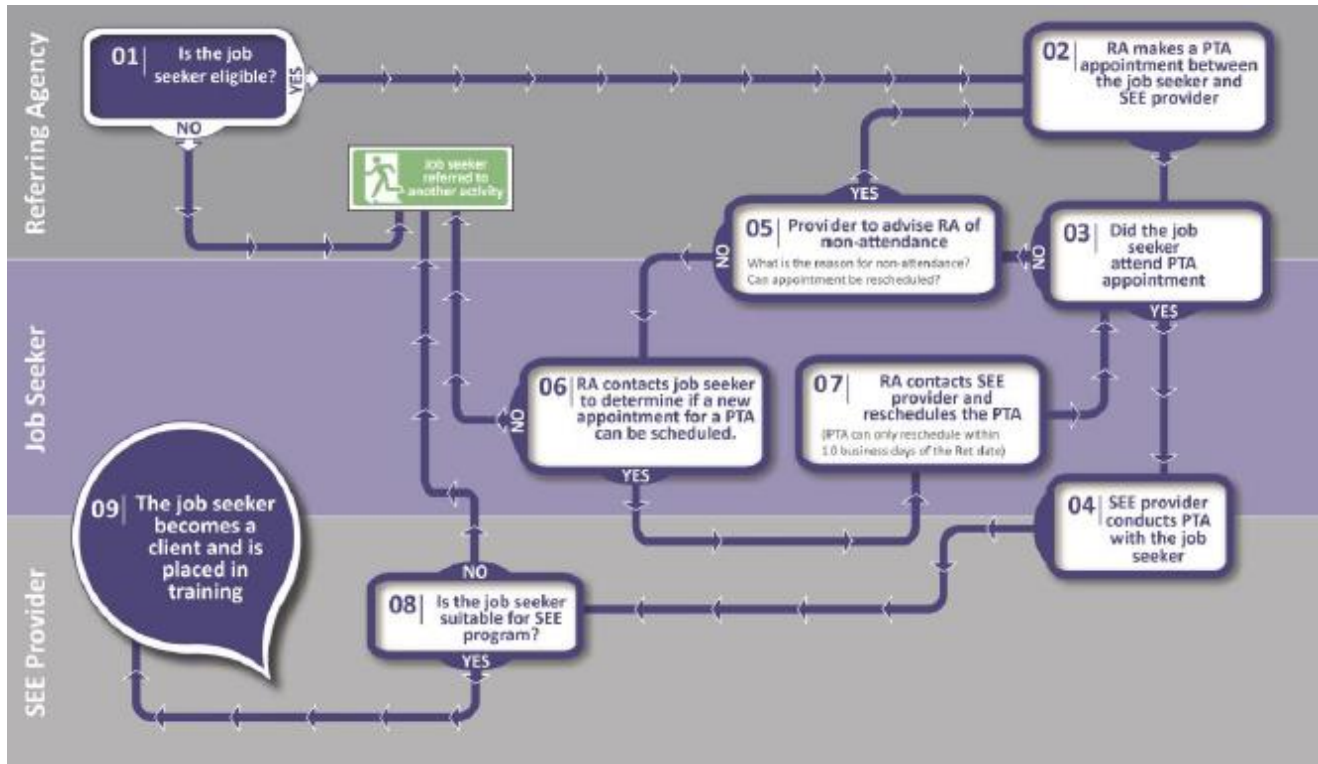




How to Refer to the Skills for Education and Employment (SEE) Program for Employment Service Providers

Details of all Commonwealth based training activities (including SEE) are available in ESS Web for referring agencies (RA) to select.

After referring a job seeker to the SEE program the following work flow should occur.



For further information on the SEE program see the *Skills for Education and Employment program 2017-20 Guidelines*.

Information on SEE providers can be found at www.education.gov.au/skills-education-and-employment

Note:

- Referring agencies for the program include the Department of Human Services (DHS), jobactive, Disability Employment Services (DES), Community Development Program (CDP), Transition to Work, and ParentsNext providers.
- Pre Training Assessments (PTAs) should occur within 10 business days from the date of referral.
- Due to Privacy Terms, employment service providers cannot share job plan details directly with third parties, however, the job seeker should be encouraged to share this information with the SEE provider.
- A reasonable attempt to contact a job seeker is set at 5 business days from the missed appointment.