

# EMPLOYABILITY SKILLS TRAINING (EST)

- BUILD JOB-READY SKILLS
- DISCOVER AND ACHIEVE EMPLOYMENT GOALS



## PROGRAM SNAPSHOT

Designer Life delivers the EST Program online to equip job seekers with practical skills and the confidence to meet employer expectations and succeed in the workplace.

Participants will:

- Strengthen communication, teamwork, and problem-solving skills
- Build confidence in interviews and job applications
- Gain insight into local industries and what employers are looking for

Delivered in a structured, supportive online group setting, EST combines interactive activities with real-world preparation. Our facilitators are experienced, engaging, and focused on outcomes, helping participants take clear steps toward employment.

APRIL 2026				
START DATE	HUB/DELIVERY	BLOCK	ACTIVITY ID	SCHEDULE
29/04/2026	ONLINE	1	100789898	<b>Week One to Week Five:</b> Wednesday to Friday 9:00am to 2:30pm
29/04/2026	ONLINE	1	100805950	<b>Week One to Week Five:</b> Wednesday to Friday 9:00am to 2:30pm

Would you like Designer Life to deliver the EST Program for your clients?  
Reach out to express your interest or chat about upcoming availability.

PROVIDERS: SEE OVER  
THE PAGE FOR  
'HOW TO REFER  
TO ACTIVITIES'



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**Designer Life**

EMPLOYMENT • TRAINING • CAREERS

# HOW TO REFER TO ACTIVITIES

1

Go to the Participants file > **Placements** > **ADD a Placement** (Under Provider activity placements)

2

Paste the activity ID in **Activity ID** search and click Continue

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

  
  

[Continue](#) [Cancel](#)

3

Scroll to the bottom and select the **Activity Schedule** and click **Next**

4

Select Placement status as **Expected to Start** > **Placement type as FT or PT** as discussed with Participant > **Enter Expected to Start date**. ETS date **MUST** match the first day of the activity > Confirmed delivery format is how you notified the Participant of the activity e.g. Face to Face, phone etc.

Placement status

Placement type

Placement dates

Activity duration

Expected start date  
DD / MMM / YYYY

Expected end date  
DD / MMM / YYYY

Confirmed delivery format (optional)

Comments (optional)

8000 character(s) remaining

5

Select **all box** to select **all days**. Conflicting appointments or days the Participant cannot attend must be individually unticked. e.g. Participant cannot attend Tuesdays, you must unselect ALL Tuesdays.