

Assessor Portal User Guide 12 - Managing Delegate Roles

This user guide aims to support needs assessors, Team Leaders and Operational Managers to add, delete, or replace Delegate roles within the My Aged Care Assessor portal.

These Delegate roles include:

- Triage Delegate
- Clinical Assessment Delegates
- Non-clinical Assessment Delegates.

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1. Delegate Roles

Assessors, Team Leaders and Operational Managers are able to submit applications to add, cease and replace Delegate roles within the My Aged Care Assessor portal.

The Delegate role they can apply for include:

- Triage Delegate
- Clinical Assessment Delegate

Note that the 'Non-clinical Assessment Delegate' role will be visible from 24 February 2025, but not in effect until 1 July 2025.

The Triage Delegate and Clinical Assessment Delegate positions hold powers delegated by the Secretary of the Department within an assessment organisation.

An assessment organisation member can only hold a Delegate role if their application to occupy one of the delegate positions within the assessment organisation has been approved by the department.

1.1 Triage Delegates

The Triage Delegate role enables users to:

- View incoming, accepted, assigned and triaged referrals
- Assign an accepted assessment referral
- Complete triage
- Assign assessment to an Aged care needs assessor once triage is completed

Users applying for a Triage Delegate role must:

- Hold a clinical status
- Have a tertiary qualification
- have completed the Triage Delegate Training and have recorded their completion date

! Please note triage was previously completed by users with a Team Leader role, however users will now need to hold the Triage Delegate role to complete triage.

1.2 Clinical Assessment Delegate

The Clinical Assessment Delegate role enables users to:

- Assign an item for Delegate decision
- Record Delegate decisions
- Agree or disagree with recommendations
- Request and approve care extensions

Users applying for a Clinical Assessment Delegate role must:

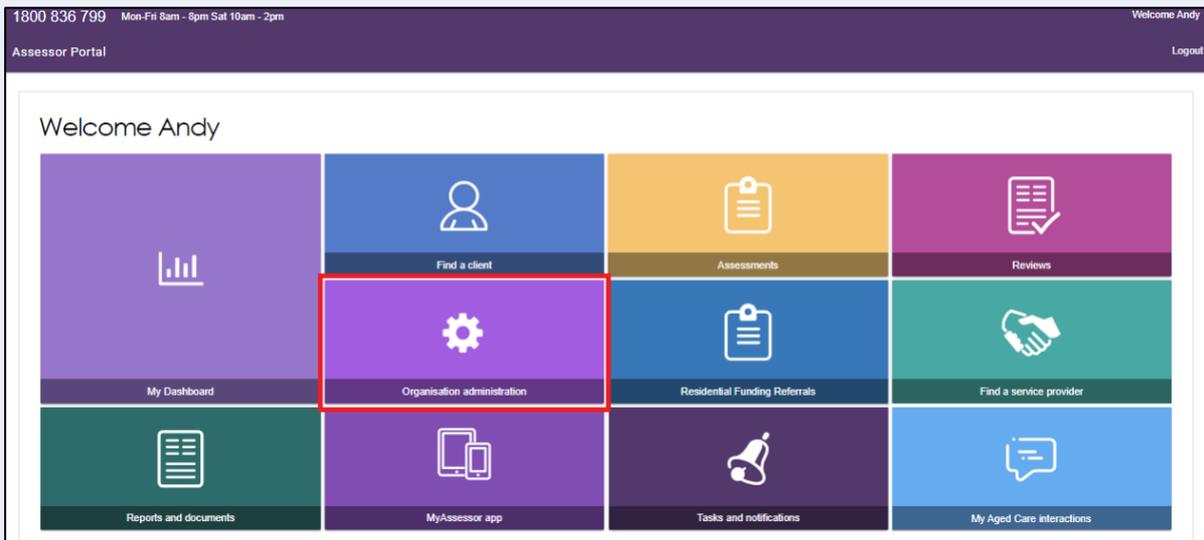
- Hold a clinical status
- Have a tertiary qualification
- have completed the Assessment Delegate Training and have recorded their completion date

1.3 Non-clinical Assessment Delegate

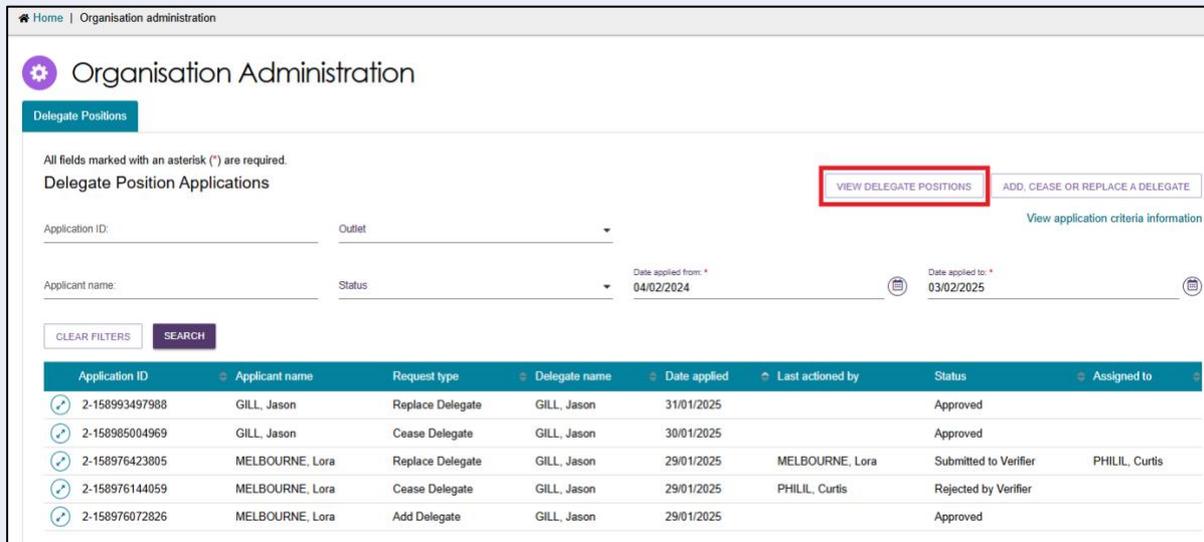
! Non-Clinical Assessment Delegates will display in the system, however functionality will be made available in a future state in line with the introduction of the New Aged Care Act.

2. Viewing assessment delegates

1. To view staff who are currently assigned a Delegate role, select the **Organisation administration** tile from the homepage.



2. In the **Delegate Positions** tab, select the **VIEW DELEGATE POSITIONS**.



- The **Delegate Positions** pop-up will display. Select the Outlet from the drop-down menu which you wish to view delegates for and then click **SEARCH**.

Delegate Positions ✕

All fields marked with an asterisk (*) are required.

Outlet * ▼

- All those who hold a Delegate role within the outlet will then display.

Delegate Positions ✕

All fields marked with an asterisk (*) are required.

