## Relocation of classified teachers

## (school leaders and heads of program)

*This flowchart is to be read in conjunction with the* [*Relocation of classified teachers (school leaders and heads of program)*](https://ppr.qed.qld.gov.au/pp/relocation-of-classified-teachers-school-leaders-and-heads-of-program-procedure) *procedure.*

Yes

No

Is the application for compassionate reasons, cross sector or for a role different to their substantive?

Talent Unit obtains additional information from employee where required.

Principal/ARD/RD endorses the application and emails to Talent Unit, Human Resources at [recruitmentteaching@qed.qld.gov.au](mailto:recruitmentteaching@qed.qld.gov.au)

Employee completes [Relocation application](https://ppr.qed.qld.gov.au/attachment/relocation-application-form.pdf) form and emails to their supervisor (Principal, Assistant Regional Director (ARD) or Regional Director (RD) with a copy to the Regional HR Team.

Talent Unit acknowledges receipt of application within 14 days and checks details and confirms eligibility.

Applicant Review Panel (ARP) review application and make recommendations.

Talent Unit advises employee about ARP recommendations.

Talent Unit will record application and ARP outcomes (if appropriate) in HR System.

Application for relocation process is completed. Employees are considered as part of the [Recruitment of classified teacher positions (school leaders and heads of program)](https://ppr.qed.qld.gov.au/pp/recruitment-of-classified-teacher-positions-school-leaders-and-heads-of-program-procedure). Employees are eligible to apply for any role that is advertised.

