The process for a new SEE student and SEE referral

In the Job Plan

1. Add Goal:

    Goal Details   ✏️ ⊖

    Example Goal: "I want to attend the Skills for Education and Employment (SEE) Program, to improve computer skills, maths/English and digital literacy skills or work towards a certificate in Business. "

2. Add Activity:

    ✅ **Activities - Compulsory**   ➕ ⊖

    Fill in the Boxes:
    1. Activity Category →Participation Activities
    2. Activity → SEE or ESL course (ET56)
    3. Type → Compulsory (but can be Voluntary)
    4. I agree to participate in the ..--> chose at least one from the drop down menu (Literacy, Numeracy, Language)
    5. Hours per fortnight → generally 25 (2 days @ 6.25hours)
       or 50 (4 days @ 6.25hours) (the minimum is 20).
    6. With → SMYL Community Services
    7. I will commence by → generally today's date
    8. And completed by → generally one year to complete, or 30/06/2022.
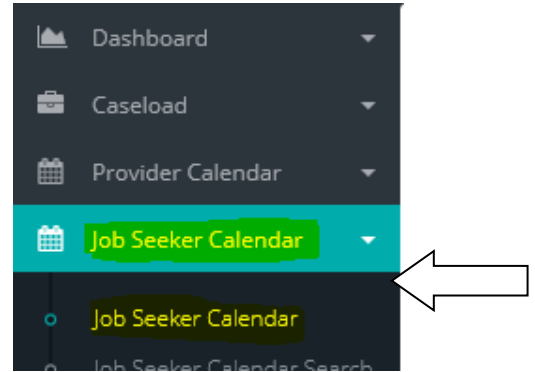
    Example:

    Activity Details   ⊖

Activity Category	Activity
Participation Activities	SEE or ESL course (ET56)

Type	Priority
Compulsory	🔍

    I agree to participate in the ✱ [literacy ×] [numeracy ×] [language ×] 🔍

    course for ✱ [25] hours per fortnight with

    ✱ [SMYL Communit] . I will commence by ✱ [17/08/2021] 📅

    and complete by ✱ [16/08/2022] 📅 .

    The ET56 activity code must be entered in the participant's Job Plan <u>before</u> they can be referred to the SEE program as an Off-Calendar activity via the Job Seeker Calendar.

In the Job Seeker Calendar - Referring to the SEE program.

The Job plan must have been agreed to and include the ET56 activity code, before continuing.

1. Go To Job Seeker Calendar	Dashboard ▼ Caseload ▼ Provider Calendar ▼ **Job Seeker Calendar** ▼ ○ Job Seeker Calendar ○ Job Seeker Calendar Search
2. Look for the Participation Activities section. 3. Locate the ET56 SEE or ESL course. 4. Select Set Requirements.	Example: **Participation Activities** PA03 Personal Responsibility to Report and Record Attendance, Compulsory, Priority: Very High ET56 SEE or ESL course, Compulsory, Date range: 12/08/2021 - 30/06/2022, Hours: 25 fortnightly Set Requirement Create Activity (one-off)

5. Click the 3 little boxes icon ▤ (opens the Quick Find):

Set Activity Requirement   Jump to ▾

Information   ▤
No Activity selected. To select an Activity, use Quickfind or Last Accessed (Alt + Q).
To search for an Activity, use Search Activities.

Job Seeker and Activity Details ✓ ⊖	**Activity Search** ✓ ⊖
Job Seeker ID Job Seeker Name ▬▬▬▬ ▬▬▬▬▬▬ No Activity selected.	Activity Type 🔍 Activity Sub-type Off-Calendar e.g. Online ● Any ○ Yes ○ No
Job Plan Details ✓ ⊖	**Location Address** ⊖
Job Plan Activity Job Plan Status SEE or ESL course Approved Start Date End Date 18/08/2021 30/06/2022 Job Plan Currency Job Plan Activity Link Indicator Status No data recorded. No data recorded.	Location Range ○ Any ● In Region ○ In Radius Region Type ✱ Employment Region ✕ 🔍 Region Name ✱

6. Look for Activity code, relating to your preferred SMYL location in table below:

SMYL Site	Activity ID
Geraldton	100467372
Albany/Lockyer	100467519
Northam	100467536
Esperance	100467535
Karratha	100467371
Bunbury	100467323
Busselton	100467520
Boulder/Kalgoorlie	100467295

7. Enter the Activity ID number. Then click Go.

8. Select Create Activity Requirement

Example:

9. Enter the placement details and submit.

   Change to dates on Job plan, if not pre-populated.

   Example:

10. Checking

   Example:

SEE Referral done.

11. For Government funded activities like *SMYL SEE program* ,
    Clients **DO NOT** NEED SET REQUIREMENTS ON **JOBACTIVE.**

12. Congratulate your participant on taking the next step towards their new career and building on their future.
    Please email SEE Admin info@smylcommunity.com.au if you have any questions.