

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**.

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

Activity name / ID	Activity type	Activity sub-type	Status	Org-Site	Start date	End date	Created by
TAFE QUEENSLAND-ROBIN (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	P#IES757

4. 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	Accredited Education and Training (Post-school)	Certificate 3		Placement Confirmed	VICTORIA PARK	8/01/2018	21/07/2018	Employment Services Group

5. 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

6. 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
CENTACARE EMPLOYMENT AND TRAINING	Unit 4/1236 Albany Highway CANNINGTON WA 6107	East Metro WA	

Results per page: 5 1

Next Cancel

7. 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
Expected to Start

Placement type
Full Time

Expected to start
01 Aug 2022

Expected to end
30 Jun 2023

Participant Risk Assessment Date

Actual start date

Comments

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](#)