

How to Refer to the SEE Program

DOCUMENT CHANGE HISTORY

Version	Updated Date	Effective Date	End Date	Change & Location
4	4/03/2024	3/07/2023		Updates instructions following SEE program addition to the Work Force Australian Online for Providers platform.
3	19/04/2023	19/04/2023	1/07/2023	Removed outdated references to other programs.
2	21/09/2020	1/07/2020	19/04/2023	Included NEST.
1	19/08/2020	1/07/2020	1/07/2020	Updated screenshots and process to incorporate the new activities screens. Updated to align with Learning Centre formatting.

RELEVANT TO THE FOLLOWING PROGRAMS:

☒ ParentsNext

☐ DES

INTRODUCTION

This task card provides instructions on how to refer participants to the Skills for Education and Employment (SEE) program and add the course to the Job Seeker Calendar.

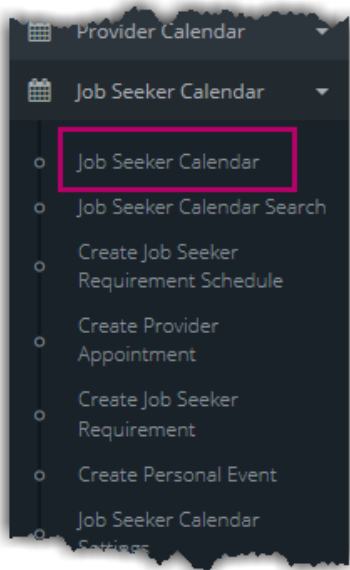
The **ET56 activity code** must be entered in the participants' **Job Plan** before they can be referred or placed into the SEE program as an **Off-Calendar** activity via the **Job Seeker Calendar**.

STEPS

Step 1

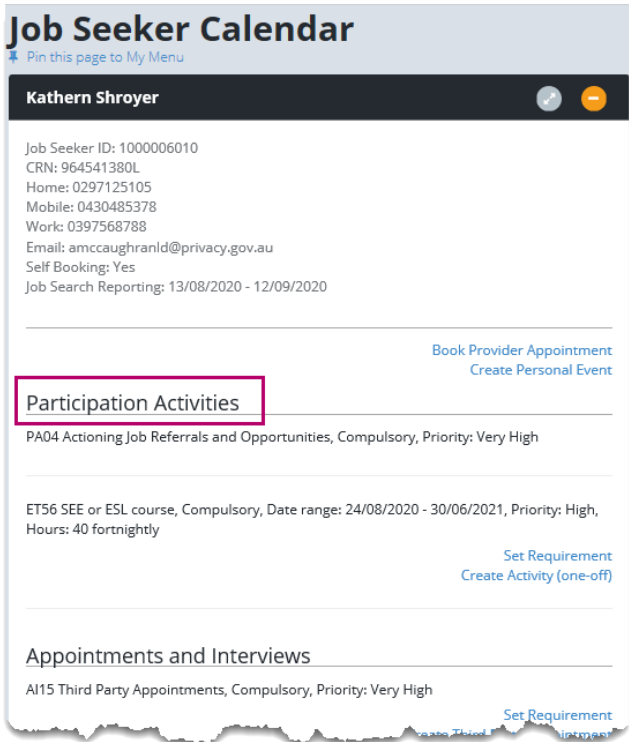
Ensure the **ET56 SEE code** is included in the participant’s approved Job Plan.

Have the participant loaded in the background and navigate to **Job Seeker Calendar** in the left-hand navigation menu.



Step 2

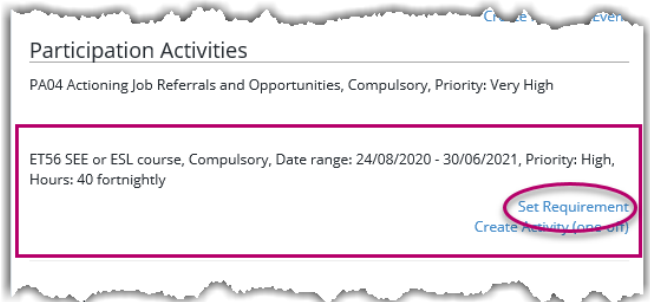
The **Job Seeker Calendar** will display. Go to the **Participation Activities** section.



Step 3

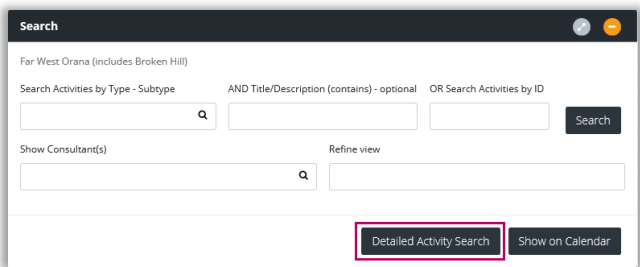
Locate the **ET56 SEE or ESL course** and select **Set Requirement** to refer the participant to an Off-Calendar SEE Activity.

Note: The ET56 SEE or ESL course will only appear if it has been added to the participant’s job plan.



