Applicant instructions for using PageUp People

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Thank you for your interest in appointment to a National Board.

We have provided some useful tips and information to help you complete and submit your application.

We recommend that you allocate at least 1 hour to complete your application. However, the system (PageUp People) will allow you to save your application for completion later before the closing date.

Getting started – what do I need?

Web browser and system requirements

Before starting your application, we recommended that you download the latest version of your web browser and that you clear all cached data and cookies. This helps the form work at its best speed.

- The application form can be completed using any Windows, Apple or Android mobile/desktop/laptop device
- You can use any web browser with a stable internet connection. The recommended web browsers are:
  - Google Chrome
  - Safari
  - Microsoft Edge
  - Internet Explorer
  - Mozilla Firefox, and
  - Opera.
- To check the version of your web browser and update if required, please visit https://updatemybrowser.org/
- To clear the cookies and cached data on your web browser, please visit https://kb.wisc.edu/page.php?id=12384

Note: The default file size for document uploads is set at a maximum of 5 MB, and the recommended file types are MS Word and PDF formats.

Information to gather before starting your application

Similar to job applications, your resume will need to include your **full** employment history and qualifications. Additionally, you will need to outline your history of appointments to boards and committees in the last **10 years**. The selection advisory panel will review this information against the current composition, skills and experience of the National Board to determine your suitability for appointment.

Below is a list of the information you will need to complete.

Board member attributes

You must respond to each of the Board member attributes listed below.

A maximum of 2000 characters (approximately 300 words) is permitted for each attribute.

- **Displays integrity:** is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful; values diversity; and shows courage and independence.
- **Thinks critically:** is objective and impartial; uses logical and analytical processes; distils the core of complex issues and weighs up options.
- **Applies expertise:** actively applies relevant knowledge; skills and experience to contribute to decision-making.
- **Communicates constructively:** is articulate, persuasive and diplomatic; is self-aware and reflects on personal impact and effectiveness; listens and responds constructively to contributions from others.
- **Focuses strategically:** takes a broad perspective; can see the big picture; and considers long term affects.
- **Collaborates in the interests of the scheme:** is a team player; flexible and cooperative; and creates partnerships within, and between, boards and Ahpra.

If you are applying for appointment as a community member, you must address this extra attribute:

- **Strong community connection:** can show a strong community connection/s and an ability to bring a public/lay perspective and voice to the National Boards' regulatory work.

If you are a health practitioner who is also applying for the position of Chair for the National Board you hold registration with, you must respond to each of the following attributes:

- **Shows leadership:** is confident, decisive and acts without fear or favour, is at the forefront of professional regulation, drives reform and facilitates change.
- **Engages externally:** where required, is the spokesperson for the National Board and advocates for the National Scheme, defines the nature and tone of engagement, builds and sustains stakeholder relationships.
- **Chairs effectively:** establishes and follows well-organised agendas, facilitates input from all members, builds consensus, distils core issues, summarises discussion and confirms decisions ensuring they are accurately recorded.

Probity check requirements

You must provide sufficient evidence of your identity to allow relevant probity checks to be completed if you are shortlisted for a statutory appointment. The following information is required on the National Criminal History Check page of the application form:

- Date of birth
- Other given names, or names you have been known by, i.e. maiden name, alias etc., and
- Residential history (including approximate dates) if your address has changed in the last five years

Click here for more information on Criminal history checks.

Proof of identity documents

In addition to the identity information listed above, you must provide **certified copies** of at least three proof of identity documents:

- one document from each category A, B and C, and
- one document from category D if the document supplied for category B or C does not contain evidence of a current Australian residential address.

The documentation you provide must include evidence of your full name and date of birth, and the document provided for category B must include a photo of you.

Click here to view the proof of identity requirements and a list of accepted documents for each criterion. The list is also included on the 'Proof of Identity' page of the application form.

Click here to find out more about certifying your documents.

Starting your application

To start your application, you must click on the 'Apply Now' button, which is located on the top and bottom of the online advertisement. You will be prompted to enter your email address. A valid email address must be used for your account to be created and for all future correspondence from the system and the statutory appointments team.

Once you have entered your email address and have read and accepted the privacy statement, you will progress to the application form.

Current National Board members:

In the application form you will be asked to indicate your Ahpra employment status and if you are a government sector or statutory employee. National Board members are not considered:

- Ahpra employees or contractors, and
- statutory employees.

Completing your application

We know that using an online system such as PageUp People can take a little getting used to. To help you have a positive experience, here are a few tips.

Navigating the form

- You can navigate the application form using the **'Save and jump to'** function listed at the top of each page. Each heading represents the sections of the form that you will need to complete.
- If you are accessing the application form via a mobile device, the **'Save and jump to'** function will be replaced by a menu list on the top right-hand corner of the page

Saving your application

- You can save your application at any stage by clicking on **'Save and continue' 'Continue'** or **'Save and exit'**.
  - If you choose to 'Save and exit' you will return to your account home page, and your application will be saved for completion at a later time
- If you close your web browser without clicking **'Save and exit'**, the information provided on previous pages will be saved, however, information on the page you are exiting will not be saved.

Note: Your session will time out after two hours of inactivity, and you will be required to sign-in again.

Uploading your documents

- The default file size for document uploads is set at a maximum of 5 MB.
- Recommended file types are MS Word and PDF formats.

Submitting your application

- All mandatory questions have an asterisk (*) next to them. Once you have completed all the mandatory questions of the application form, you will be asked to submit your application. If you have not answered one or more of the mandatory questions, you will not be able to submit your application. The system will advise you of the pages which need to be completed including a link to the relevant pages.
- To submit your application, you will need to click **'Submit Application'**. You will then be presented with a screen advising that your application has been submitted.
- You will not be able to make changes to your application after it has been submitted.
- Once you have submitted your application, click **'Close Window'** to return to your account page.
- You will receive an email acknowledgement of successful submission after submitting your application.

Incomplete applications

- If you save your application for completion at another time, when you log into your account you will have the option to either **'Complete application'** or **'Withdraw'** your application before the closing date.
- You will receive a system-generated 'Incomplete application' reminder email after seven days of starting your application.

Who do I contact for more information or assistance?

If you experience problems with the application form or have any questions about the information in this document, please email the Statutory Appointments team at statutoryappointments@ahpra.gov.au or call 03 8708 9147 / 03 8708 9594.
For general information on PageUp People, please visit https://www.pageuppeople.com/faqs/.