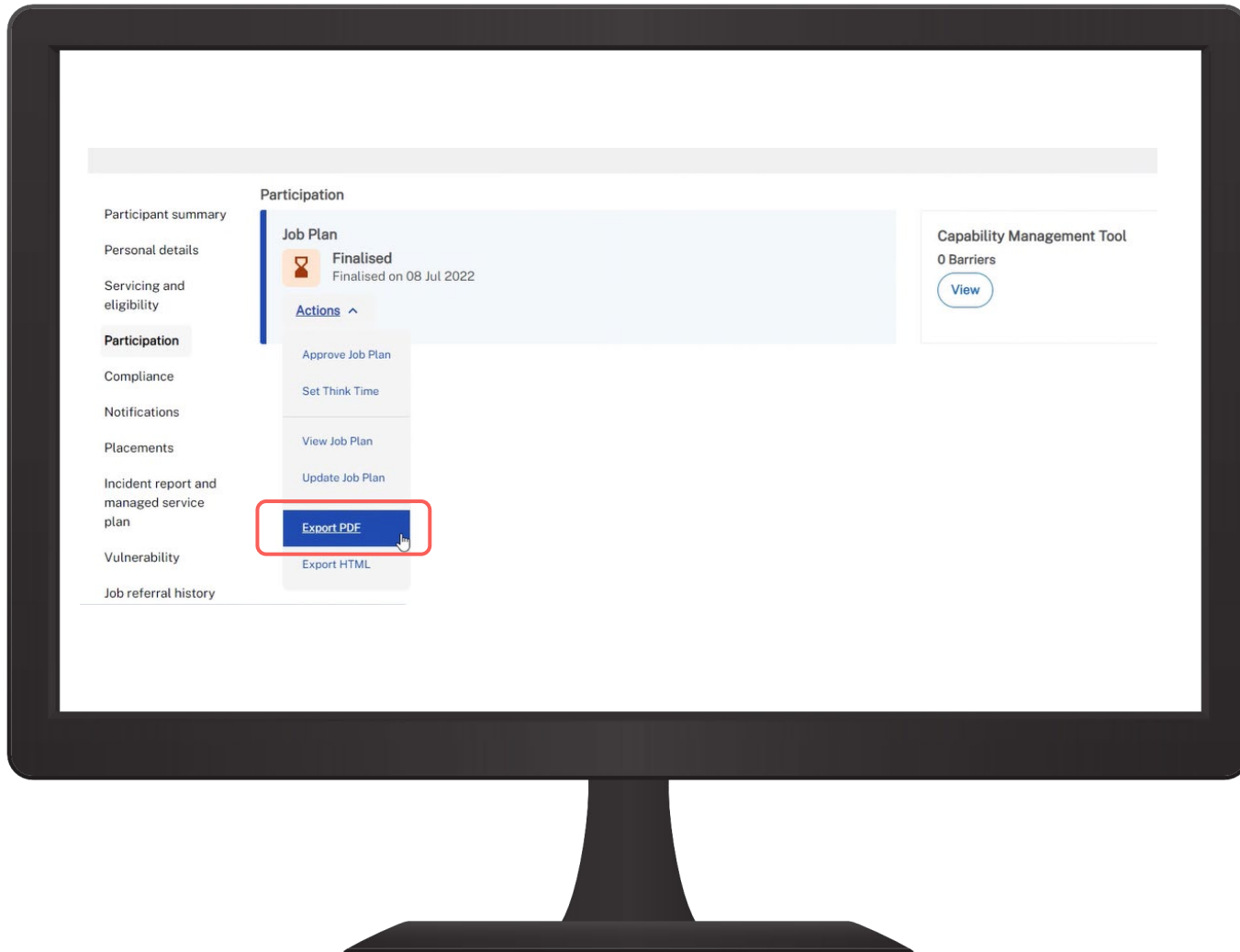
Step 3 – Create a new Job Plan



Now the Job Plan is Finalised – awaiting job seeker approval



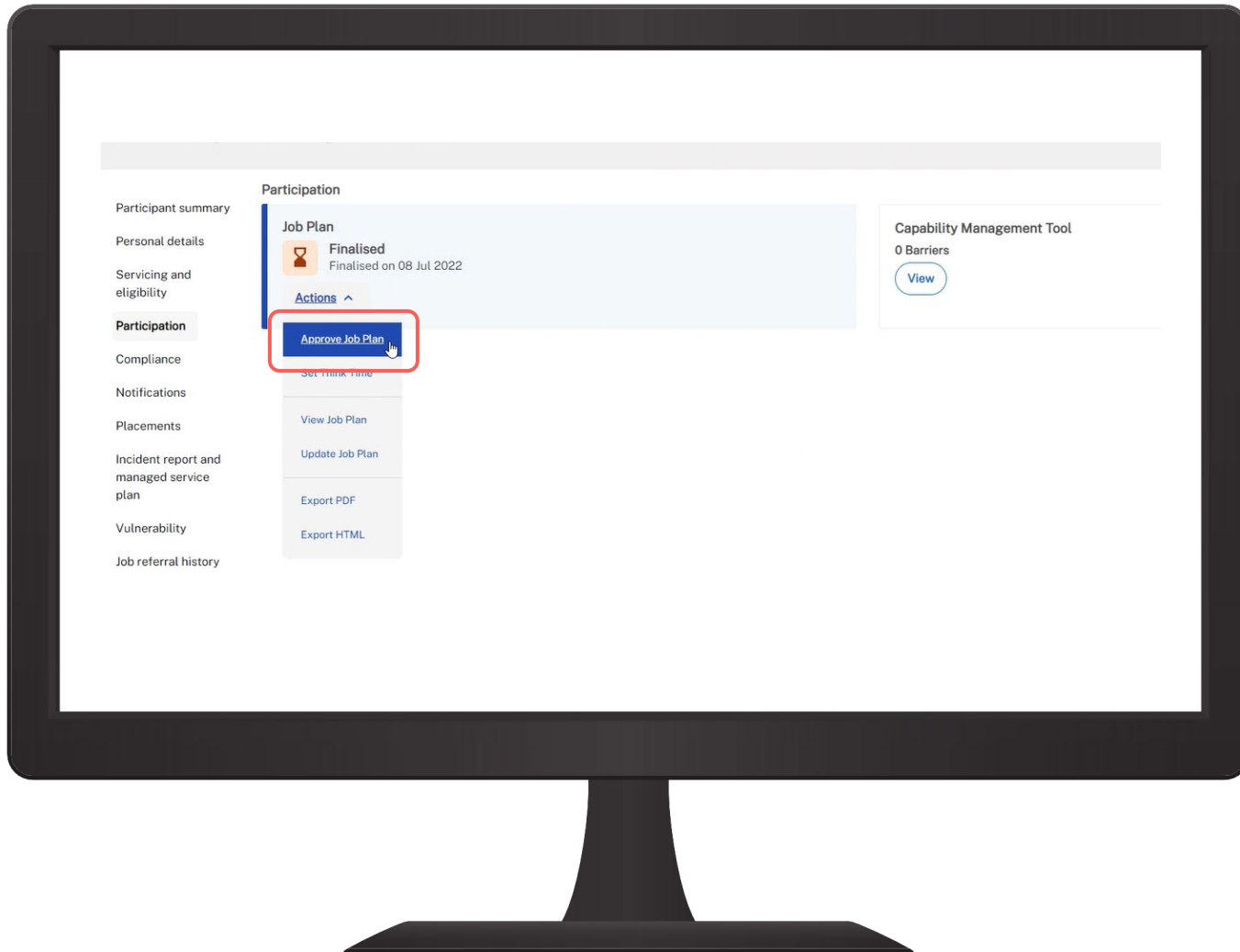
Step 3 – Create a new Job Plan



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

Approve Job Plan

Job plan details

- I agree to attend and act appropriately during any compulsory appointments.
- I agree to take responsibility to accurately record or report my attendance at my requirements.
- I agree to meet my points target (including any minimum job search requirement) as displayed on my homepage or as advised by my Provider. I will accurately report tasks and activities through my homepage or to my provider.
- I agree to follow up on job opportunities and referrals I am referred to by my provider.
- I agree to attend and act appropriately during a job interview(s).
- I agree to accept any offer of a suitable job and not voluntarily leave a suitable job.

Export job plan ▾

The job seeker has read, understood and agreed to the Job Plan.

When did the job seeker approve this plan?