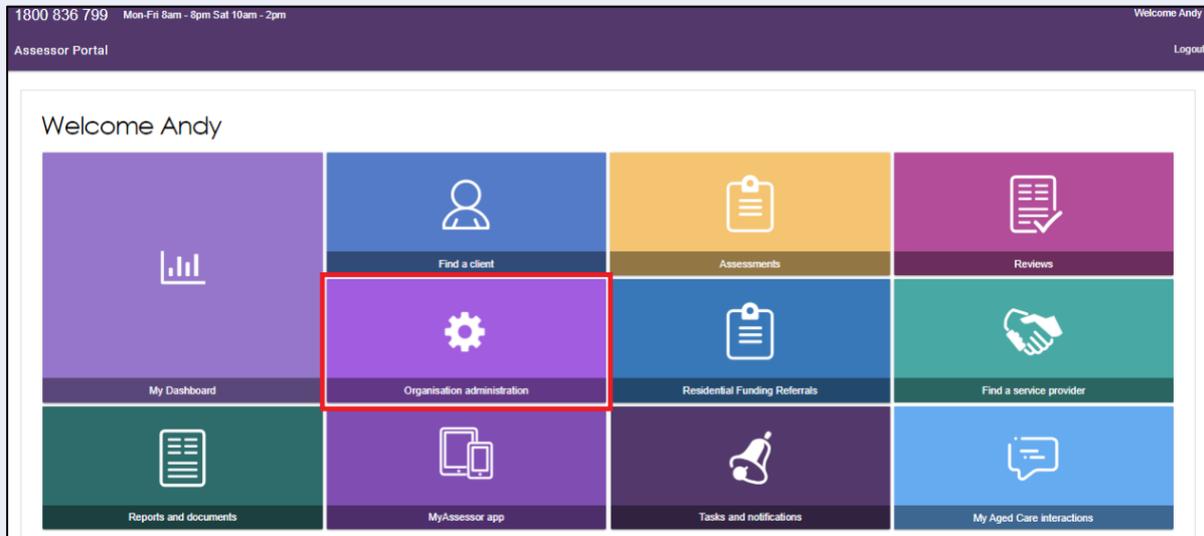
Outlet *
 Sirius Outlet ▼

| Delegate role ID | Delegate role | Name | Profession | Position start date | Position end date |
|------------------|----------------------------------|------------------|---------------------------|---------------------|-------------------|
| TD8AC103 | Triage Delegate | MAWSON, Viva | Medical Practitioner | 30/01/2025 | 04/02/2025 |
| NCAD8AC601 | Non-Clinical Assessment Delegate | GREEN, Rellum | Other Health Professional | 29/01/2025 | |
| TD8AC601 | Triage Delegate | MYER, Green | Other Health Professional | 29/01/2025 | |
| NCAD8AC101 | Non-Clinical Assessment Delegate | EURI, France | Medical Practitioner | 25/01/2025 | 25/01/2026 |
| TD8AC204 | Triage Delegate | AMERICA, Jain | Registered Nurse | 24/01/2025 | 25/01/2026 |
| 8AC401 | Clinical Assessment Delegate | WELL, Jio | Occupational Therapist | 23/01/2025 | |
| TD8AC202 | Triage Delegate | VELLACOT, Curtin | Registered Nurse | 23/01/2025 | |
| TD8AC203 | Triage Delegate | ROSE, Adelaide | Registered Nurse | 23/01/2025 | |
| TD8AC001 | Triage Delegate | PHILIL, Curtis | No Profession | 03/12/2024 | |
| TD8AC002 | Triage Delegate | PHILIP, Mawson | No Profession | 03/12/2024 | |
| TD8AC003 | Triage Delegate | AFRICA, Concet | No Profession | 03/12/2024 | |
| TD8AC004 | Triage Delegate | AMERICAL, Curtin | No Profession | 03/12/2024 | |
| TD8AC006 | Triage Delegate | WALTER, Smith | No Profession | 03/12/2024 | |

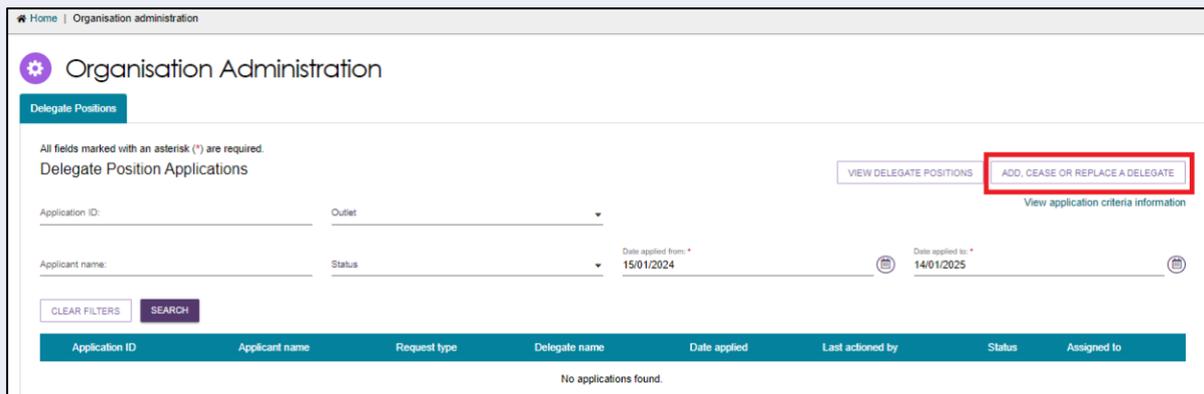
3. Adding a Delegate role

Individuals can submit applications for themselves, whilst those with either the Team Leader or Operational Manager roles are able to submit applications on behalf of others.

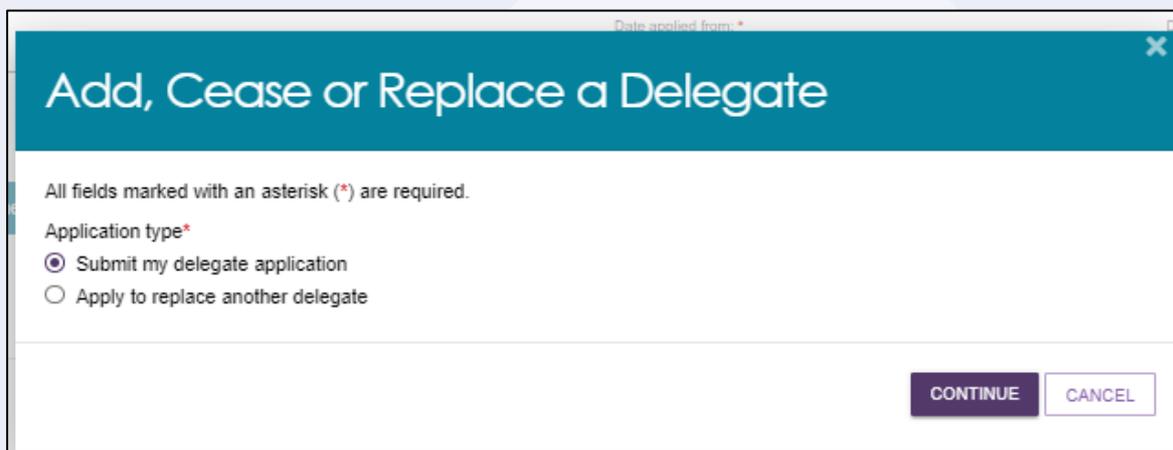
1. From the My Aged Care Assessor portal home screen select the **Organisation administration** tile.



2. Select the **ADD, CEASE OR REPLACE A DELEGATE** button.



3. From the pop-up select **Submit my delegate application**.



! If you hold a Team Leader or Operational Manager role, the option to submit an application for someone else will display within this pop-up.

- Complete step 01 – **Proposed Delegate Details** of the application process by completing the relevant fields and select the confirmation check box.

Home | Organisation administration | Application to Add Delegate

Delegate Application

Submit my delegate application

01
Proposed Delegate Details
Please choose the delegate role, profession and review details for accuracy.
Please note: Once you submit your application you will not be able to change delegate role.

