Skills for Education and Employment (SEE) Program

Making a Referral



Referrals to the Skills for Education and Employment (SEE) Program at TAFE NSW should made through the Workforce Australia System.

1. Check the client is eligible for the SEE Program (see eligibility criteria below).
2. Make a referral to the SEE Program at the local TAFE NSW SEE delivery location following the steps in this guide.
3. Call the TAFE NSW SEE Referral Hotline **02 7921 0533** while the client is still with you.
4. The TAFE NSW SEE Customer Service Officer will provide you and the client with an appointment time for a Pre-Training Assessment (PTA) at the local TAFE NSW SEE delivery location.

If you have any doubt about the client attending the Pre-Training Assessment, let the TAFE NSW SEE Customer Service Officer know. If necessary, Pre-Training Assessments can be conducted during the first two weeks of training.

Clients are **eligible** to undertake the SEE Program when they meet the following criteria:

- an Australian citizen, or
- a permanent visa holder, or
- on a provisional or temporary visa with working rights and eligible for the Adult Migrant English Program, or
- a Pacific Australian Labour Mobility visa holder.

And also if they are:

- aged 15 years and over and have left school, and
- need help with their reading, writing, maths, English language or digital skills.

tafensw.edu.au/see | 02 7921 0533 | see@tafensw.edu.au

* The SEE Program is funded by the Australian Government Department of Employment and Workplace Relations.
RTO 90003 | CRICOS 00591E | HEP PRV12049



TAFE NSW Contract Regions and Delivery Locations

TAFE Digital – Site Code: S218 Activity ID: 100586433

Greater Sydney

Site	Post Code	Site Code	Activity ID
Bankstown	2200	S258	100618315
Baulkham Hills	2153	S248	100598751
Blue Mountains	2782	HB05	100733647
Blacktown	2148	S238	100618245
Campbelltown	2560	HA55	100733550
Castle Hill	2154	QX98	100648014
Granville	2142	S548	100598626
Hornsby	2077	S618	100618294
Kingswood	2747	S678	100618276
Lidcombe	2141	S858	100618280
Liverpool	2170	HA65	100733613
Macquarie Fields	2564	QY08	100648031
Meadowbank	2114	S848	100618303
Miller	2168	S838	100618321
Mount Druitt	2770	S828	100618283
Northern Beaches	2100	S648	100618290
Padstow	2211	S808	100598760
Quakers Hill	2763	S818	100648042
Richmond	2753	S788	100648034
Ryde	2112	S638	100618311
St Leonards	2065	S628	100618313
Wetherill Park	2164	S778	100618323

Regional NSW South

Site	Post Code	Site Code	Activity ID
Cooma	2630	S228	100657171
Goulburn	2580	S738	100598503
Jindabyne	2627	QX48	100657206
Queanbeyan	2620	S798	100598526
Yass	2582	S498	100657185
Young	2594	S488	100598532

Regional NSW West

Site	Post Code	Site Code	Activity ID
Armidale	2350	LC98	100467332
Bathurst	2795	LB28	100467269
Boggabilla	2409	LC58	100467417
Bourke	2840	LD68	100467416
Brewarrina	2839	LD78	100467272
Broken Hill	2880	LE08	100467270
Cobar	2835	LD88	100467273
Condobolin	2877	LB48	100467244
Coonabarabran	2357	LD48	100467309
Cowra	2794	LB38	100467472
Dubbo	2830	LD18	100467305
Dunedoo	2844	R728	100728698
Forbes	2871	LB68	100467365
Gilgandra	2827	LD38	100467307



Regional NSW West cont.

Site	Post Code	Site Code	Activity ID
Glen Innes	2370	LD08	100467419
Grenfell	2810	QX58	100789997
Inverell	2360	LC88	100467418
Lake Cargelligo	2672	LB78	100467439
Lightning Ridge	2834	LD58	100467261
Lithgow	2790	LB18	100467414
Menindee	2879	LD98	100467368
Moree	2400	LC78	100467334
Mudgee	2850	S568	100618225
Narrabri	2390	LC68	100467333
Nyngan	2825	LF18	100467274
Orange	2800	LL18	100467366
Parkes	2870	LB58	100467367
Tamworth	2340	LC38	100467330
Walgett	2832	LE48	100467415
Warren	2824	S558	100685815
Wellington	2820	LD28	100467306
West Wyalong	2671	S508	100657199
Wilcannia	2836	LE18	100467271

Regional NSW North

Site	Post Code	Site Code	Activity ID
Ballina	2478	HA75	100733602
Byron Bay	2481	HA85	100733617
Casino	2470	HA95	100759790
Coffs Harbour Education Campus	2450	S718	100609181
Gosford	2250	S728	100598753
Grafton	2460	QG48	100554786
Kempsey	2440	S608	100598616
Kingscliff	2487	QG58	100554804
Lismore	2480	S528	100618241
Macksville	2447	QG68	100554819
Murwillumbah	2484	S518	100609292
Nambucca Heads	2448	S588	100598622
Port Macquarie	2444	QG78	100554836
Taree	2430	QG88	100554843
Tuncurry	2428	S748	100653585
Wyong	2259	S768	100598754
Yamba	2464	S598	100609295

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.

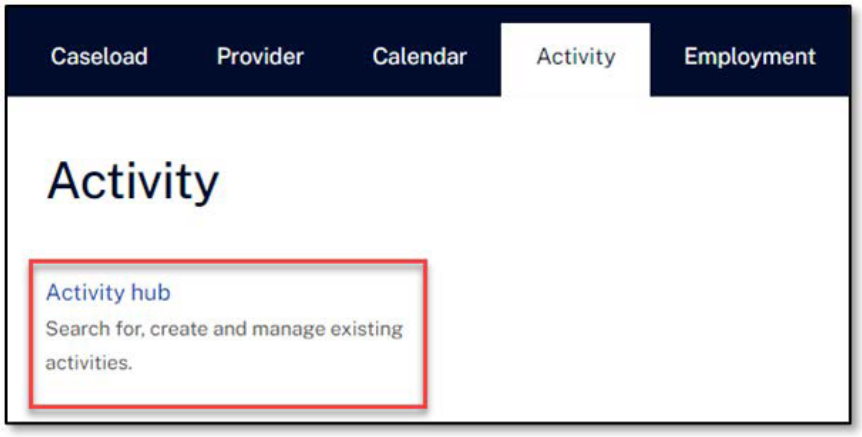
Note: Workforce Australia Providers do not create SEE Activities. These Activities are created and managed externally. They can be searched for in Workforce Australia Online by region or by a 5km to 100km radius. See instructions below.

The screen images in this document are accurate at time of writing. The screens may change due to a continuous improvement of our IT systems, but the process remains the same.

Steps

If you already know the Activity ID, you can skip straight to Step 4.

