Applicant instructions for using PageUp People

January 2023

Thank you for your interest in appointment to the Australian Health Practitioner Regulation Agency Board (Ahpra Board).

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

We recommend that you allocate at least 2 hours to complete your application. However, the system (PageUp People) will allow you to save your application to complete 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, you must provide a cover letter (maximum two pages) expanding on your membership fields of expertise and a resume including your employment history, qualifications and history of board and committee appointments (10 years only).

Categories of membership expertise:

- Health and/or
- Education and training and/or
- Business administration.

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

Skills and experience

In addition to your cover letter, you should provide a response to one or more of the following desired skills and experience:

- **Strategic thinking** – an ability to apply strategic thinking in the context of the Ahpra Board's role in governance and strategy for Ahpra and the National Scheme
- **Stakeholder engagement** – an ability to strategically consider the Ahpra Board's stakeholder environment and meaningfully engage with the many stakeholders of the National Scheme
- **Technology and data** – knowledge and experience in the strategic use and governance of information management and technology within large organisations
- **Organisational culture, change and transformation** – experience in transitioning organisations and teams through significant change, and ability to set and monitor a health organisational culture
- **Finance and risk** – experience in the oversight of financial strategy and performance and the governance of strategies to address strategic and enterprise risk, and
- **Regulatory experience** – previous significant experience of regulation or working in a regulatory scheme is highly desirable. Please note this experience does not necessarily be within the health sector.

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

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 Ahpra 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. Ahpra 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 9594.

For general information on PageUp People, please visit https://www.pageuppeople.com/faqs/.