COURSE SCHEDULE TOOWOOMBA

CAREER TRANSITION ASSISTANCE PROGRAM (CTA)

The Career Transition Assistance (CTA) program supports individuals aged 45 and over in enhancing their competitiveness within the job market. We guide participants in exploring local job opportunities and industry demands, tailoring our approach to each person's employment goals.

By focusing on skill development and boosting confidence, Designer Life aims to help individuals navigate their career transitions effectively.



JANUARY 2027				
START DATE	**HUB**	**DELIVERY**	**ACTIVITY ID**	**FIVE WEEK SCHEDULE**
13/01/2027	**TOOWOOMBA**	Hybrid	100883133	WEEK ONE TO THREE: Wednesday- Friday 9:30am to 2:30pm (Face-to-Face on Wednesday); WEEK FOUR TO FIVE: Wednesday- Friday 9:30am to 2:30pm

LOCATION: Toowoomba City Library, 155 Herries St, Toowoomba City



CTA Program Snapshot for Providers

Designer Life has successfully delivered CTA across Queensland for several years, helping mature-aged job seekers build confidence, explore job options, and move into meaningful employment.

Participants will:

- Create a tailored Career Pathway Plan based on their skills, goals, and local job market insights
- Explore career options and training pathways
- Build digital literacy and job readiness skills

Our experienced CTA Facilitators deliver the program in a supportive group setting, encouraging networking while focusing on individual progress.

We're proud of our strong outcomes and ongoing success in helping participants reconnect with work and plan brighter futures.

Clients referred to the HYBRID training format must meet the following requirements:

1. Reason for referral: They must experience transport barriers that prevent them from attending a training site, or have a medical condition that limits their ability to attend training in person.

2. Technology requirements: They must have access to the internet and a suitable digital device, such as a laptop, desktop computer or tablet.
Please note: A smartphone is not recommended, as it may limit the user's ability to access and complete online learning activities effectively.

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

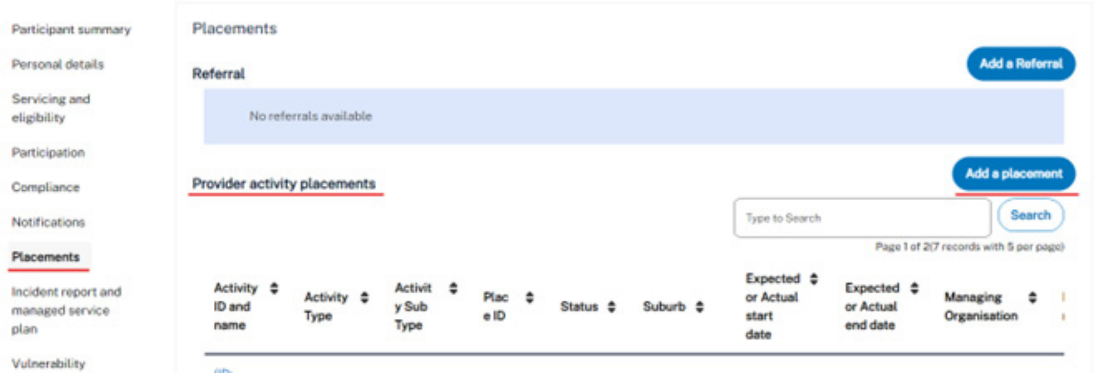
(07) 3333 2055
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Designer Life
EMPLOYMENT • TRAINING • CAREERS

HOW TO REFER TO ACTIVITIES

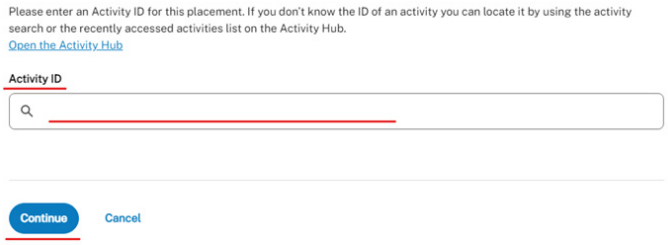
1

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



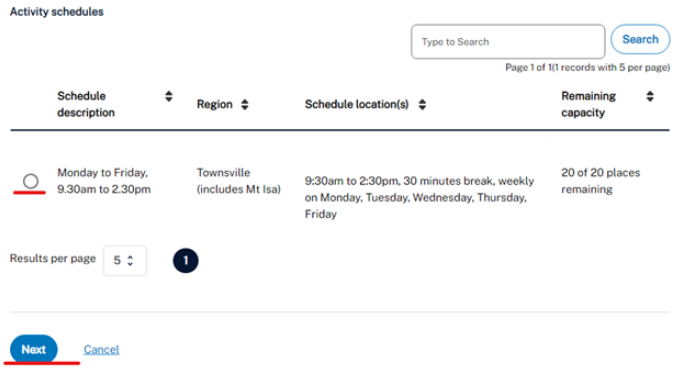
2

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



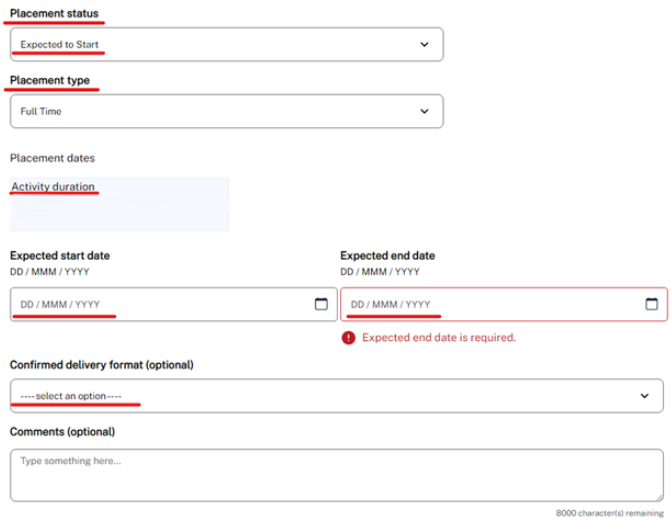
3

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.



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.