All fields marked with an asterisk (*) are required.

Delegate role *

Name
Andy Flower

Proposed Delegate Details

| | |
|-----------------------------|--|
| Title | First name Andy |
| Preferred name | Last name Flower |
| Work phone number | Email address andyflower@uattest.au |
| Clinical status Clinical | Occupation Allied Health Professional - Social Worker |

| Qualification | Qualification type | Completion date | Expiry date |
|--------------------------------|------------------------|-----------------|-------------|
| Health related Degree or above | Other (Please specify) | 04/06/2024 | |

Profession

I confirm that the details above are correct and I would like to proceed

SUBMIT CANCEL

- ! Please note, banners will display if information is missing. If a red banner displays you will not be able to progress the application.

X To apply for Clinical Assessment Delegate or Triage delegate position, the proposed delegate must have Clinical status. To update Clinical status please contact your Outlet/Org Admin staff member. Alternatively, you can apply for a Non-Clinical Assessment Delegate position.

If an amber banner displays you will still be able to progress your application but additional information will be required later.

! Proposed delegate does not have a valid My Aged Care Assessor Training recorded, please:

- Contact Outlet/Org Admin staff to update My Aged Care Assessor Training with Completion and Expiry dates in the proposed delegate's user profile before submitting

Alternatively, move forward with the application. Keep in mind that Team Leader verification is required.
Please attach any supporting documentation before submitting.
To consult application criteria [click here](#) or go to Organisation administration > Delegate Positions

- Step 02 – **Delegate Position/s** will then display. Select **ADD OUTLET POSITION**.

02
Delegate Position/s
Select the outlets to appoint the proposed delegate.
Select up to 5 outlets in one application.

All fields marked with an asterisk (*) are required.

ADD OUTLET POSITION

I confirm the request in the specified outlets.

SUBMIT CANCEL



6. The Outlet position details will then display. Select the outlets the Delegate position will relate to from the drop-down list of Outlets. Applicants can select up to five Outlets per application. Select the confirmation checkbox to progress to the next step.

02
Delegate Position/s
Select the outlets to appoint the proposed delegate.
Select up to 5 outlets in one application.

All fields marked with an asterisk (*) are required.

Outlet position details

Outlet * State

From To
(e.g. dd/mm/yyyy) (e.g. dd/mm/yyyy)

ADD OUTLET POSITION

I confirm the request in the specified outlets.

SUBMIT CANCEL

7. In step **03 – Application Verifier Details** select the Team Leader who will verify your application from the drop-down menu.

03
Application Verifier Details
Choose the team leader from your assessment organisation who will verify your application. After team leader approval, the application proceeds to the application supporter for the next level of approval.

Team lead name *

8. In step **04 – Application supporter details** select the Operational Manager who will be supporting your application from the drop-down menu.

Please note if an Operational Manager is not present you will not be able to progress with your application. If this is the case, contact your Organisation.

04
Application supporter details
Choose the operational manager from your assessment organisation who will support your application.

Operational manager name *

9. Finally, submit any support documentation by selecting **UPLOAD SUPPORTING DOCUMENTATION** in step **05 – Attachments**.

Then select **SUBMIT**. Your application will then be sent to the nominated Team Leader for reviewing and actioning.

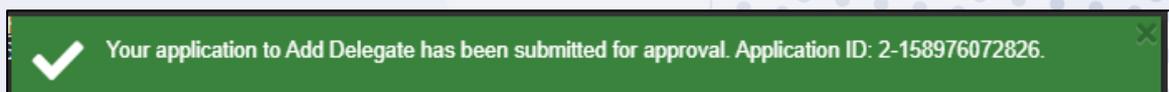
05
Attachments
Submit supporting documentation for the application.

UPLOAD SUPPORTING DOCUMENTATION

Upload up to 5 files (10MB total, 5MB max each) in .jpeg, .jpg, .bmp, .png, .xlsx, .pdf, or .txt format.

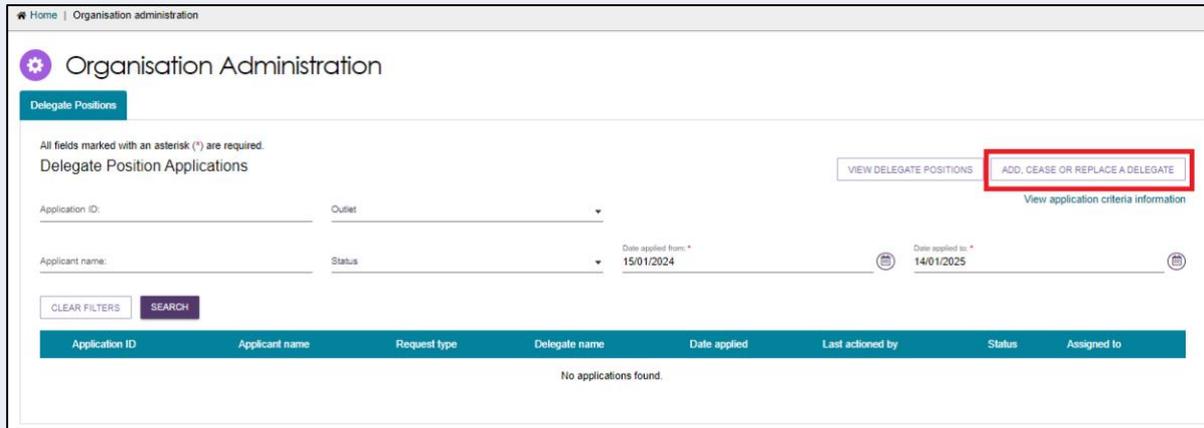
SUBMIT CANCEL

Once the application is submitted, a green pop-up will display that contains the application ID.



4. Ceasing a Delegate role

1. From the **Organisation Administration** page select **ADD, CEASE OR REPLACE A DELEGATE**.



Home | Organisation administration

Organisation Administration

Delegate Positions

All fields marked with an asterisk (*) are required.

Delegate Position Applications

VIEW DELEGATE POSITIONS **ADD, CEASE OR REPLACE A DELEGATE** View application criteria information

Application ID: _____ Outlet: _____

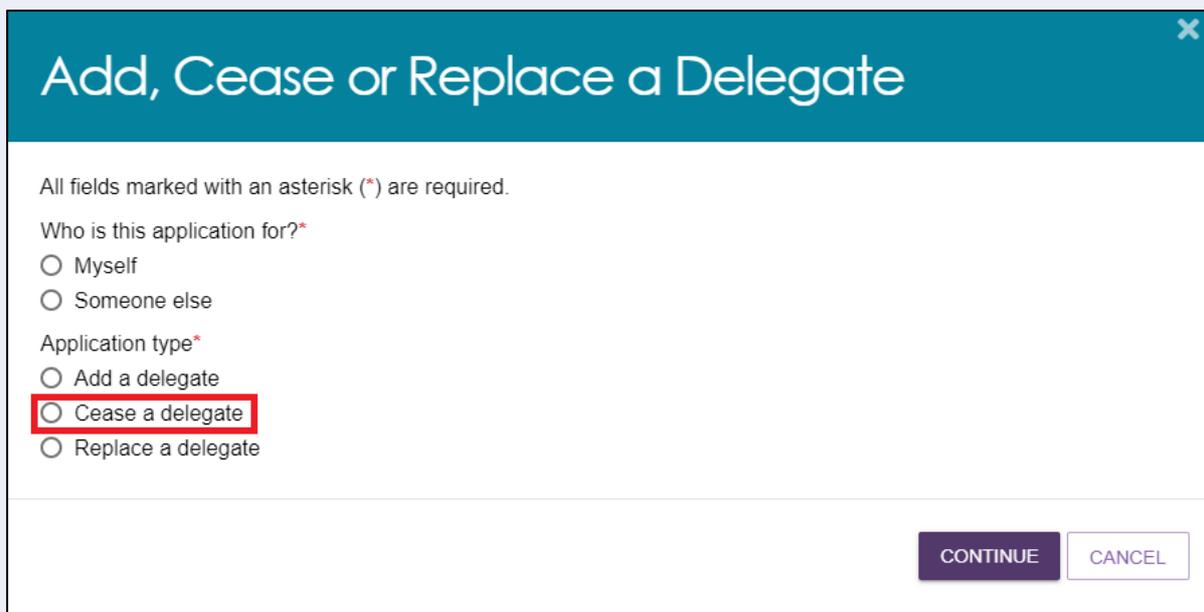
Applicant name: _____ Status: _____ Date applied from: * 15/01/2024 Date applied to: * 14/01/2025