1. Select **Activity hub** from the Activity tab.

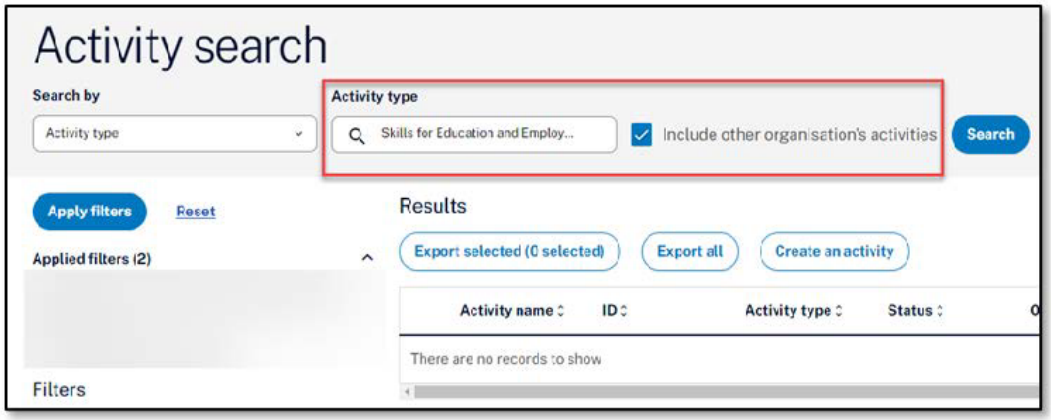


2. The Activity hub screen displays Click **Search activities**. The **Activity search** screen displays.

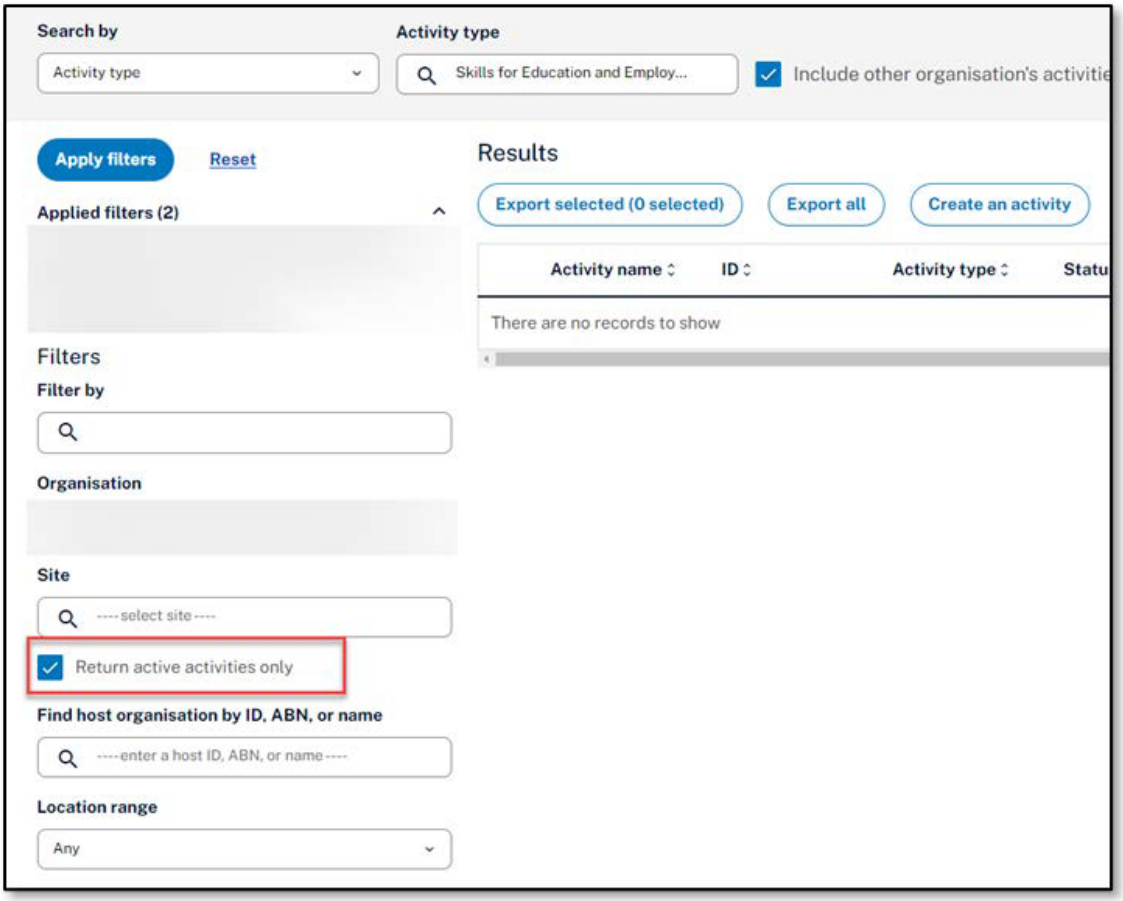


3. Select '**Skills for Education and Employment Program Referral**' from the **Activity type** drop-down list.

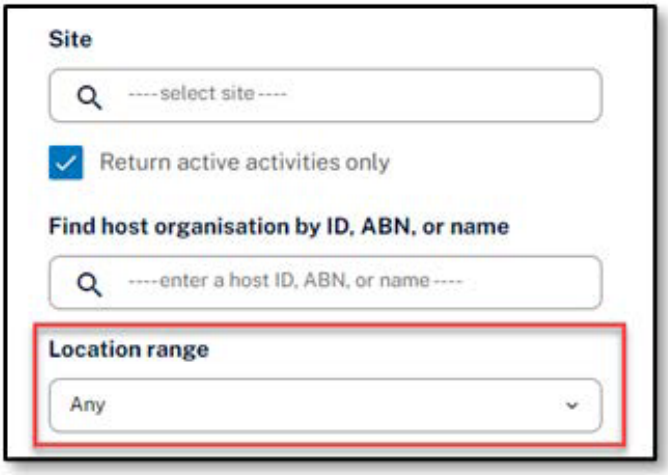
4. Ensure the checkbox 'Include other organisations' activities' is selected, or no search results will be returned.



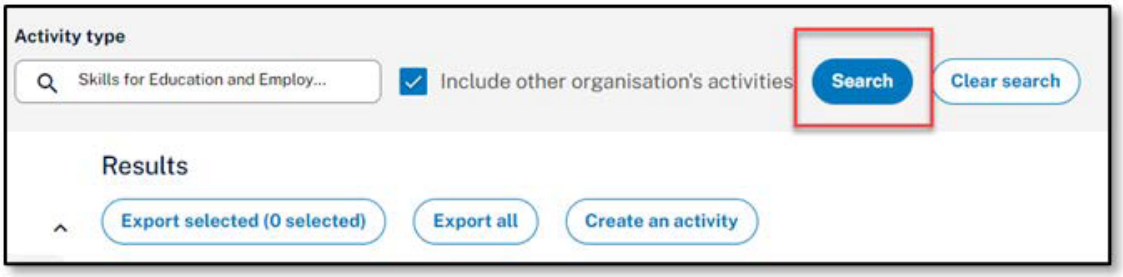
5. Indicate '**Yes**' on **Return active activities only**.



