



Guide to lodging a promotion review application: If you won a promotion Tip sheet

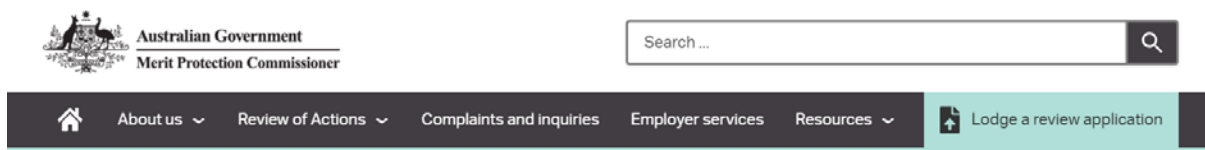
You won a promotion (congratulations!) and your name has been published in the APS Gazette.

If you want to lodge a 'protective application' but you're not exactly sure how, follow these steps to make an application that is quick and correct.



Step by step guide

1. All applications (whether you won a promotion or was unsuccessful) are lodged via the Merit Protection Commissioner's website. Navigate to www.mpc.gov.au and click Lodge a review application at the top right hand side of the home page.



2. Make sure you meet all the eligibility requirements by clicking on [a promotion decision](#)'.


Before lodging - check your eligibility for review of:

- [a promotion decision](#)
- [a workplace decision](#)
- [a complaint about your final entitlements.](#)

3. If you meet the eligibility criteria, then you will find information about timeframes and notifications on [How do I apply](#) page.

- Now, you can return to [Lodge a review application](#) and scroll down the page until you find the heading “Review of a Promotion Decision” and click the “Apply Here” button.

Review of a promotion decision

 for a review of a promotion decision.

- Clicking this button will open up the application form. The top of the form says “**Application for Review by a Promotion Review Committee**” **Yes, this is the correct form!** The same form is used for applicants who were successful (protective) and unsuccessful.
- The first thing to do is check if there are any other people who had been promoted under the same vacancy number as you, and to a location in which you also applied for promotion, at APS1-6 level. Let’s guide you through how to find those people:
- Go to www.apsjobs.gov.au and click on “Gazette” at the top of the page.



The screenshot shows the top navigation bar of the APS Jobs website. The navigation bar includes links for Job Search, Gazette, Current Employees, Graduates, About, FAQ, and Contact. There are also buttons for Sign In and Register. Below the navigation bar, there are search filters for Department / Agency, Classification, and Location, along with a SEARCH button.

- Scroll down the page and click “View All” next to “Latest Gazette Issue”:



The screenshot shows the “Latest Gazette Issue” section. It includes a link to download the latest issue of the Gazette, or [click here](#) to view all past gazette issues. There is a “View All” button.

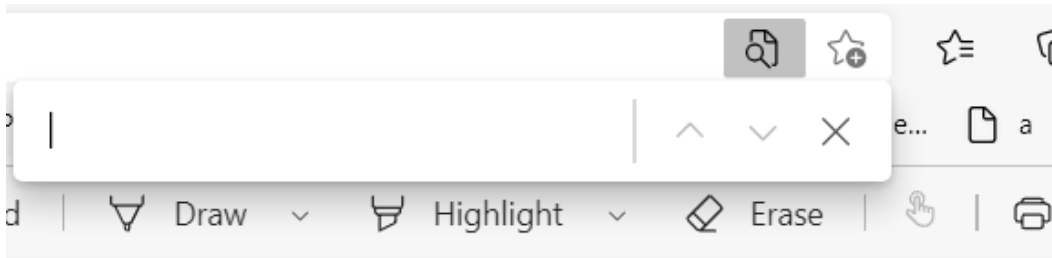
- Click “Filter by Type” and choose “Weekly”:



The screenshot shows the “Filter by Type” section. It includes a dropdown menu for “Filter by Date” and a dropdown menu for “Weekly”. There is a “Clear Filters” button. Below the filters, there are two rows of results: “PS40 Weekly Gazette Thursday - 07 October 2021” and “PS39 Weekly Gazette Thursday - 30 September 2021”. Each row has a “Download PDF” button and a download icon.

10. Once you locate the Gazette editions and locate yours click on “Download PDF”. This will open up a PDF copy of the Gazette which will make it easier to search through. (Remember, you only have 14 days from the date of publication to lodge your appeal).

11. Once you have opened the PDF copy of the Gazette, click Ctrl+F which will bring up the ‘Find’ function at the top right hand corner (this is a handy tip as there will be a lot of promotion notices to search):



12. Type in your name or AGS number and hit enter. This should bring up your promotion notice. Have a look at your promotion notice and copy and paste the number that appears under “vacancy number” into the search function.

Advertised	VN-0685745 : PS4 Daily Gazette Monday - 25 January 2021
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13. Once you hit ‘enter’, it will bring up the names of everyone else promoted in that Gazette under the same vacancy number as you. Search through all those names until you find people who are **promoted under the same vacancy number as you, to the same classification as you and to the same location/locations you applied for.**

14. Once you have located all the names, write them down (names only) and go back to the form on the mpc.gov.au website.

15. Question 1 of the application form asks you to enter a Gazette number. This will tell us the date of the promotion notice that lists the promotions and the names of people you are appealing against. Make sure this is correct- if this answer is wrong, you will need to submit a new application with the correct information.

16. For example, if the promotions are published in PS38, choose PS38:

Details of Promotion

1. Promotion(s) notified in Gazette (required) :

Note: Do not select a gazette number that was published more than 14 days ago. Use **SELECT** button next to Gazette list to validate the selected gazette.

17. Question 2 asks you to enter the vacancy number of the promotion you are seeking to have reviewed. The vacancy number must be the same as the vacancy number you were promoted under.

2. What is the vacancy number of the job you applied for? :

18. The next couple of questions are easy to answer. Just fill in the agency that has offered you the promotion, the classification level of the promotion and the state/town in which they appear in the Gazette:

3. Agency (required) :

4. Classification level of promotion (required) : Classification if other selected:

5. State :

6. Town/Suburb :

19. If you are submitting a protective application, your responses to questions 7 and 8 will both be “yes”. This is important as question 8 is how we know if someone is submitting a protective application or not. If you choose “yes”, we know you are a successful candidate seeking to apply for a protective promotion review.

7. Were you an applicant for promotion to the same vacancy as notified above? (required) : YES NO
 If the answer is **No** your application is **invalid**. Telephone Review Enquiries on **0282395330** for further advice.

8. Were you promoted to the same vacancy as notified above? (required) : YES NO
 If **NO**, go straight to **Q10**.

20. The next question is where you will list the names of all people you located in the Gazette at step 13 above. Double check to make sure they were promoted under the same vacancy number as you, to the same location/s as you and the same classification. Just list their names- there is no need to put in additional information.

10. List only the name(s) of the employees notified in the Gazette identified above whose promotion(s) you apply to have reviewed. *Failure to list the name(s) will invalidate this application, separate each name with a semi-colon (;) (required):*

21. You're almost done! Fill in the bottom section of the form and fill in your details. Where possible, please use your @.gov.au email as we sometimes have issues emailing people with Gmail or Hotmail accounts.

22. Hit submit and wait – you will receive an automated reply within a few hours indicating we have received your application. If you do not receive this, just email us or give us a call. If there are any issues with your application, we will contact you to let you know.