DD / MMM / YYYY

08 / Jul / 2022

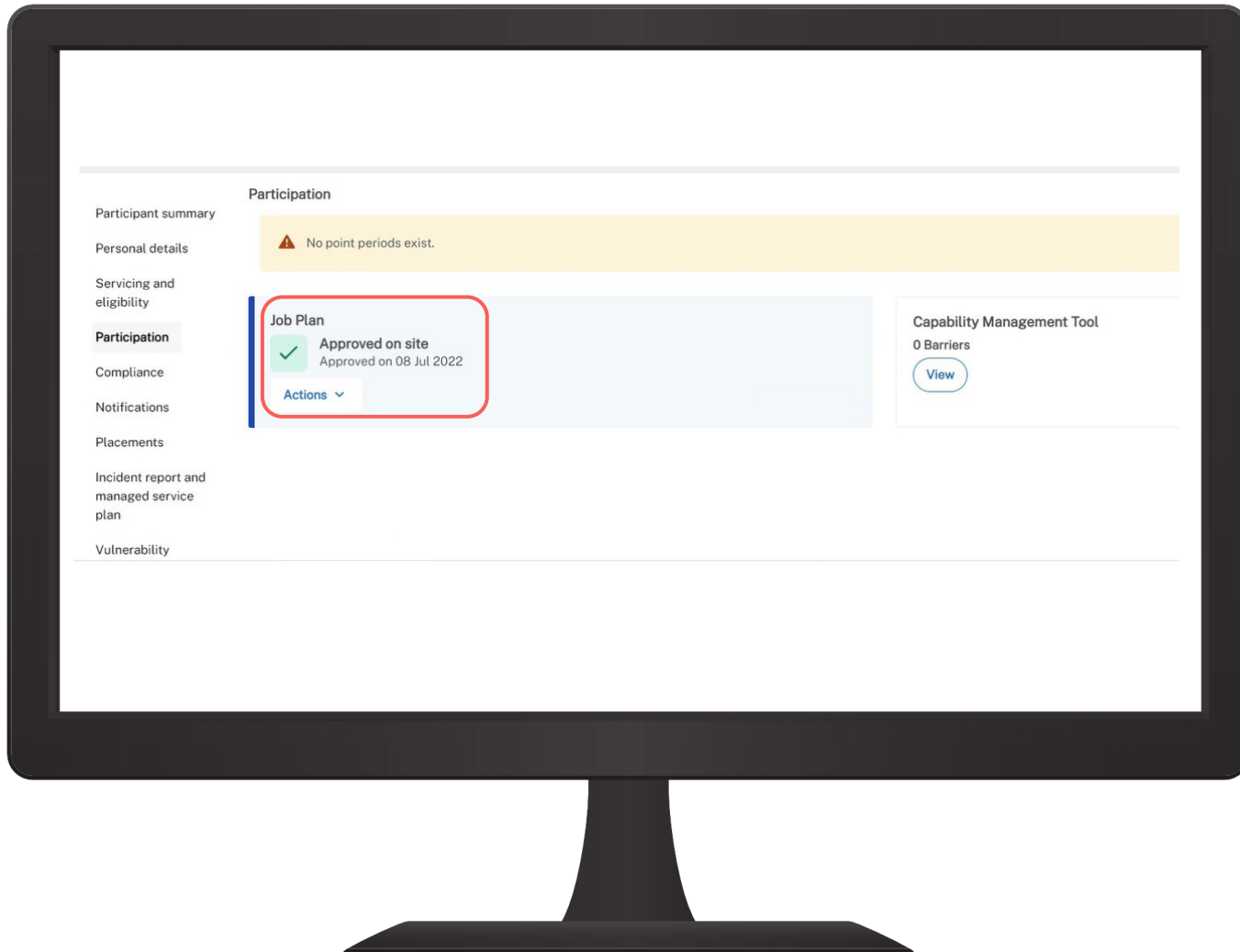
Submit

Cancel

Step 3.10: Click Submit