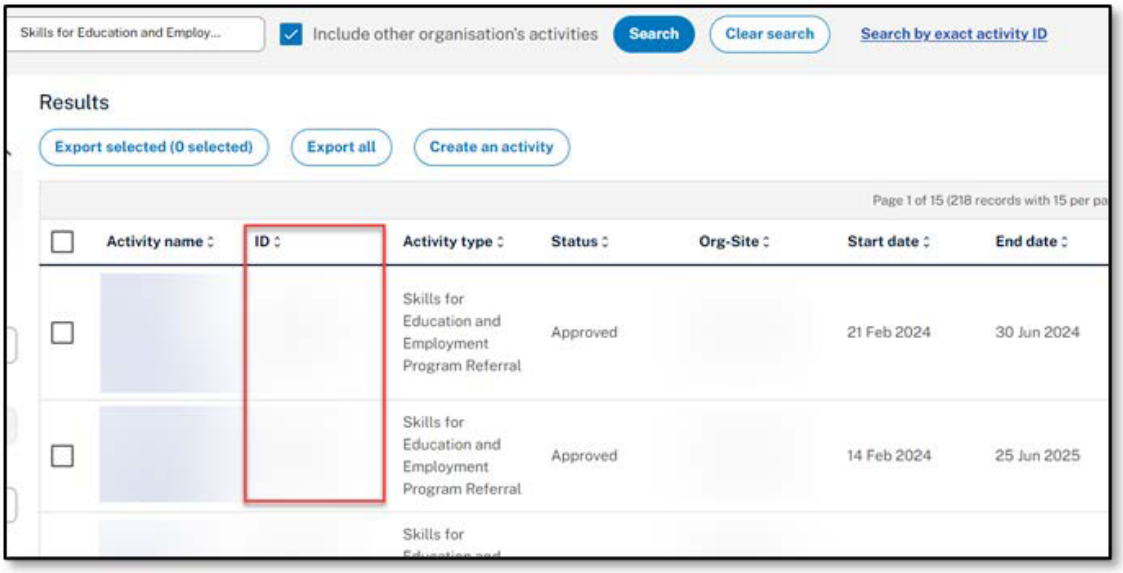
6. Search **Location** from the **Location range** drop-down list. This can be searched by Region of by a set radius the participant can access.