CLEAR FILTERS SEARCH

| Application ID | Applicant name | Request type | Delegate name | Date applied | Last actioned by | Status | Assigned to |
|------------------------|----------------|--------------|---------------|--------------|------------------|--------|-------------|
| No applications found. | | | | | | | |

2. Select **Cease a Delegate** and continue.

Please note if you hold a Team Leader or Operational Manager role, the option to submit an application for someone else will display within this pop-up.



Add, Cease or Replace a Delegate

All fields marked with an asterisk (*) are required.

Who is this application for?*

Myself

Someone else

Application type*

Add a delegate

Cease a delegate

Replace a delegate

CONTINUE CANCEL

3. In step **01 – Current Delegate** select the Delegate role from the drop-down menu you wish to cease, then select the confirmation checkbox to progress.

Home | Organisation administration | Application to Cease Delegate

Cease my delegate status

01
Current Delegate
Please choose the delegate role and review details for accuracy.
Please note: Once you submit your application you will not be able to change delegate role.

All fields marked with an asterisk (*) are required.

Delegate role *

Name

| | |
|-------------------|---------------|
| Title | First name |
| Preferred name | Last name |
| Work phone number | Email address |
| Clinical status | Occupation |

I confirm that the details above are correct and I would like to proceed

SUBMIT CANCEL

4. Step **02 – Delegate Position/s** will then display. Select the outlets you wish the Delegate role to be ceased for and add relevant start and end dates. Select the confirmation checkbox to continue.

02
Delegate Position/s
Choose outlets where the current delegate will be ceased.
Select up to 5 outlets in one application.

Please select outlets where the delegate will be ceased *

Select all

| Outlet | Profession | Delegate position | State/Territory |
|---|---------------|-------------------|-----------------|
| <input type="checkbox"/> AGED CARE Outlet | No Profession | TD438ZZ0 | ACT |

I confirm the request in the specified outlets.

5. In step **03 – Application Verifier Details** select the Team Leader who will verify your application from the drop-down menu.

03
Application Verifier Details
Choose the team leader from your assessment organisation who will verify your application. After team leader approval, the application proceeds to the application supporter for the next level of approval.

Team lead name *

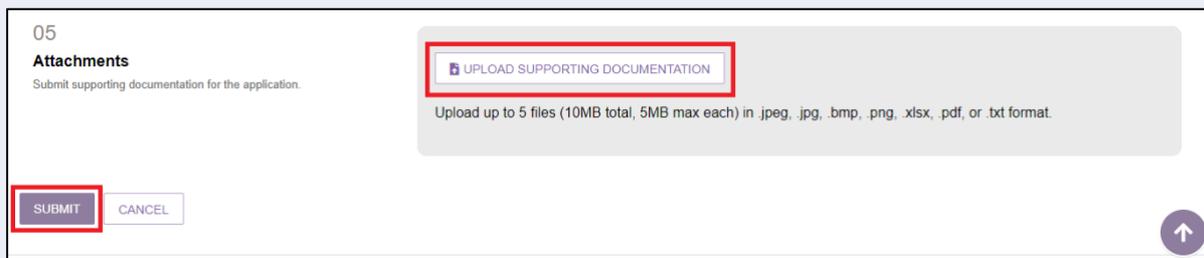
6. In step **04 – Application supporter details** select the Operational Manager who will be supporting your application from the drop-down menu.
- Please note if an Operational Manager is not present you will not be able to progress with your application. If this is the case contact your Organisation.

04
Application supporter details
Choose the operational manager from your assessment organisation who will support your application.

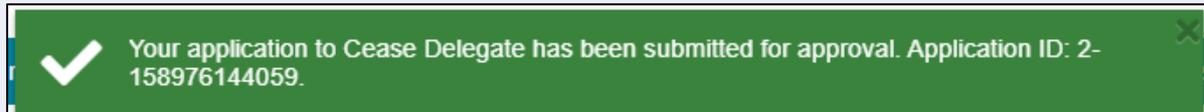
Operational manager name *

7. Finally, submit any support documentation by selecting **UPLOAD SUPPORTING DOCUMENTATION** in step **05 – Attachments**.

Then select **SUBMIT**. Your application will then be sent to the nominated Team Leader for reviewing and actioning.

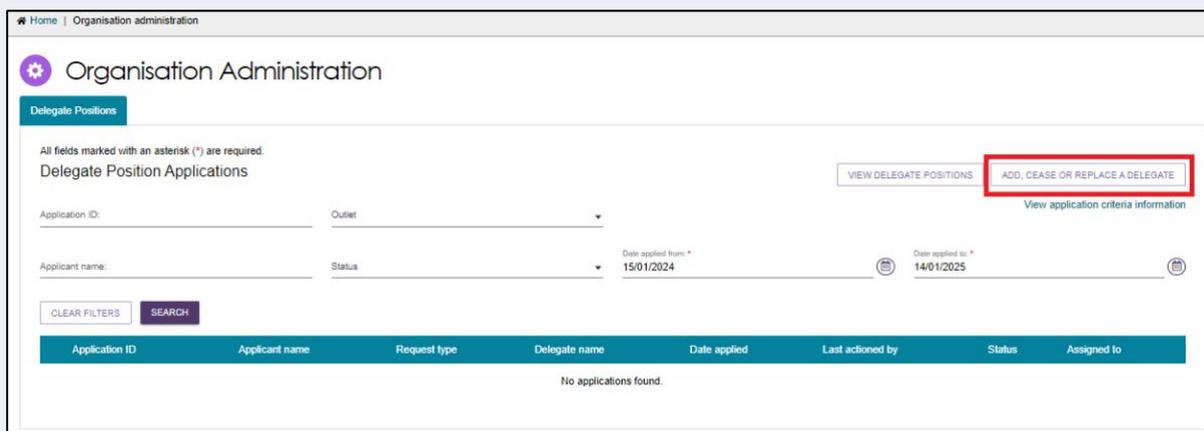


A green banner will display confirming the application to cease has been submitted and an Application ID provided.



5. Replacing a Delegate role

1. From the **Organisation Administration** page select **ADD, CEASE OR REPLACE A DELEGATE**.



2. Select **Replace a Delegate** and continue. Please note if you hold a Team Leader or Operational Manager role, the option to submit an application for someone else will display within this pop-up.

When applying to replace a Delegate for yourself, you will also be required to select whether you will replace another Delegate or if another Delegate will replace you.