Step 3 – Create a new Job Plan



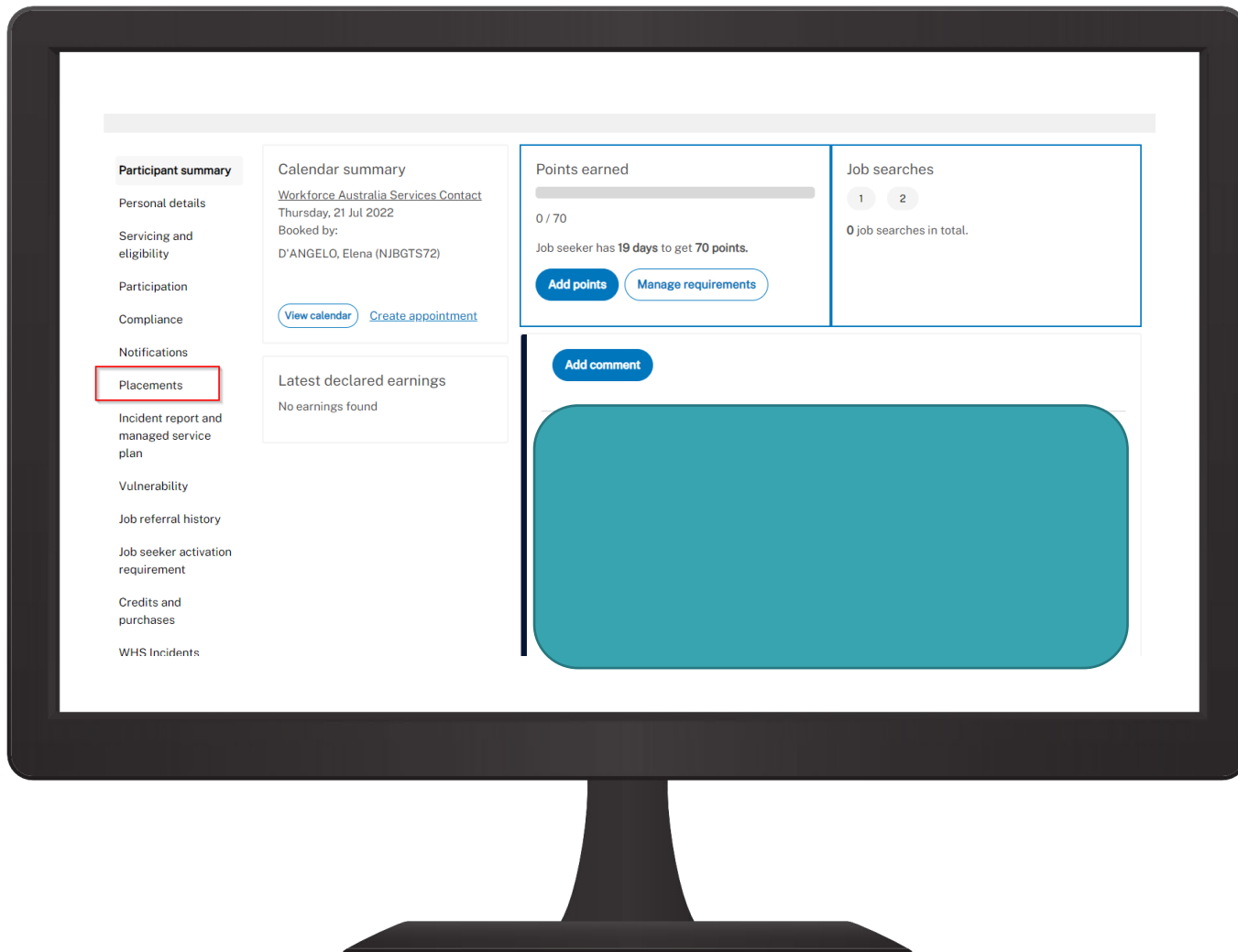
You will then see the Job Plan is
Approved on site