7. Click **Search**.

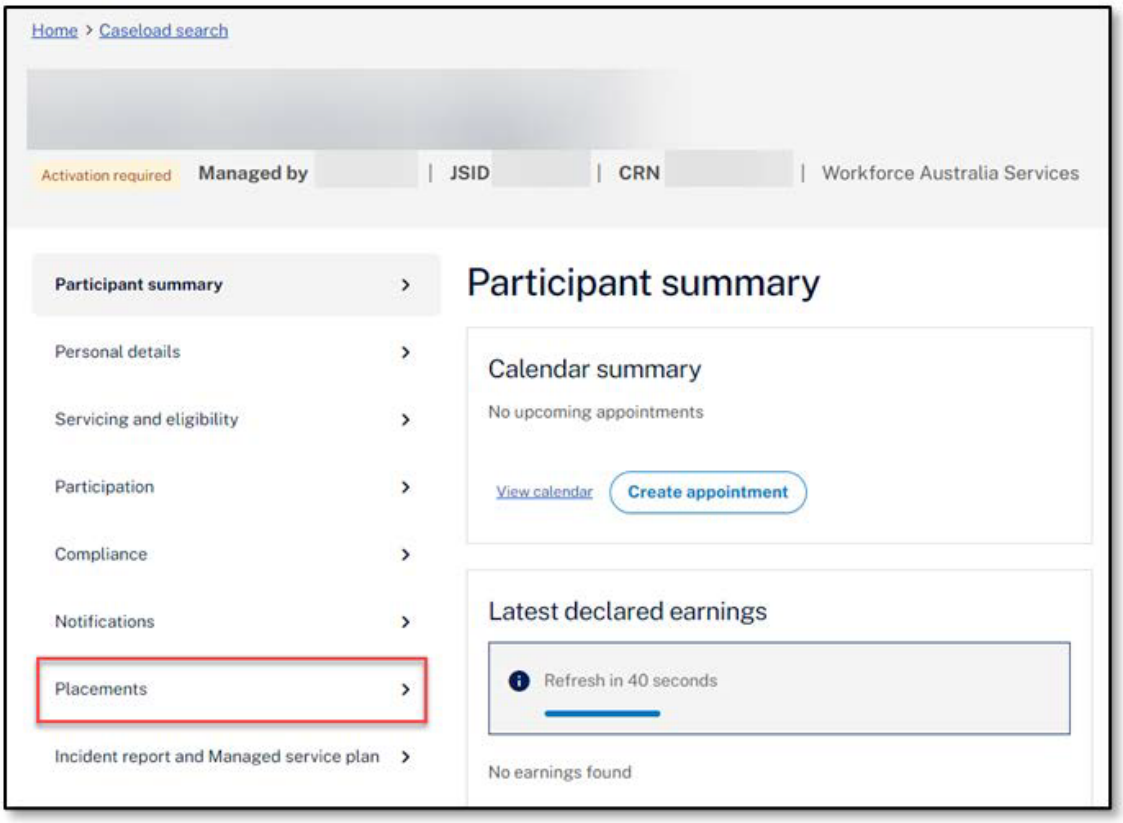


8. The **Search results** display. Note or highlight and copy the relevant Activity **ID**.

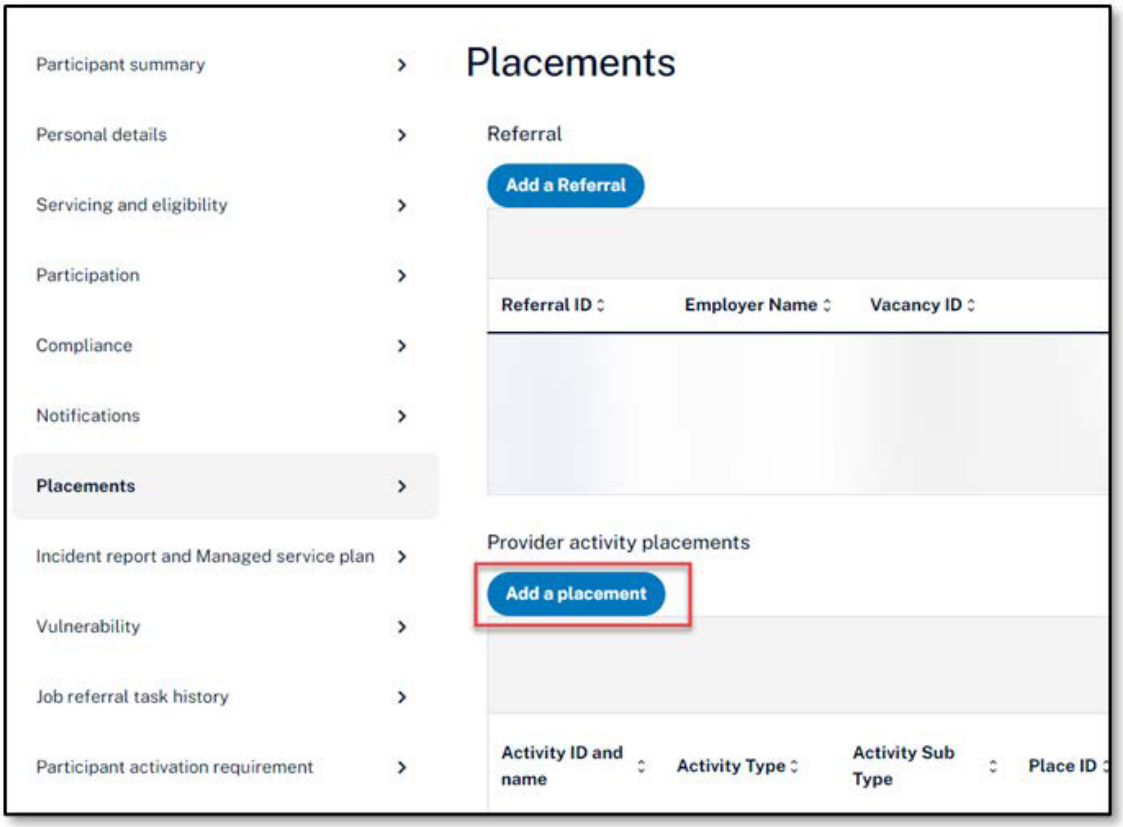


9. Search for and display your participant from either the home screen or **Caseload** screen and display the **Participant summary** screen.

