New Hire from 2013 Pool?

Submit RTO (with Posting #, Job Group and Census Code in the Internal Comments), position description or list of courses being taught, application materials (CV), and signed application form to UPS

Do you have an open 2013 Pool?

Yes

Yes

No

No

Renewal from 2013 Pool?

Yes

Submit RTO to UPS, including Posting #, Job Group and Census Code in Internal Comments

No

Renewal from pre-2013 Pool: Submit RTO to UPS, including Posting #, Job Group and Census Code in Internal Comments

New Hire from open 2012 Pool?

Submit RTO, Compliance Statement with Supporting Documentation\*, and signed application form to UPS

Yes

No

Renewal: Submit RTO to UPS, including Posting #, Job Group and Census Code in Internal Comments