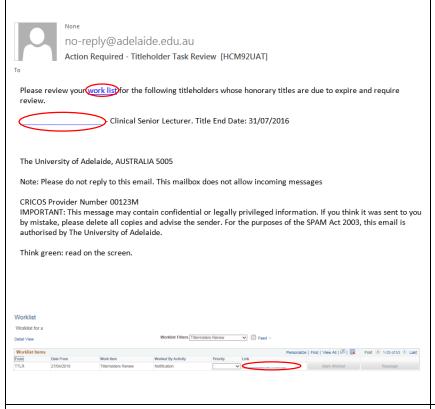


Titleholder Renewal tasks will be created 3 months prior to the title expiration date.

The School Contact/Delegate, in consultation with the Head of School, will action the title as a renewal or termination.

Tasks will workflow to the respective approvers as outlined in the <u>Titleholder - Conferral of Honorary Roles</u> Procedure.



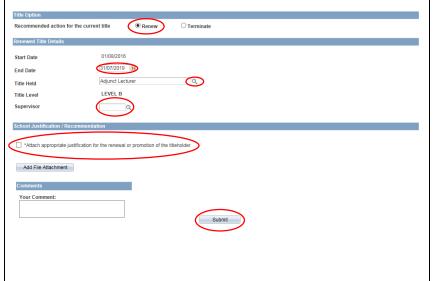
## View a Titleholder Renewal task

The School Contact receives a **Titleholder Task Review** email notification.

Click on the **worklist** link to view all tasks assigned to you.

Alternatively click on the **name** link to take you directly to the Renewal eform for a specific Titleholder.

The eform is displayed.



## **Actioning a Renewal**

When **Renew** is selected the **Renewed Title Details** section is displayed and editable.

The **End Date** is prepopulated to the maximum contract period of 3 years from the renewed start date. The **End Date** can be edited.

Click on <sup>Q</sup> beside the **Title Held** field to select a different
Title level.

The **Supervisor** is prepopulated and can be edited.

The School Contact or Head of School must attach a

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	justification, refer to How to Upload a Document.
	Comments can be added in the <b>Your Comment</b> box.
	Click <b>Submit</b> .
You have just SUBMITTED this form. This action passed the form to Head of School for further processing.  Process Visualiser  1: School 2: Head of School 2: Executive Dean 3: Executive Charcelor Charcelor 0: Processing 7: System	The <b>Process Visualiser</b> is displayed. The visualiser indicates who the request has workflowed to.
* Renewal eform - Additional Sections	
Registration With National Board  *AHPRA Registration Number  Registration Type  Registration Status  Registration Issue Date	*When renewing a <i>Clinical</i> Titleholder, the <b>Registration</b> With National Board section is displayed.
Registration Expiry Date  If the Option  Recommended action for the current title  Renew  Terminate	Enter the Titleholder's APHRA (Australian Health Practitioner Regulation
	Agency) Registration details. *When renewing an <i>Affiliate</i>
Employment Details  Organisation  Position Held  Title Option  Recommended action for the current title  Renew  O Terminate	Titleholder, the Employment  Details section is displayed.  The drop-down list contains all Approved Organisations.
	Enter the Titleholder's current Organisation name and the Position Held at that organisation.
Title Option  Recommended action for the current title Renew Terminate  Acknowledgement  "I acknowledge the Titleholder is aware their title is terminating, before submitting the request.	Actioning a Termination When Terminate is selected, a comment is required to
Add File Attachment	record why this action was taken.
Comments Your Comment:	
Submit	The School Contact or Head of School must acknowledge that the Titleholder is aware their title is being terminated/lapsed.
Once the eform is fully approved an email will be <b>automatically generated to</b> of the renewal or lapse.	the Titleholder notifying them
Where the title is renewed, the email will contain a letter confirming the details duration and useful links.	of the title, including the

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## Action a Titleholder Renewal Task - Quick Reference Guide



Tasks that remain unactioned with the School Contact for 45 days after the expected title end date, will be removed from the worklist and processed as a lapsed title. The titleholder will receive an email notifying them of the lapse.

If you require further information, please contact the HR Service Centre at 8313 1111 or complete the online enquiry form.

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