10. Select **Placements** from the left-hand navigation menu.

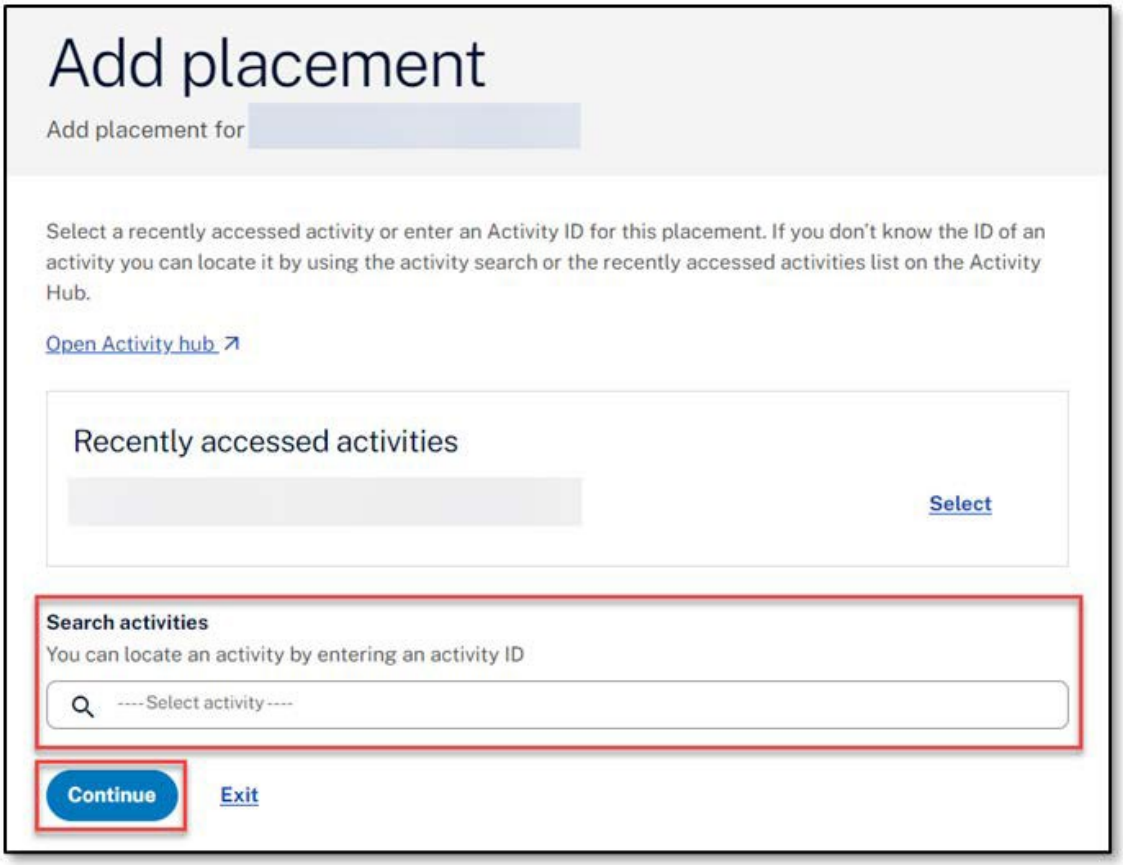


11. The **Placements** screen displays. Click **Add a placement**. The **Add placement** screen displays.



12. Enter the SEE activity ID in **Search activities**.

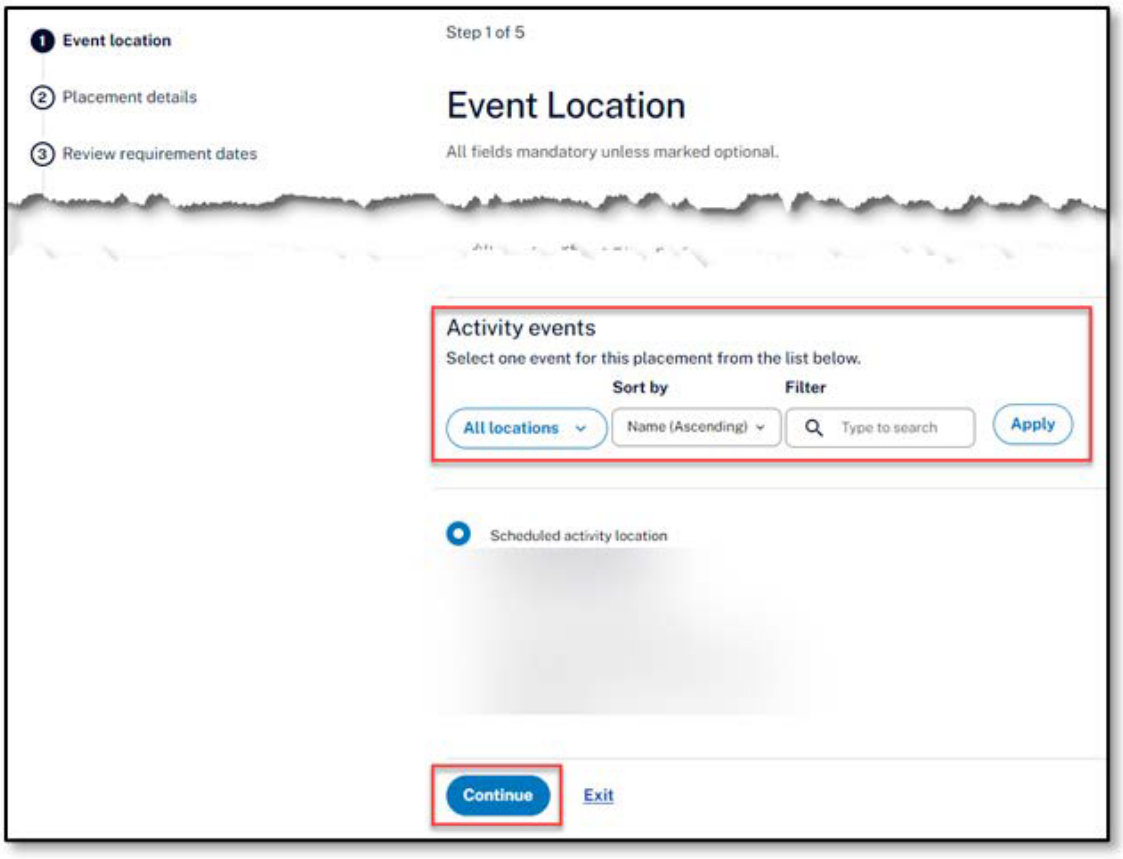
13. Click **Continue**. The **Add placement** screen displays.



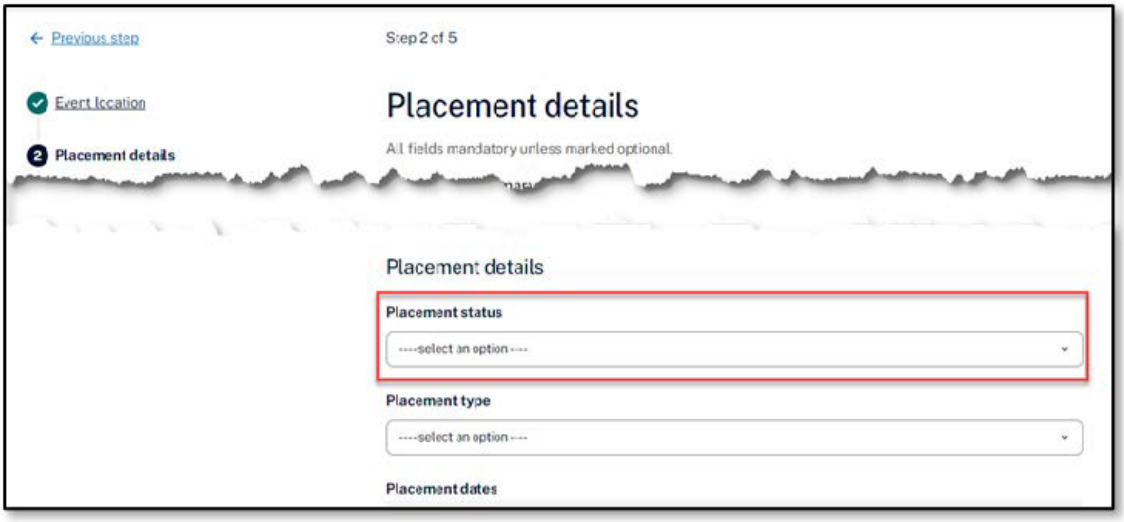
If you have recently accessed relevant activities, they will appear on this screen. You can add them by clicking Select beside the relevant activity.

14. Select the event.

15. Click **Continue**.

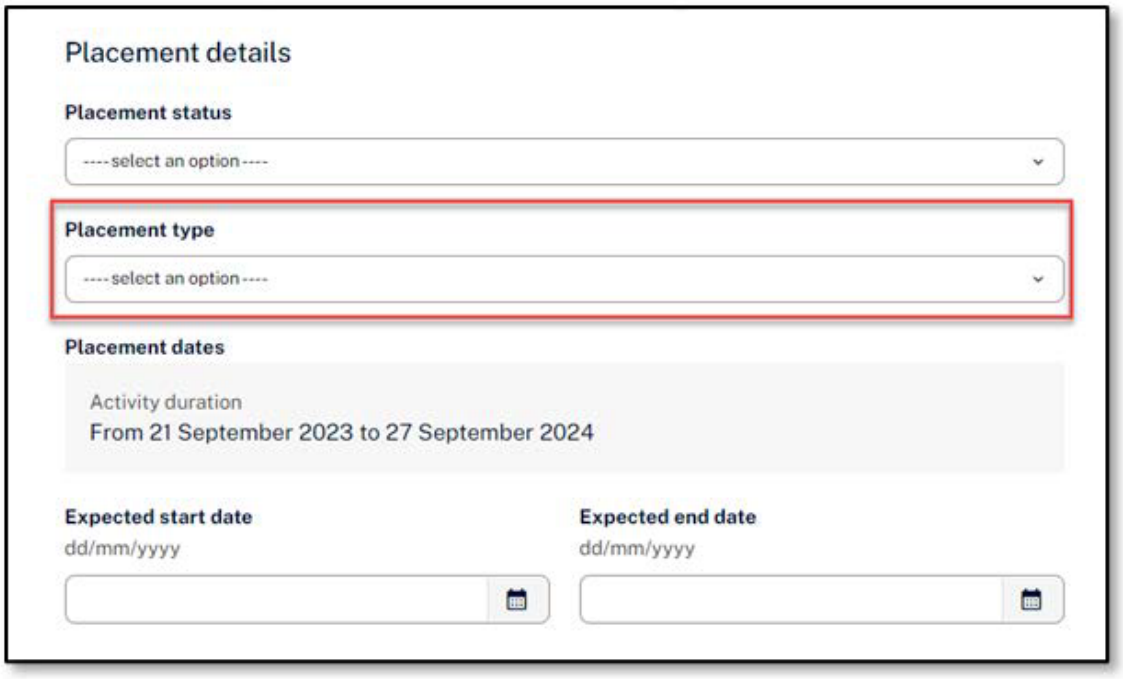


16. The **Placement details** screen displays. Select 'Expected to Start' from the **Placement status** drop-down list.



Workforce Australia providers should not make further edits to this field. Once the pre-training assessment is complete, the SEE provider enters the outcome in an external system, which will update the placement status automatically (e.g. to 'Placement Confirmed').

