Applicant instructions for using PageUp People

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Thank you for your interest in appointment to a board, committee or panel.

To assist you in filling out the application form, we have provided some useful tips and information to complete and submit your application.

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

1.   Getting started – what do I need?

1.1 Web browser and system requirements

Before commencing your application, it is recommended that you have the latest version of your selected web browser and the cookies and cached data are cleared. 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:
- Use 'Ahpra Bullet level 1' style for first level bullets
    - 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.

1.2 Information to gather before starting your application

Similar to job applications, you will be required to provide details of your qualifications and employment history when applying for appointment to a National Board. In addition to this, you will also need to outline your history of appointments to other boards and committees. The selection advisory panel will review this information against the current composition/skills and experience of the board or committee to determine your suitability for appointment.

Below is a list of the information you will need to complete these sections of the application form:

Qualifications and training

- type of qualifications (e.g. Bachelor, Masters etc)
- discipline/s of the qualification
- the institution that awarded the qualification
- year the qualification was awarded (or if it is in progress)

Employment history

- job title
- company name
- approximate dates (month and year) of employment for the last five to 10 years

Board or committee appointments

- name of the board, committee, group or panel
- your appointed position, i.e. Chair, President, Non-executive Director or member
- approximate start and end dates (month and year) of appointments for the last 10 years

Note: There are a maximum of three entries for each of the above sections, therefore we recommend that you only input your most recent history in the application form and outline any additional information in your resume.

Board member attributes

In addition to the above, you will be required to provide a response 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 impacts.
- **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 will be required to address this additional attribute:

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

If you are a health practitioner who is also applying for the position of Chair for the National Board you hold registration with, you will also be required to provide a response for each of the following Chair attributes:

- **Demonstrates 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 advocate 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 enable relevant probity checks to be undertaken 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, alias etc., and
- Residential history (including approximate dates) if your address has changed in the last five years

Proof of identity documents

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

- **one document from category A** to confirm your birth in Australia or arrival in Australia
- **one document from each category B and C** to show the use of your identity in the community.
- **one document from category D** if the document supplied for category B or C does not contain evidence of a current Australian residential address

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.

2. 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.

3. Completing your application

We know that using an online system such as PageUp can take a little getting used to. To make sure you have a positive experience we are sharing a few tips to help you.

3.1 Navigating the form

- You can move through 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 from 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

3.2 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 the home page of your account 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 any information on the page you are exiting will not be saved)

Note: After two hours of inactivity on your account, your session will time out and you will be required to sign-in again.

3.3 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

3.4 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 and a link to view and complete the 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 acknowledgement of successful submission email after submitting your application

3.5 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 commencing your application.

Note: After two hours of inactivity on your account, your session will time out and you will be required to sign-in again.

4. Who do I contact for more information or assistance?

If you are experiencing 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.

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