Section 2: Making SEE Referral



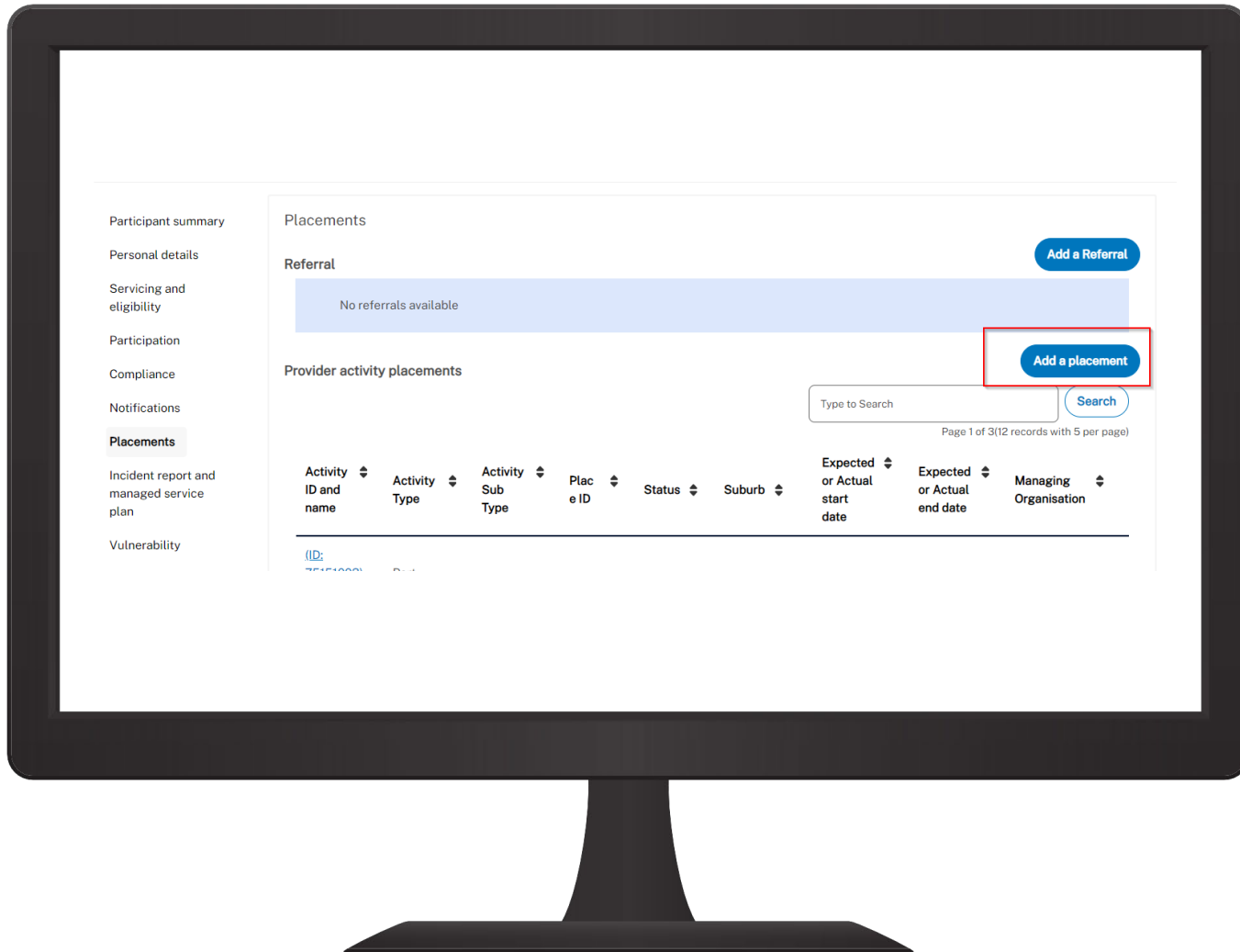
Step 4



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



Step 5



Step 5: Select Add a placement



Step 6

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

5289342 (MTC AUSTRALIA LIMITED - BURWOOD - OAPG)

Continue

Cancel

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



Step 7

Activity sub-type Skills for Education and Employment
Activity start date 13/06/2017
Activity end date 30/06/2023
General related ID L70871

All fields mandatory unless marked (optional)

Activity events

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

Off-calendar activity locations

Type to Search

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

Location name	Address	Region	Delivery format
<input type="radio"/> MTC AUSTRALIA LIMITED	Level 1, 1/17 Elsie Street BURWOOD NSW 2134	Inner Western Sydney	

