



Guide to lodging a promotion review application: If you did not win a promotion Tip sheet

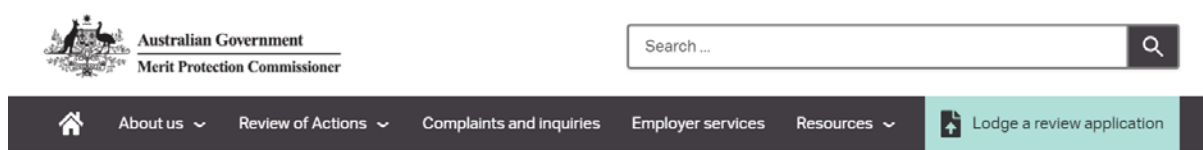
You applied for a promotion to an APS level 1-6 and the names of promoted candidates are published in the APS Gazette.

If you want to lodge a promotion review 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](#)'

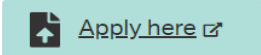
Before lodging - check your eligibility for review of:

- [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**”.
- The first thing to do is check if there are any other people who have been promoted under the same vacancy number that you applied for, and to a location in which you also applied for promotion, at the 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 menu includes: Australian Government, APS JOBS, Job Search, Gazette, Current Employees, Graduates, About, FAQ, Contact, Sign In, and Register. Below the navigation bar is a search interface with four input fields: "I'm looking for...", "Department / Agency", "Classification", and "Location". A "SEARCH" button is located to the right of the "Location" field.

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



The screenshot shows a section titled "Latest Gazette Issue". Below the title is a link: "Download the latest issue of the Gazette, or [click here](#) to view all past gazette issues." To the right of this text is a blue button labeled "View All".

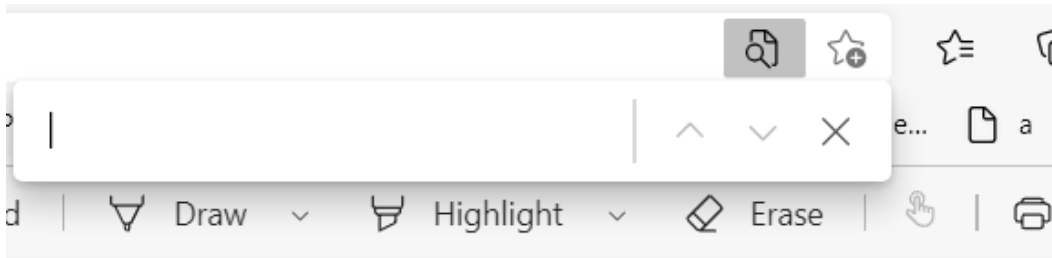
- Click “Filter by Type” and choose “Weekly”:



The screenshot shows a filter section with two dropdown menus. The first dropdown is labeled "Filter by Date" and the second is labeled "Weekly". Below the filters is a "Clear Filters" link with an 'x' icon. The results section lists two items: "PS40 Weekly Gazette Thursday - 07 October 2021" and "PS39 Weekly Gazette Thursday - 30 September 2021". Each item has a "Download PDF" link with a downward arrow 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 the name of the role you applied for or the name of an individual who you know was promoted to the role. This should bring up their promotion notice. Have a look at the 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 that you applied for. Search through all those names until you find people who are **promoted under the same vacancy number, to the same classification you applied for 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 of the position you applied for.

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 the position was for, 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. In order to submit a valid application, you must have applied for promotion under this vacancy number. Your answer to question 7 must be “yes”. If you were not promoted and your name does not appear in the Gazette under this vacancy number, then your answer for question 8 is “no”.

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 applied for, 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.