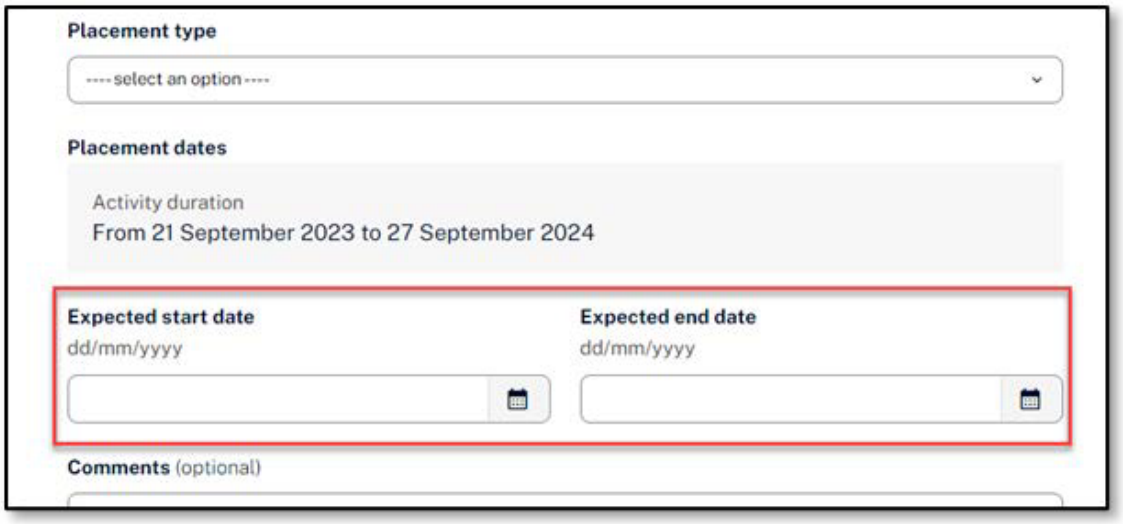
17. Select the relevant **Placement type**.



This will 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.

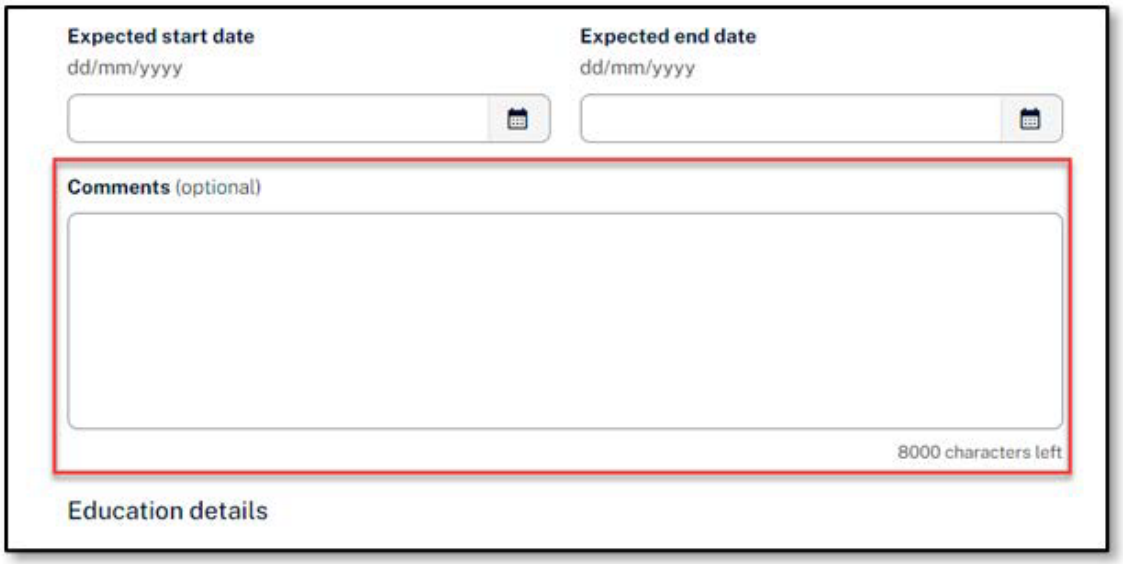
18. Enter or select the **Expected start date** for the date booked the pre-training assessment with the SEE provider.

19. Enter or select the **Expected end date**.



This can be set to the Activity's current end date. The SEE provider will update this to align with the participant's course details once these have been determined.

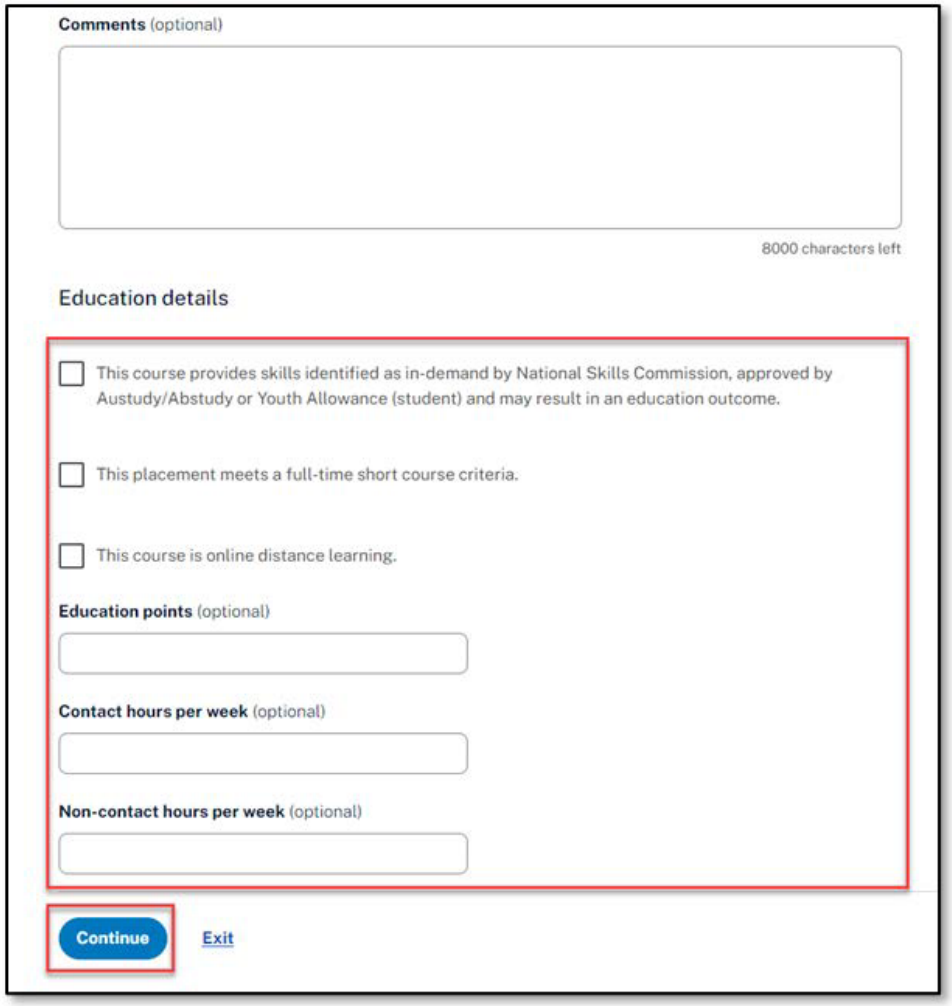
20. Enter any relevant Comments (optional).