Select **CONTINUE**.

Add, Cease or Replace a Delegate

All fields marked with an asterisk (*) are required.

Who is this application for?*

- Myself
 Someone else

Application type*

- Add a delegate
 Cease a delegate
 Replace a delegate

What would you like to do?*

- I will replace another delegate
 Another delegate will replace me

CONTINUE

CANCEL

3. Step 01 – Proposed Delegate Details will display. From the drop-down menu select the **Delegate role** you wish to replace, ensure your details are correct and then select you relevant profession.

Confirm the details via selecting the checkbox and then select **SUBMIT** to continue.

Home | Organisation administration | Application to Replace Delegate

Delegate Application

I will replace another delegate

01

Proposed Delegate Details
Please choose the delegate role, profession and review details for accuracy.
Please note: Once you submit your application you will not be able to change delegate role.

All fields marked with an asterisk (*) are required.

Delegate role *

Name

Proposed Delegate Details

| | |
|-------------------|---------------|
| Title | First name |
| Preferred name | Last name |
| Work phone number | Email address |
| Clinical status | Occupation |

Profession

I confirm that the details above are correct and I would like to proceed

SUBMIT CANCEL



- In Step **02 – Current Delegate** enter the name of the Delegate you are applying to replace. Note, the system will display the current Delegates in a drop-down menu as you type their name in.

02
Current Delegate
The delegate that will be replaced. Remember that you can only replace a delegate within the same Delegate role.

All fields marked with an asterisk (*) are required.

Delegate role
Clinical Assessment Delegate

Name *
af
Africa GREEN

I would like to proceed

SUBMIT CANCEL

The Delegates details will then display. Select the checkbox to confirm the details are correct to continue.

- In step **03 – Delegate Position/s** select the outlets where the current Delegate will be replaced. You may also enter a start and end date.

Select the confirmation checkbox to continue.

03
Delegate Position/s
Choose outlets to appoint the proposed replacement delegate.
Select up to 5 outlets in one application.
From and *To* dates are optional. *From* is the replacement start date and *To* is replacement end date.

Please select outlets where the current delegate will be replaced by the proposed delegate *

| Outlet | Profession | Delegate position | State/Territory |
|--|------------------|-------------------|-----------------|
| <input checked="" type="checkbox"/> AGED CARE Outlet | Registered Nurse | 8AC23 | ACT |

From (e.g. dd/mm/yyyy) To (e.g. dd/mm/yyyy)

Current Delegate will be replaced in the following Outlets
GRAZIER AGED CARE Outlet ACAT-RAS

I confirm the request in the specified outlets. *

- In step **04 – Application Verifier Details** select the Team Leader who will verify your application from the drop-down menu.

04
Application Verifier Details
Choose the team leader from your assessment organisation who will verify your application. After team leader approval, the application proceeds to the application supporter for the next level of approval.

Team lead name *

- In step **05 – Application Supporter Details** select the Operational Manager who will be supporting your application from the drop-down menu.

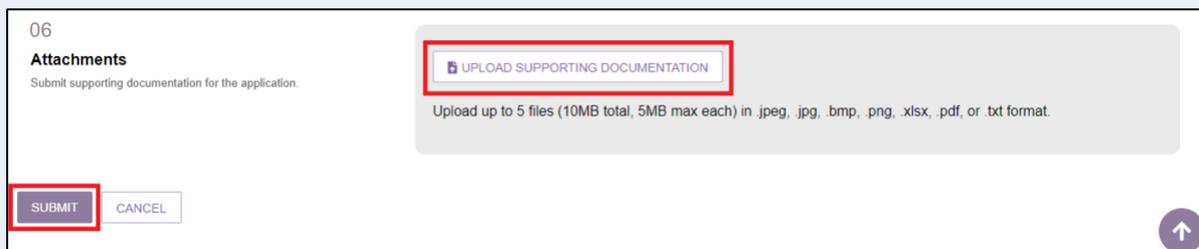
Please note if an Operational Manager is not present you will not be able to progress with your application. If this is the case contact your Organisation.

05
Application supporter details
Choose the operational manager from your assessment organisation who will support your application.

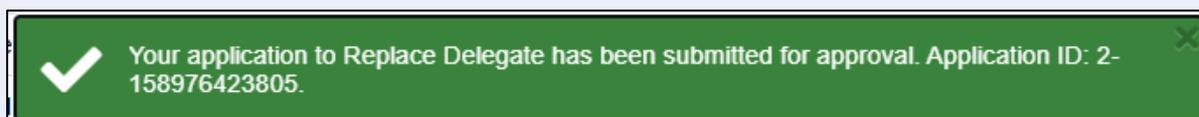
Operational manager name *

- Finally, submit any support documentation by selecting **UPLOAD SUPPORTING DOCUMENTATION** in step **06 – Attachments**.

Then select **SUBMIT**. Your application will then be sent to the nominated Team Leader for reviewing and actioning.



A green banner will then display confirming the application has been submitted and outlining the application ID.



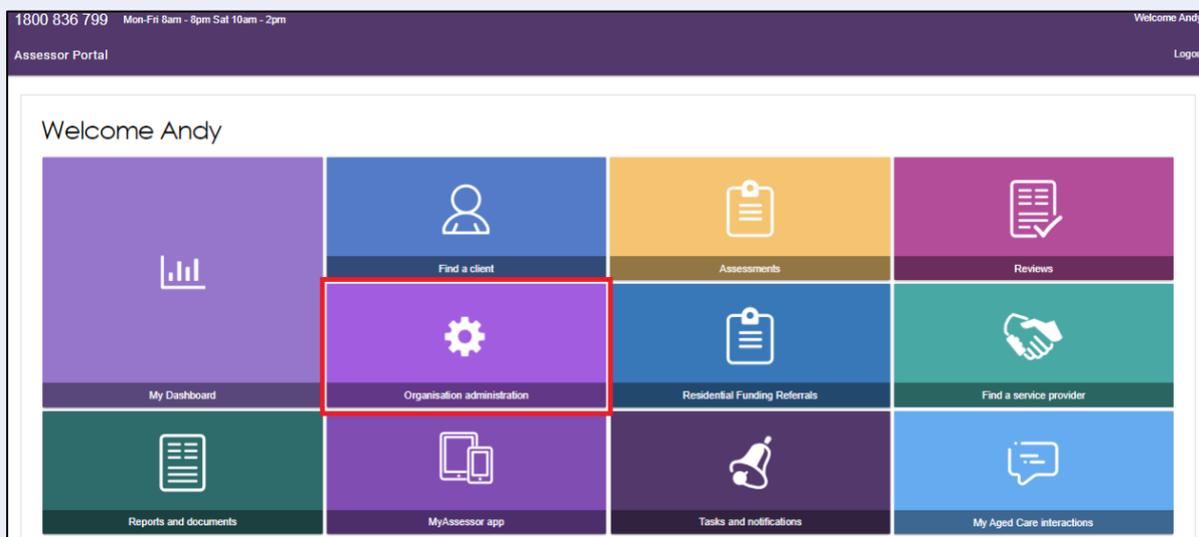
6. Approving Delegate roles

Once an application to add, cease or replace a Delegate has been submitted, a Team Leader and Operational Manager will be required to verify and support the application.

6.1 Team Leader verification of application

For a Team Leader to verify a Delegate's application follow the steps below.

- From the homepage, select the **Organisation administration** tile.