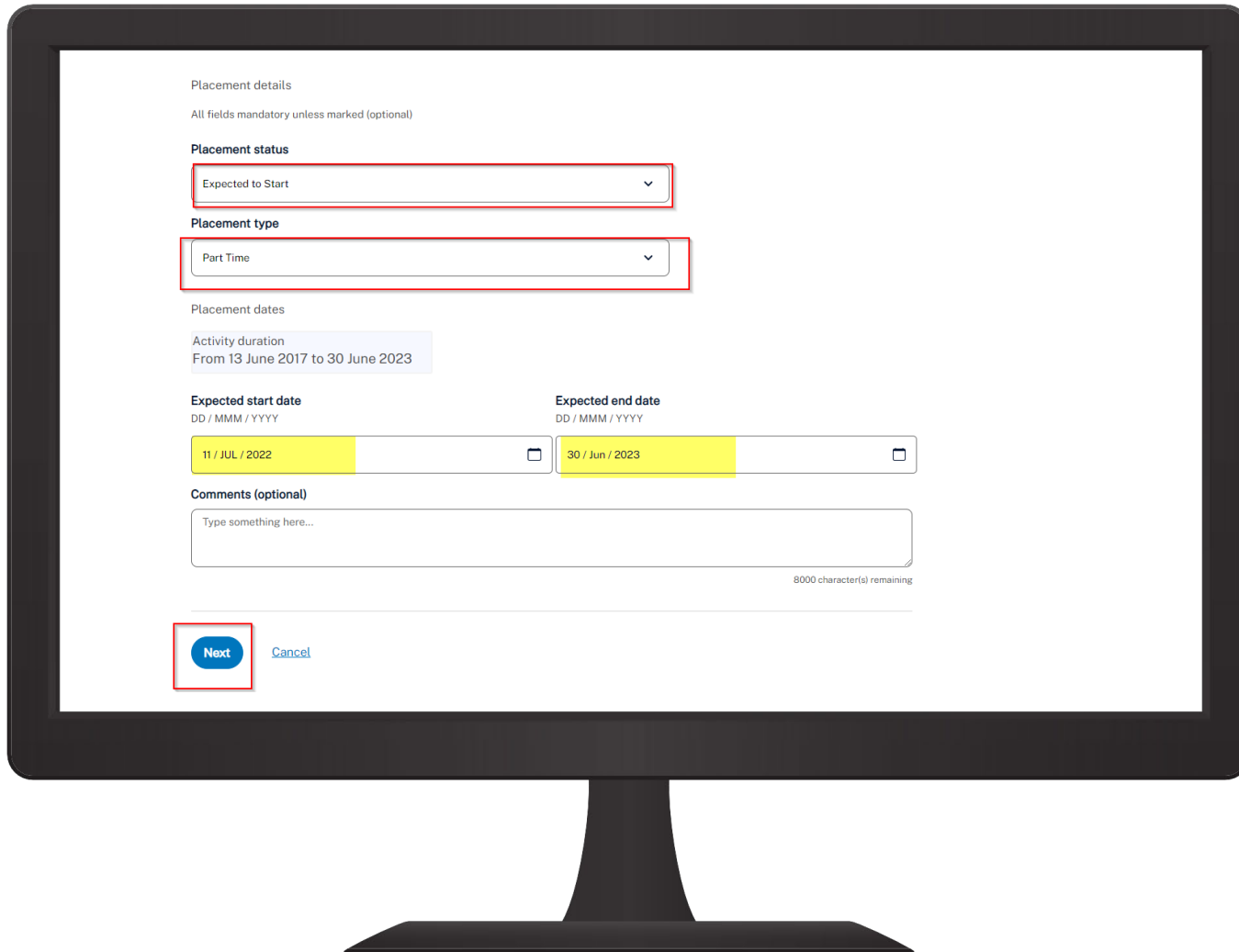
Results per page 5

[Cancel](#)

Step 7: Select location, then press Next



Step 8



Placement details

All fields mandatory unless marked (optional)

Placement status

Expected to Start

Placement type

Part Time

Placement dates

Activity duration
From 13 June 2017 to 30 June 2023

Expected start date
DD / MMM / YYYY

11 / JUL / 2022

Expected end date
DD / MMM / YYYY

30 / Jun / 2023

Comments (optional)

Type something here...

8000 character(s) remaining

Next Cancel

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

Review placement

Review all details and update if required before adding this placement.

MTC AUSTRALIA LIMITED - BURWOOD (Activity ID 5289342)

Activity description	Burwood
Activity type	Other Government Programmes
Activity sub-type	Skills for Education and Employment
Activity start date	13/06/2017
Activity end date	30/06/2023
General related ID	L70871

Event location

[Edit Event location](#)

Event location name	MTC AUSTRALIA LIMITED
Address	Level 1, 1/17 Elsie Street BURWOOD NSW 2134
Employment Region/ESA	Inner Western Sydney
Location contact	MTC Customer Service Team Lastname
Contact number	0297931088
Email address	lmp@mtcwork.com.au

Placement details

[Edit Placement details](#)