Comments will not be visible the SEE provider receiving the referral.

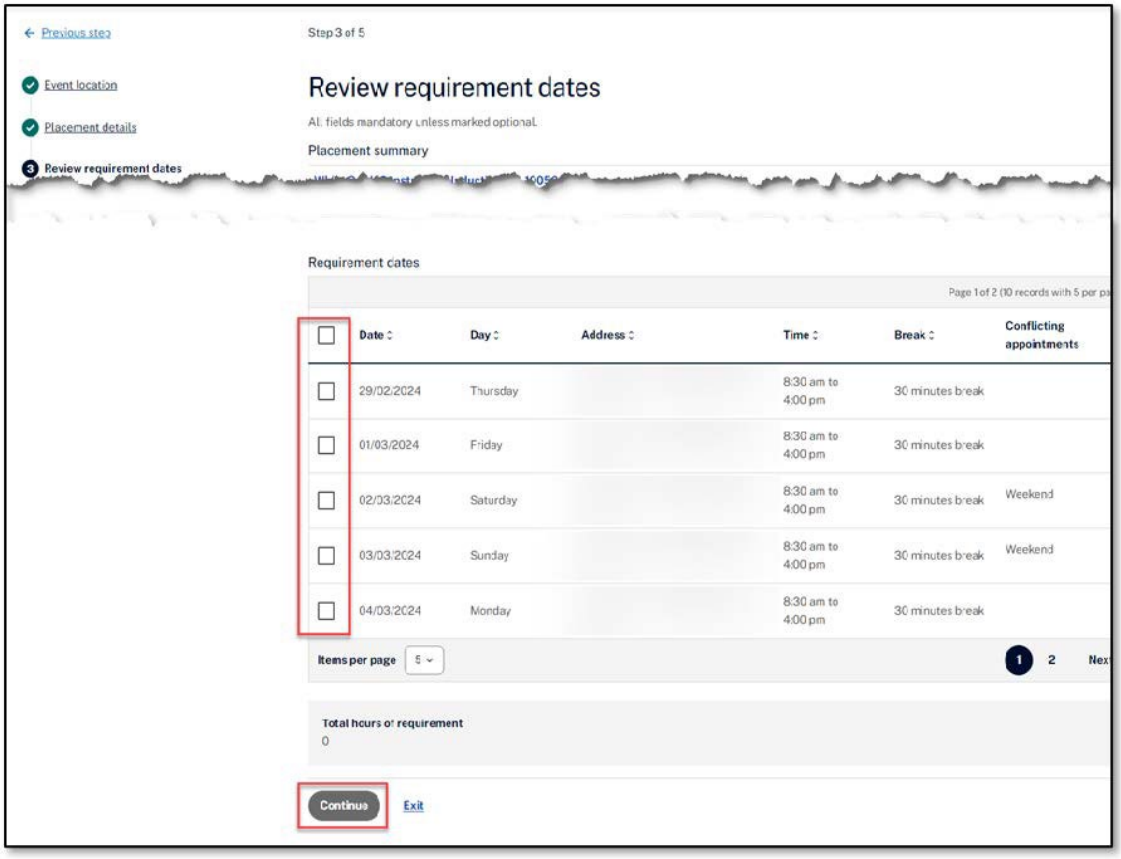
21. Enter and confirm additional **Education details**.