- From the **Delegate Positions** tab, Team Leaders will be able to view all Delegate applications and their current status. The nature of the request (adding, ceasing or replacing a Delegate) will display in the **Request type** column.

Expand the application you wish to verify by selecting the arrow icon and then select **VERIFY APPLICATION**.



Please note, applications that require verifying will be marked with a red exclamation mark next to the Application ID.

| Application ID | Applicant name | Request type | Delegate name | Date applied | Last actioned by | Status | Assigned to |
|----------------|-----------------|--------------|---------------|--------------|------------------|-----------------------|----------------|
| 2-158976073581 | MYER, Green | Add Delegate | MYER, Green | 29/01/2025 | | Approved | |
| 2-158976072826 | MELBOURNE, Lora | Add Delegate | GILL, Jason | 29/01/2025 | MELBOURNE, Lora | Submitted to Verifier | PHILIL, Curtis |

! You can also reassign the application to another Team Leader to verify by selecting **REASSIGN APPLICATION**. A pop-up will display asking you to select the Team Leader you wish to reassign the application to before selecting the **RE-ASSIGN** button.

Re-assign to*

- Concet AFRICA
- Jasmin FLOWER
- Mesh FREE
- Mawson PHILIP
- Den PROSPECT
- Temple PROSPECT
- Adelaide ROSE
- Curtin VELLACOT
- Simon WALLEY
- Smith WALTER
- Jio WELL

RE-ASSIGN CANCEL

3. The Delegates application will then display.

If verifying an application to cease a Delegate review the application in full then continue to the next step.

If verifying an application to add a Delegate or replace a Delegate, review the application in full before completing the **Complete Verification** section (step 05 for adding a Delegate and step 06 for replacing a Delegate).



05
Complete Verification
Please review these options carefully, as they will impact how the application is assessed.

All fields marked with an asterisk (*) are required.

**Proposed Delegate has no occupation recorded that matches the profession selected.
Proposed delegate does not have a valid National Delegation Training recorded.
Please provide a Delegate Circumstances letter outlining special circumstances and/or business reasons to verify the application.**

Does the proposed delegate hold a tertiary qualification in a health-related discipline directly related to health, aged care, or related specialist area? e.g. registered nurse, medical officer, occupational therapist, physiotherapist and social work? *

No Yes

| Qualification | Qualification type | Completion date | Expiry date |
|---------------------------|--------------------------------|-----------------|-------------|
| Diplomas and Certificates | My Aged Care Assessor Training | 02/01/2025 | |

Does the proposed delegate hold a current unrestricted registration with the Australian Health Practitioners Regulation Agency (AHPRA) or is eligible to be part of another relevant professional organisation? *

No Yes

Has the proposed delegate completed the mandatory My Aged Care Assessor Training and have their completion date recorded? *

No Yes

My Aged Care Assessor Training completion date (e.g. dd/mm/yyyy)

Has the proposed delegate completed the mandatory National Delegation Training and have their completion date recorded? *

No Yes

National Delegation Training completion date (e.g. dd/mm/yyyy)

Does the proposed delegate have at least one years' experience in aged care assessment? *

No Yes

Is the proposed delegate routinely engaged in the full spectrum of aged care assessment work including community-based assessments? *

No Yes

Is the proposed delegate qualified in one of the core disciplines (professions) for the assessment organisation? *

No Yes

In the **Attachments** section (step 06 for adding a Delegate and step 07 for replacing a Delegate) upload the Delegate circumstances letter by selecting the **UPLOAD DELEGATE CIRCUMSTANCES LETTER**. You can also upload additional support documentation as part of this step.

Note, a Delegate Circumstances Letter must be uploaded if there are any amber warnings against the application.

06
Attachments
Submit supporting documentation for the application.

All fields marked with an asterisk (*) are required.
Delegate circumstances letter required below. (?) *

Please provide a Delegate Circumstances letter outlining special circumstances and/or business reasons to verify the application.

UPLOAD DELEGATE CIRCUMSTANCES LETTER

UPLOAD SUPPORTING DOCUMENTATION

Upload up to 5 files (10MB total, 5MB max each) in .jpeg, .jpg, .bmp, .png, .docx, .xlsx, .pdf, or .txt format.

- To verify the application, select the relevant acknowledgement tick boxes and then click **VERIFY APPLICATION**.

Please note, the acknowledgements displayed differ depending on the type of application as well as the individual's circumstances (e.g. if the proposed Delegate does or does not meet the criteria).

06
Attachments
Submit supporting documentation for the application.

All fields marked with an asterisk (*) are required.
Delegate circumstances letter required below. (?) *

Please provide a Delegate Circumstances letter outlining special circumstances and/or business reasons to verify the application.

UPLOAD DELEGATE CIRCUMSTANCES LETTER

UPLOAD SUPPORTING DOCUMENTATION

Upload up to 5 files (10MB total, 5MB max each) in .jpeg, .jpg, .bmp, .png, .docx, .xlsx, .pdf, or .txt format.

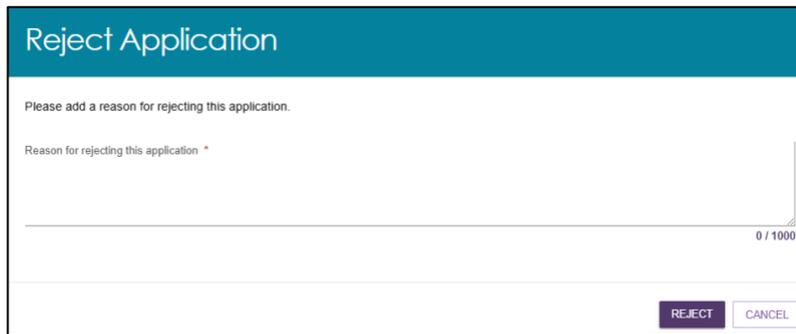
I hereby verify that the information in this form is true and correct. *

I acknowledge that the proposed delegate does not meet the required criteria. I verify the nomination of the new delegate. *

VERIFY APPLICATION RETURN APPLICATION TO APPLICANT REJECT APPLICATION CANCEL



! If you wish to reject the application select **REJECT APPLICATION**. Enter the reason for rejection and select **REJECT**.



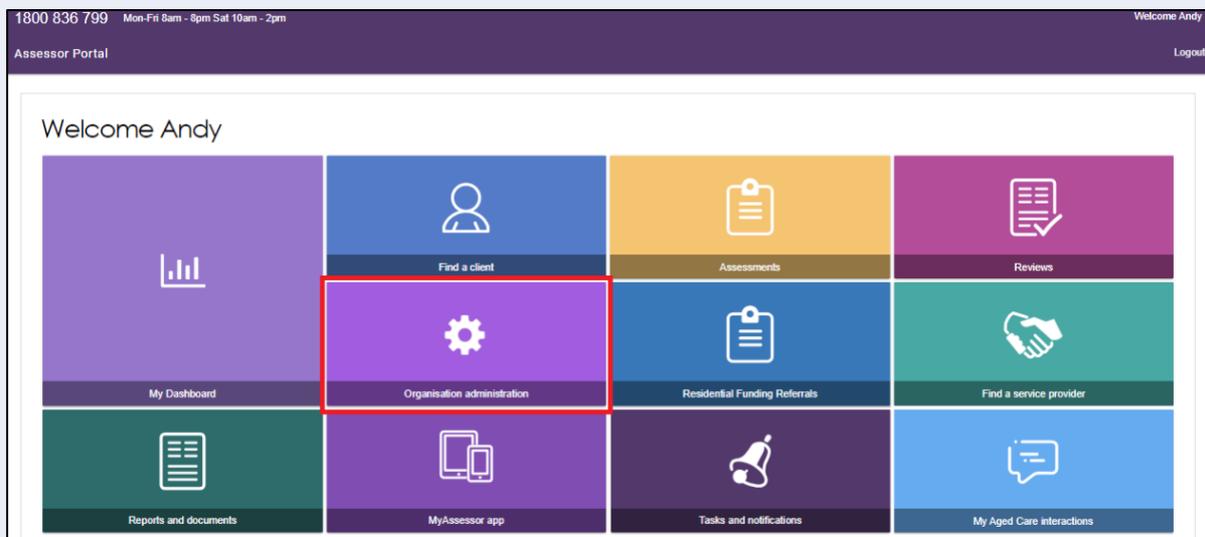
A green banner will then display confirming the application has been submitted to the Supporter.