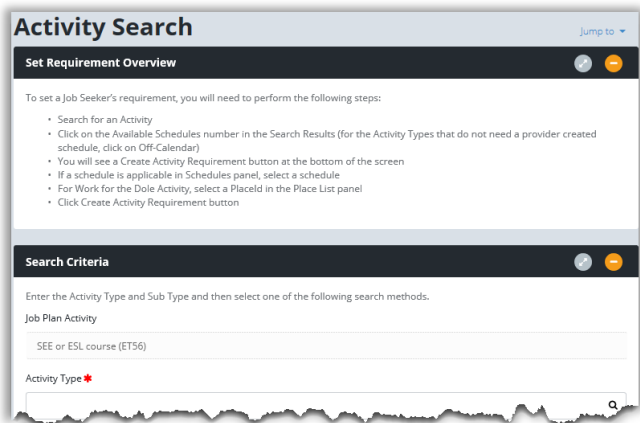
Step 4

The **Search** pane will display above the Calendar. Click **[Detailed Activity Search]**.



Step 5

The **Activity Search** screen will display.



Step 6

In the **Search Criteria** pane select the following:

1. **Activity Type** – *Skills for Education and Employment*
2. **Activity Sub Type** – *[Leave blank]*
3. **Search Method** – *Located in Region or Post Code*
4. **Postcode From** – *Enter the postcode for the region, close to the participant's address.*

The screenshot shows the 'Search Criteria' form. It has a title bar with a close button. Below the title bar, there is a text input field for 'Job Plan Activity' containing 'SEE or ESL course (ET56)'. Below that are four search criteria sections, each with a red asterisk indicating a required field. The first section is 'Activity Type' with a dropdown menu showing 'Skills for Education and Employment' and a magnifying glass icon; a pink callout bubble with the number '1' points to this dropdown. The second section is 'Activity Sub Type' with an empty dropdown menu and a magnifying glass icon; a pink callout bubble with the number '2' points to this dropdown. The third section is 'Search Method' with a dropdown menu showing 'Located in Region or Postcode' and a magnifying glass icon; a pink callout bubble with the number '3' points to this dropdown. The fourth section is 'Postcode From' with a text input field containing '5251' and a magnifying glass icon; a pink callout bubble with the number '4' points to this input field. There are also empty input fields for 'Region Type' and 'Region Name'.

Step 7

5. **Activity Status** - *Active*.
6. Click **[Search]** to conduct the search.

The screenshot shows the search results page. It has a title bar with a close button. Below the title bar, there is a text input field for 'To' with a magnifying glass icon. Below that is a 'Contract Type' section with an empty dropdown menu. Below that is an 'Activity Status' section with a dropdown menu showing 'Active' and a magnifying glass icon; a pink callout bubble with the number '5' points to this dropdown. Below that is a 'Title/Description Contains:' section with an empty text input field. Below that is a section for 'Optional start date to search for Activities that have not ended at this date. Optional end date to search for Activities that have started before this date.' This section contains two date pickers: 'Start Date (dd/mm/yyyy)' with a value of '29/07/2020' and 'End Date (dd/mm/yyyy)' with a value of '16/07/2021'. At the bottom of the form are three buttons: 'Clear', 'Exit Setting of Requirements', and 'Search'. A pink callout bubble with the number '6' points to the 'Search' button, which is highlighted with a red border.

Step 8

The results will display in the **Search Results** table.

Click the **Off-Calendar** hyperlink in the **Activity Schedule** column for the relevant SEE provider.

Note: As a default, providers should select a SEE provider within the participant's region. The SEE provider should be contacted prior to making the referral to ensure places are available and to book a PTA appointment. The selection of the National Distance Provider, TAFE SA, should only be chosen if the participant is unable to be referred to a SEE provider within the region. This may occur if the participant is in a rural or remote area or have other barriers which would mean they would be unable to attend the provider site, noting some providers are currently delivery remote training in response to COVID-19 but clients may need to attend in person in some circumstances.

Search Results										
Activity ID	Available Schedules	Activity Name	Sub Type	Status	Start Date	End Date	Location	Host	Group-based	Multiple Locations Indicator
30517671		Skills for Education and Employment		Approved	1/03/2016	1/03/2020	Sydney Greater West	No	No	XXXX

Step 9

Scroll to the **Create Activity Requirement** pane and click **[Create Activity Requirement]**.

Create Activity Requirement

Activity ID

46489342

Activity Name

TAFE COMMISSION - ORANGE

Schedules are not applicable for this activity.

Create Activity Requirement

Step 10

The **Create Activity Requirement** screen will display.

In the **Placement Details** pane enter the following:

- Placement Status** – *Expected to Start*
- Placement Type** – *Other*
- Expected Start Date** – *the date the referral is being created*
- Expected End Date** – *the end date that has been entered in the participant's job plan.*
- Click **[Submit]**

Note: To see the end date entered in the participant's job plan, view **Job Plan Details** on the left-hand side in the **Create Activity Requirement** screen.

Placement Details

Placement Status *

Expected to Start

Placement Type *

Other

Expected Start Date (dd/mm/yyyy) *

19/08/2020

Expected End Date (dd/mm/yyyy) *

30/06/2021

Actual Start Date (dd/mm/yyyy)

Comments

Cancel

Submit

Job Plan Details

Job Plan Activity

SEE or ESL course

Job Plan Status

Approved

Start Date

24/08/2020

End Date

30/06/2021

Job Plan Currency Indicator

No data recorded.

Job Plan Activity Link Status

No data recorded.

Step 11

The **Job Seeker Calendar** screen will display with a success message.

The **Activity Details** will display in the **Participation Activities** section.