22. Click **Continue**.

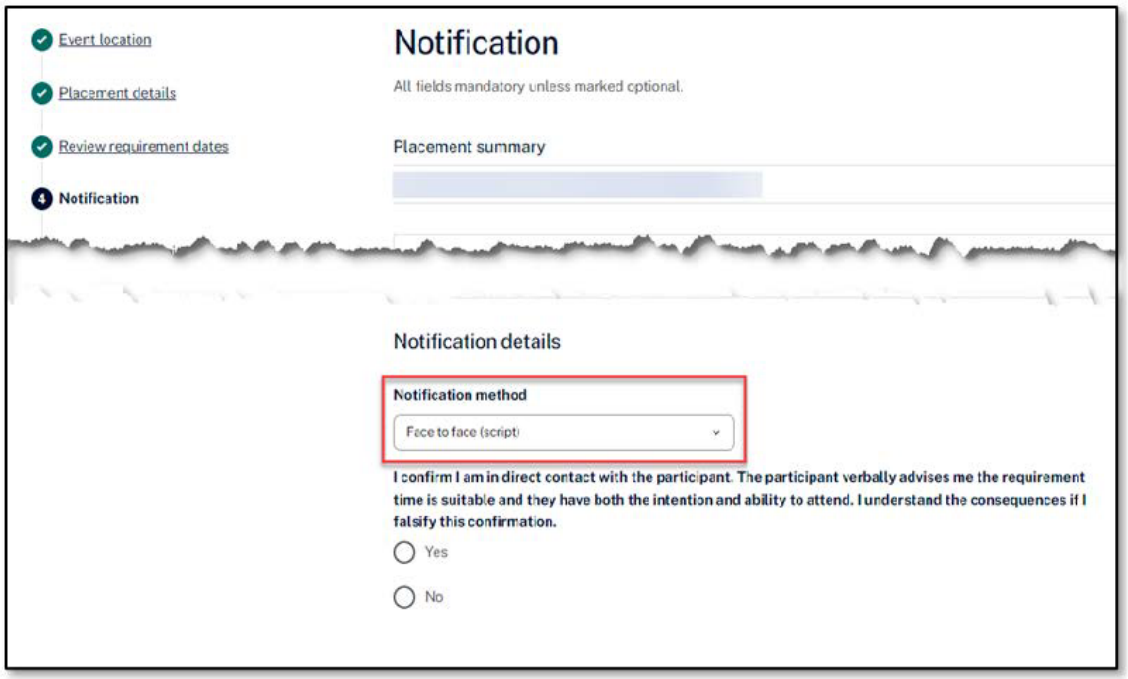


23. The **Review requirement dates** page displays. Select **Requirement dates**.

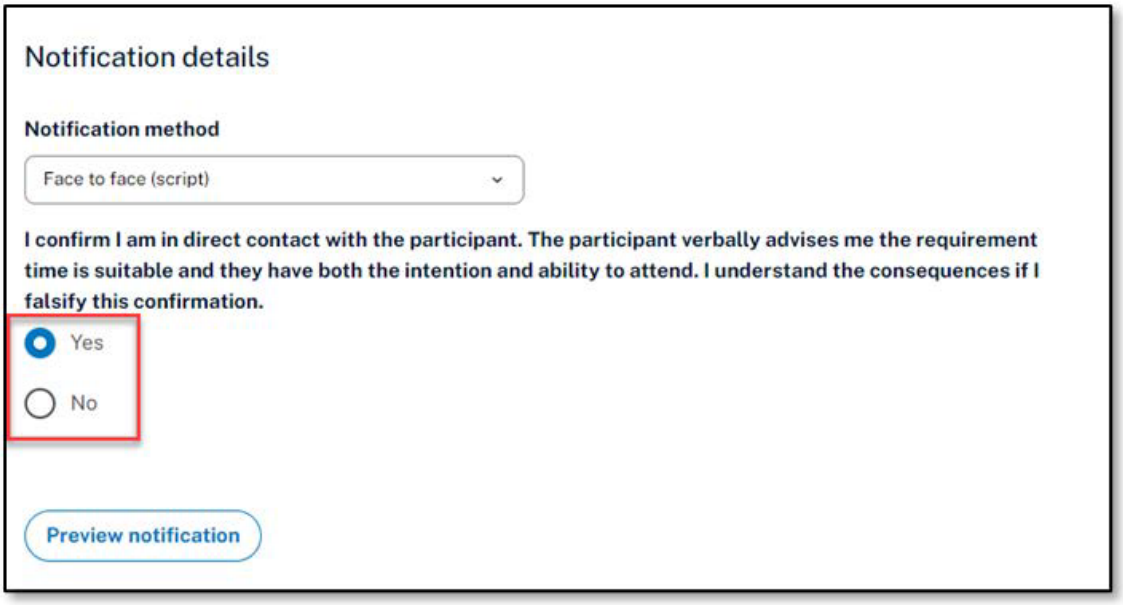
24. Click **Continue**.



25. The **Notification** page displays. Select **Notification method**.



26. Confirm whether you are in contact with the participant.

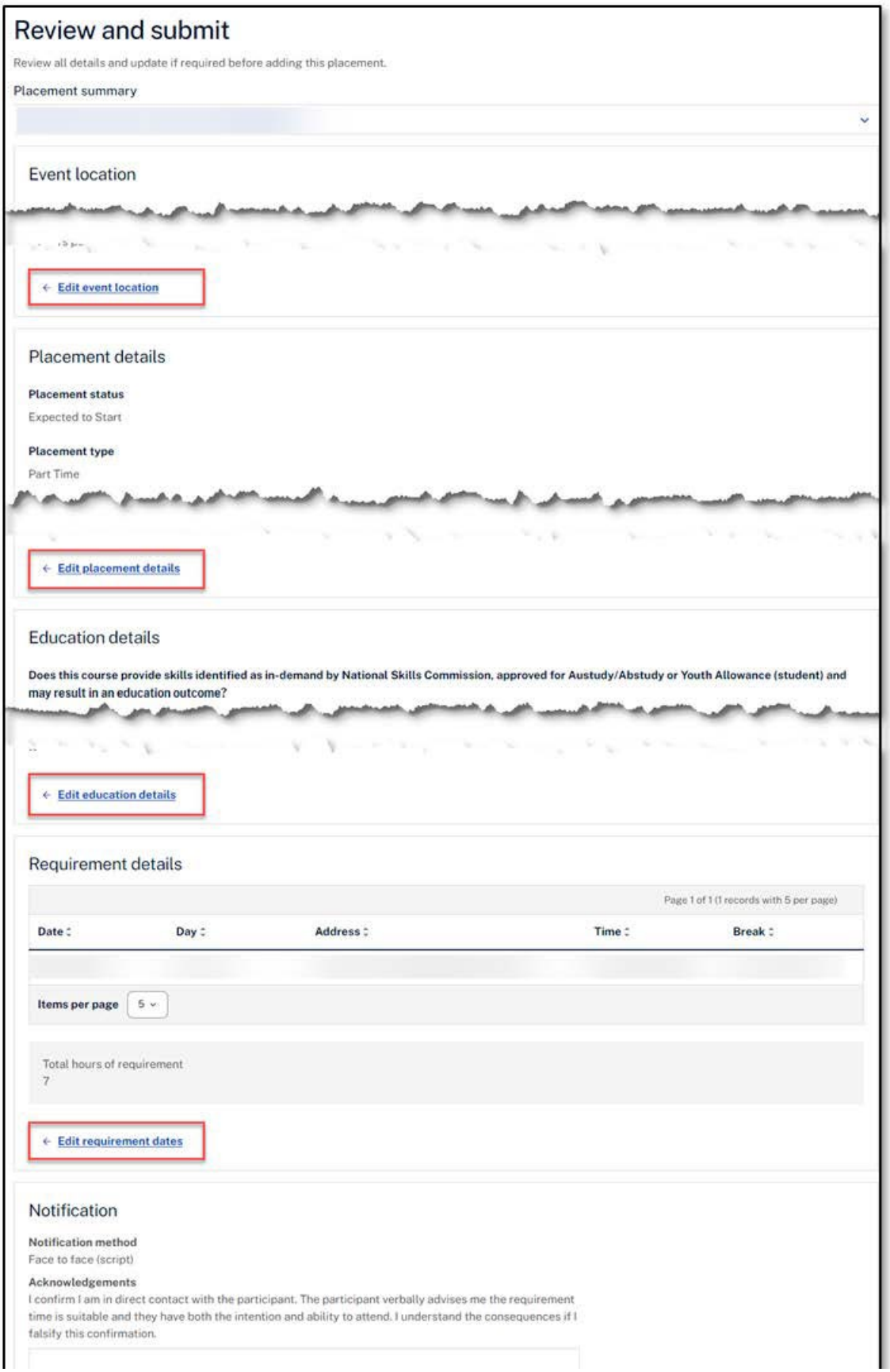


27. Click **Preview notification**.



28. The **Review and submit screen** displays. Review all the details.

29. If you need to make changes, click the edit links under the relevant category.



30. Click **Submit**. A confirmation message displays.

The SEE provider will advise you of the outcome of pre-training assessment and enter the result in their system, which will update Workforce Australia Online.

Additional Information

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). The PTA 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. 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.



tafensw.edu.au/see

02 7921 0533