6.2 Operational Manager support of application

For an Operational Manager to support a Delegate's application follow the steps below.

1. From the homepage, select the **Organisation administration** tile.



2. From the **Delegate Positions** tab Operational Managers will be able to view all Delegate applications and their current status.

Expand the application you wish to verify by selecting the arrow icon and then select **SUPPORT APPLICATION**.

Please note, applications that require verifying will be marked with a red exclamation mark next to the Application ID.



Home | Organisation administration

Organisation Administration

Delegate Positions

All fields marked with an asterisk (*) are required.

Delegate Position Applications

VIEW DELEGATE POSITIONS ADD, CEASE OR REPLACE A DELEGATE

Application ID: _____ Outlet: _____ [View application criteria information](#)

Applicant name: _____ Status: _____ Date applied from: * 30/01/2024 Date applied to: * 29/01/2025

CLEAR FILTERS SEARCH

| Application ID | Applicant name | Request type | Delegate name | Date applied | Last actioned by | Status | Assigned to |
|----------------|-----------------|--------------|---------------|--------------|------------------|------------------------|-----------------|
| 2-158976073581 | MYER, Green | Add Delegate | MYER, Green | 29/01/2025 | | Approved | |
| 2-158976072826 | MELBOURNE, Lora | Add Delegate | GILL, Jason | 29/01/2025 | PHILIL, Curtis | Submitted to Supporter | MELBOURNE, Lora |

Delegate role: Clinical Assessment Delegate Outlets: Sirius ACAT and RAS Outlet

View Application **SUPPORT APPLICATION** REASSIGN APPLICATION

! Please note, you can also reassign the application to another Operational Manager to support by selecting **REASSIGN APPLICATION**. A pop-up will display asking you to select the Operational Manager you wish to reassign the application to before selecting the **RE-ASSIGN** button.

Re-assign application

All fields marked with an asterisk (*) are required.

Re-assign to*

Umberto ORANGE

RE-ASSIGN CANCEL

3. The Delegates application will then display. Review the application in full.

Please note, you have the option to upload additional supporting documentation in step **06 – Attachments**.

4. At the bottom of the page, select the acknowledgement tick boxes and then click **SUPPORT APPLICATION**.

The acknowledgements displayed differ depending on the type of application as well as the individual's circumstances (e.g if the proposed Delegate does or does not meet the criteria).

06 Attachments

Submit supporting documentation for the application.

All fields marked with an asterisk (*) are required.

UPLOAD SUPPORTING DOCUMENTATION

Upload up to 5 files (10MB total, 5MB max each) in .jpeg, .jpg, .bmp, .png, .docx, .xlsx, .pdf, or .txt format.

Delegate_circumstances_letter.docx (Delegate Circumstances) [docx 13.05KB] 29 January 2025
 Delegate_circumstances_letter

I hereby verify that the information in this form is true and correct. *

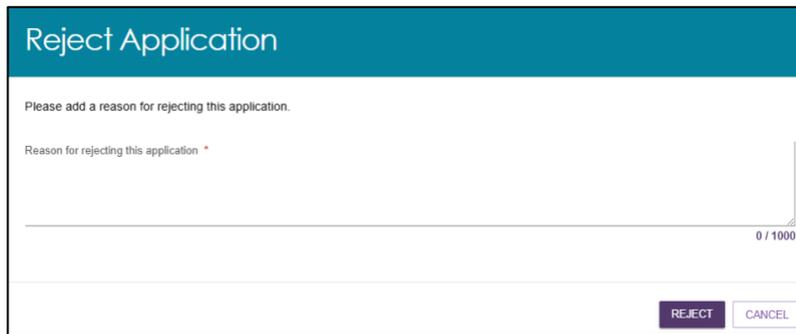
Verifier acknowledges the proposed delegate does not meet the required criteria. Verifier confirms the nomination of the new delegate

I acknowledge that the proposed delegate does not meet the required criteria. I support the nomination of the new delegate. *

SUPPORT APPLICATION RETURN APPLICATION TO APPLICANT REJECT APPLICATION CANCEL



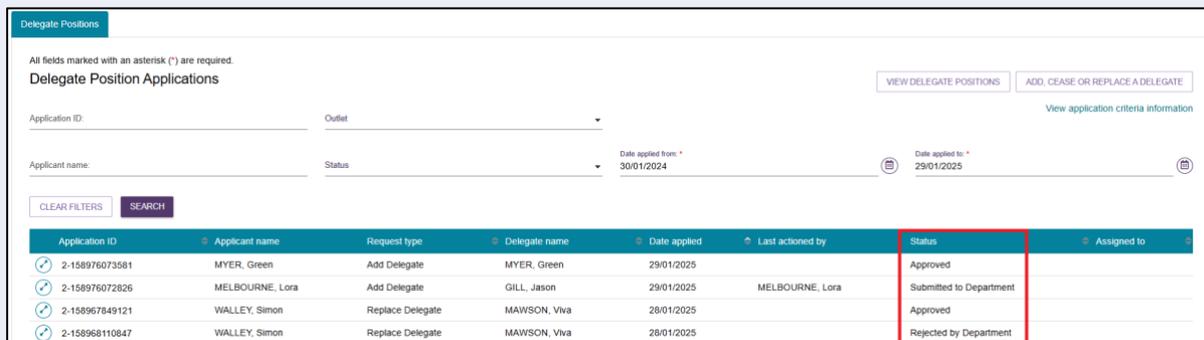
! If you wish to reject the application select **REJECT APPLICATION**. Enter the reason for rejection and select **REJECT**.



A green banner will then display confirming the application has been submitted to the Department.