Placement status	Expected to Start
Placement type	Part Time
Expected to start	11 Jul 2022
Expected to end	30 Jun 2023
Participant Risk Assessment Date	
Actual start date	
Comments	

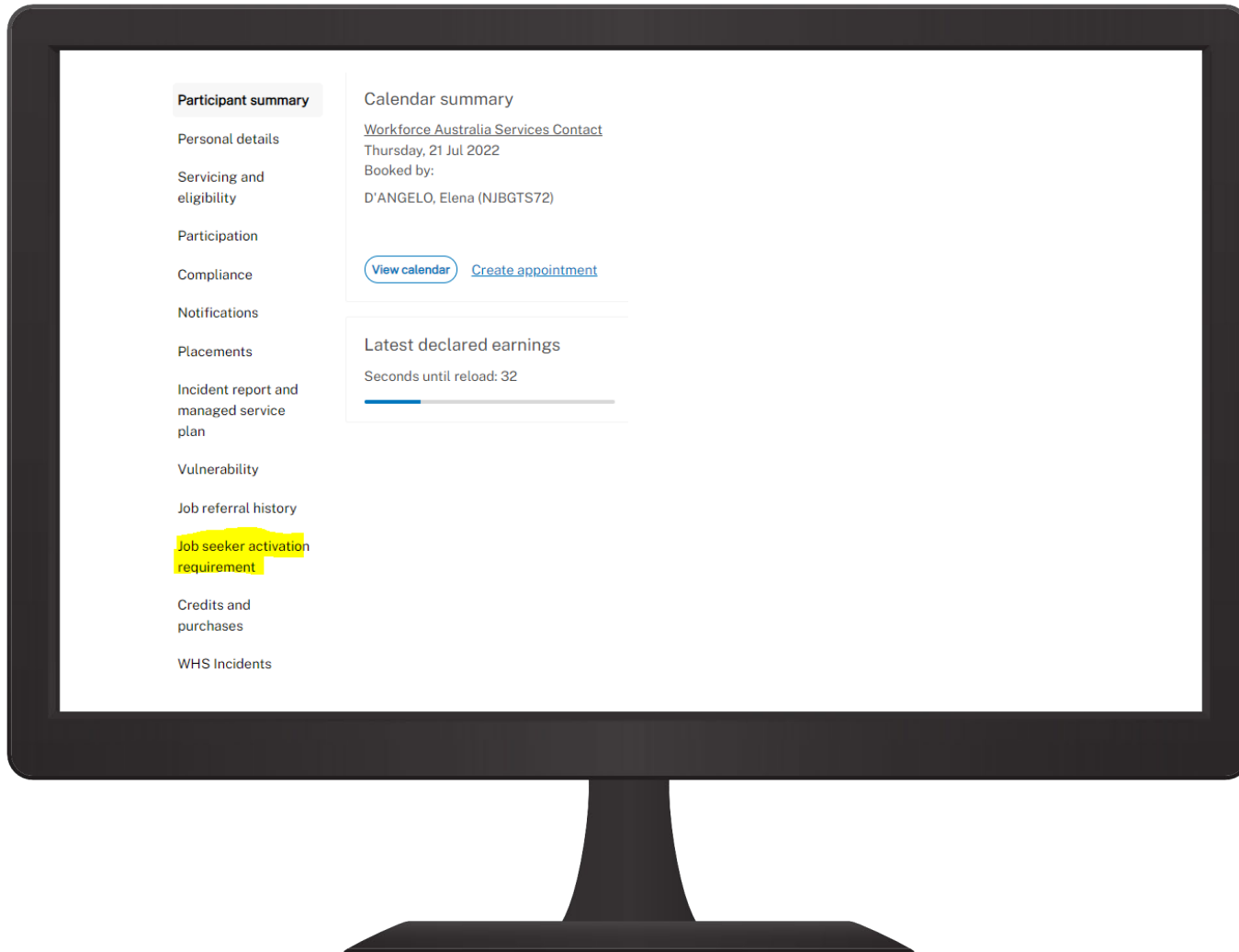
Add placement

[Cancel](#)

Step 9: Review activity placement then press Add Placement

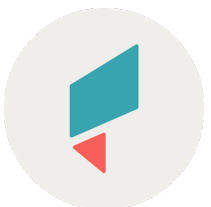


Step 10



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



Under Development

Step 11: Add PBAS Points (under development)

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