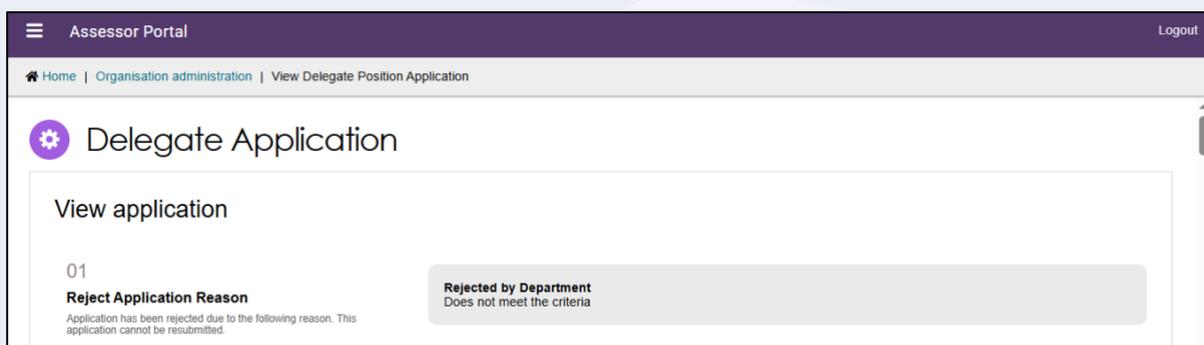


Once the Department has actioned the application an email will be sent to the Operational Manager. Application outcomes will also display in the **Tasks and Notifications** tile as well as displaying in the **Delegate Positions** page under **Status**.



| Application ID | Applicant name | Request type | Delegate name | Date applied | Last actioned by | Status | Assigned to |
|----------------|-----------------|------------------|---------------|--------------|------------------|-------------------------|-------------|
| 2-158976073561 | MYER, Green | Add Delegate | MYER, Green | 29/01/2025 | | Approved | |
| 2-158976072826 | MELBOURNE, Lora | Add Delegate | GILL, Jason | 29/01/2025 | MELBOURNE, Lora | Submitted to Department | |
| 2-158967849121 | WALLEY, Simon | Replace Delegate | MAWSON, Viva | 28/01/2025 | | Approved | |
| 2-158968110847 | WALLEY, Simon | Replace Delegate | MAWSON, Viva | 28/01/2025 | | Rejected by Department | |

If an application is rejected by the Department, the reason will be displayed in the **View application** page.



Assessor Portal

Home | Organisation administration | View Delegate Position Application

Delegate Application

View application

01

Reject Application Reason
Application has been rejected due to the following reason. This application cannot be resubmitted.

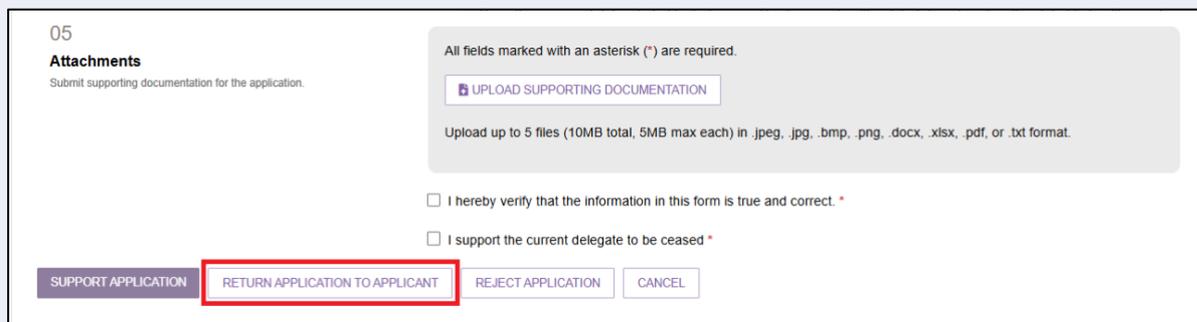
Rejected by Department
Does not meet the criteria



7. Returning Delegate applications

Operational Managers and Team Leaders are able to return applications to the applicant if needed.

1. From **the Delegate positions** page open the application you wish to view. If you need to return the application select **RETURN APPLICATION TO APPLICANT** at the bottom of the page.



05

Attachments
Submit supporting documentation for the application.

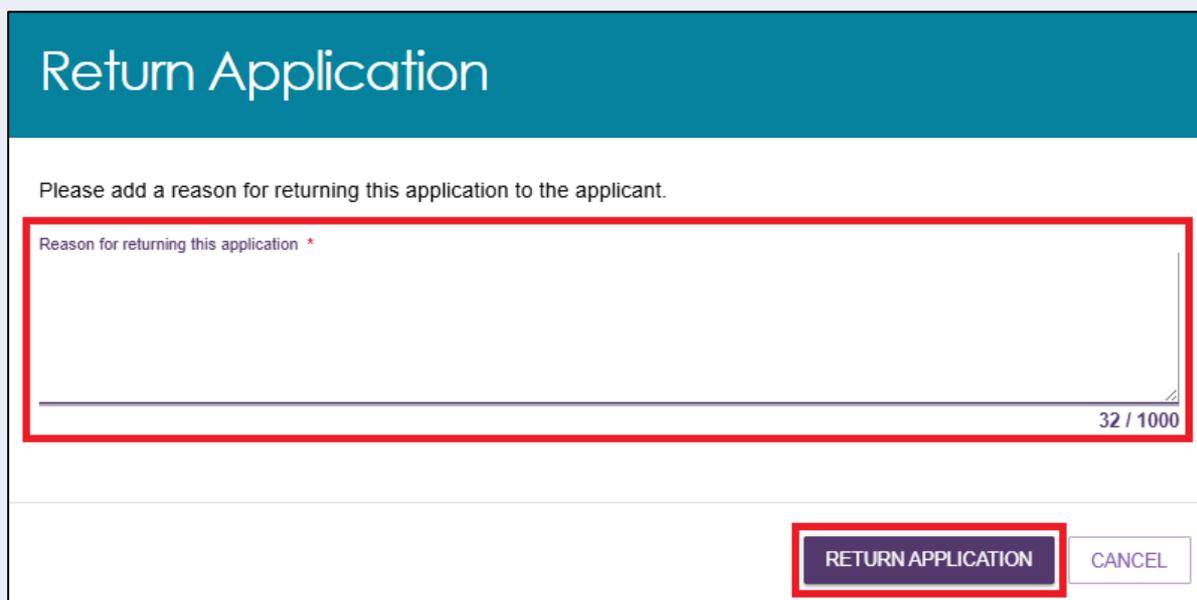
All fields marked with an asterisk (*) are required.

Upload up to 5 files (10MB total, 5MB max each) in .jpeg, .jpg, .bmp, .png, .docx, .xlsx, .pdf, or .txt format.

I hereby verify that the information in this form is true and correct. *

I support the current delegate to be ceased. *

2. A pop-up will display. Enter the reason for returning the application then select **RETURN APPLICATION**.



Return Application

Please add a reason for returning this application to the applicant.

Reason for returning this application *

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3. The application will then return to the staff member who submitted the application for resubmission.

To resubmit the application, select **RESUBMIT APPLICATION** from the Delegate Positions page.

Home | Organisation administration

Organisation Administration

Delegate Positions

All fields marked with an asterisk (*) are required.

Delegate Position Applications

VIEW DELEGATE POSITIONS ADD, CEASE OR REPLACE A DELEGATE

Application ID: _____ Outlet: _____ [View application criteria information](#)

Applicant name: _____ Status: _____ Date applied from: * 30/01/2024 Date applied to: * 29/01/2025

| Application ID | Applicant name | Request type | Delegate name | Date applied | Last actioned by | Status | Assigned to |
|----------------|-----------------|----------------|---------------|--------------|------------------|-----------------------|-----------------|
| 2-158976144059 | MELBOURNE, Lora | Cease Delegate | GILL, Jason | 29/01/2025 | MELBOURNE, Lora | Returned by Supporter | MELBOURNE, Lora |

Delegate role: Clinical Assessment Delegate Outlets: Sirius Outlet

Ceasing Delegate name: _____

- Update the application as required then select the tick box verifying the information is correct and click **RE-SUBMIT**.

06

Attachments

Submit supporting documentation for the application.

Upload up to 5 files (10MB total, 5MB max each) in .jpeg, .jpg, .bmp, .png, .docx, .xlsx, .pdf, or .txt format.

I hereby verify that the information in this form is true and correct. *

The application will then be submitted to be verified.

