



ACE RMO 2024 Intake for the 2025 Training Year Applicant Guide

For New Zealand and Australian medical graduates applying for a first year House Officer position in New Zealand



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Introduction

The Advanced Choice of Employment (ACE) programme facilitates the application and recruitment process for final year of Australian and New Zealand medical students applying for their first year House Officer position. This process is coordinated on behalf of the 20 district employers across New Zealand that employ first year House Officers.

Since its inception, ACE has assisted thousands of New Zealand and Australian medical students to obtain their first position in a district employer across New Zealand. Applying via ACE is the most successful way of gaining a first year House Officer position commencing in November of the training year.

Overview

Advanced Choice of Employment (ACE) is for New Zealand and Australian Medical Graduate applying for a first year House Officer position in New Zealand.

ACE is a single application tool that allows graduate doctors throughout the country to put in one application which is then distributed to up to 20 district employers throughout the country according to which employers they most prefer to work.

Please note that this is not the only way to find a House Officer position. You are still able to apply for positions directly to employers and other employers via their career webpages or the [Kiwi Health Jobs](#) website and other job search sites.

How it works

You have 4 months between **11 March and 5 July 2024** to submit your application to ACE including cover letter(s), CV, residency documents and references. You will also select up to 20 employers, minimum of 6, that you would most like to work for, ranking them in preference order.

ACE will then distribute your application to the employers you've ranked. Employers will assess all applications, interview their preferred applicants, and then rank their applicants in preference order.

ACE will take the list of ranked applicants from each employer and then perform a complex matching algorithm that aims to match you to one of your highest preferred employers provided they have also ranked you as a preferred candidate. The algorithm aims to match you to your highest preferred employer where possible.

Following this, you will be sent a single offer letter from the employer you've been successfully matched to OR, if not successfully matched in the first instance, you will be placed into a talent pool of candidates and sent to all the employers (not just your preferred ones) and they will use that talent pool to fill any remaining vacancies and positions that may become available outside of the ACE application timeframe.

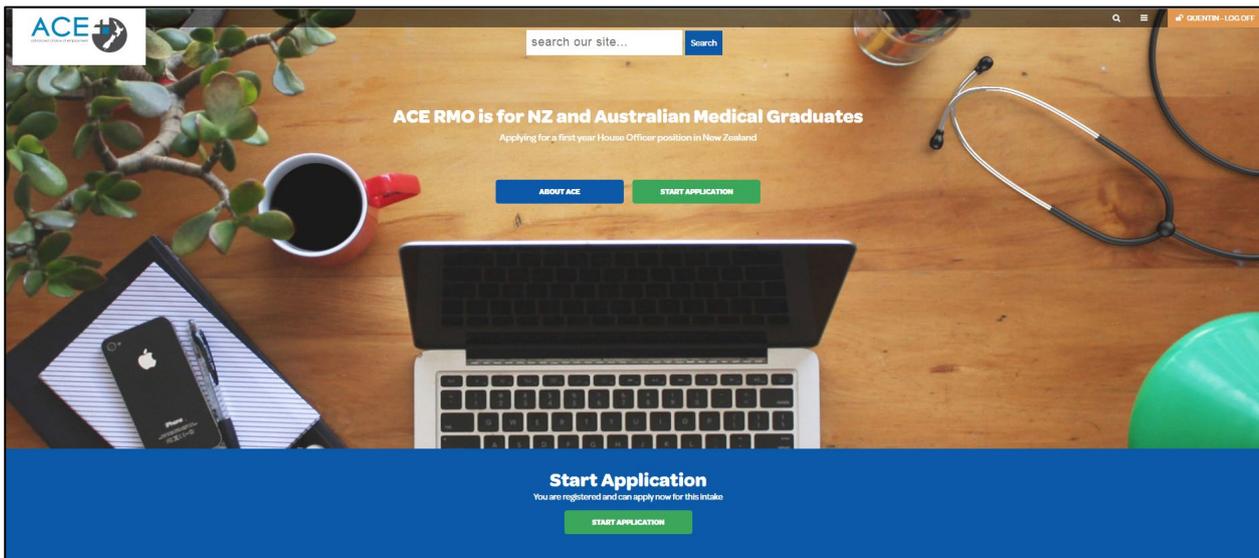
The ACE process may at first seem a little overwhelming but throughout the ACE process you can find help via multiple avenues. You can visit the [ACE RMO Website](#), download the ACE Applicant Guide, ask questions on the [ACE RMO Facebook](#) page or contact the ACE consultant via [email](#) or via phone Monday - Friday between 8am - 4.30pm on **0508 ACE RMO**

ACE Principles

1. All employers have agreed to implement the ACE scheme and to work within the ACE process. Employers will not pre-match applicants to first year House Officer Positions.
2. All applicants seeking first year House Officer Positions for the start of the training year (November) should apply through the ACE programme.
3. Applicant employer preferences and employer ranking of preferred graduates are private and confidential. As per the Business Rules the applicants are not required to disclose their preferences to the employers so employers are advised not to ask the applicants to disclose their preferences for their ranking process.

- Neither party in the recruitment process should make independent contracts prior to the notification of the match results.
- Having been matched to an employer, there is an expectation that the applicant will accept a position with that employer, as declining a position will see that applicant excluded from the intake. Similarly, employers may not appoint House Officers matched to another employer without the express consent from that employer and ACE.

Applicants and employers are asked to report to ACE should there be any instances of breaches of the above principles.



First Time Applicants

If this is your first time applying through ACE, please read ALL the information in this guide. The first thing you should do is review the information available on the [ACE RMO Website](#).

After reviewing all the information on the ACE RMO Website, you should be ready to start applying for a House Officer position.

Eligibility

To be eligible to apply to ACE RMO for a House Officer position you must meet all of the following basic criteria:

- Category One** Graduates from New Zealand medical schools and are citizens or permanent residents of New Zealand/Australia.
- Category Two** Graduates from Australian medical schools and are citizens or permanent residents of New Zealand/Australia.
- Category Three** Graduates from New Zealand medical schools and are not permanent residents of New Zealand/Australia.

Applicants should be able to commence employment at the start of the relevant training year. The details of applicants who are not able to start on time will be sent to the employers and clearly marked as late start applicants. Employers will then have the option to rank these applicants.

Incomplete applications will be excluded from the match.

If there are unfilled positions the employers will be required to inform the ACE Consultant, who in turn will contact all unsuccessful applicants. The ACE Consultant will work proactively with both parties to ensure all positions are filled.

Graduates that do not meet these basic ACE criteria should apply directly to individual employers for private positions. We recommend checking the Job Search page on the Kiwi Health Jobs website as a first point to see which employers may be looking for RMO positions and by checking the career web pages of each district employers.

ACE RMO Intake Timeline – Key Dates

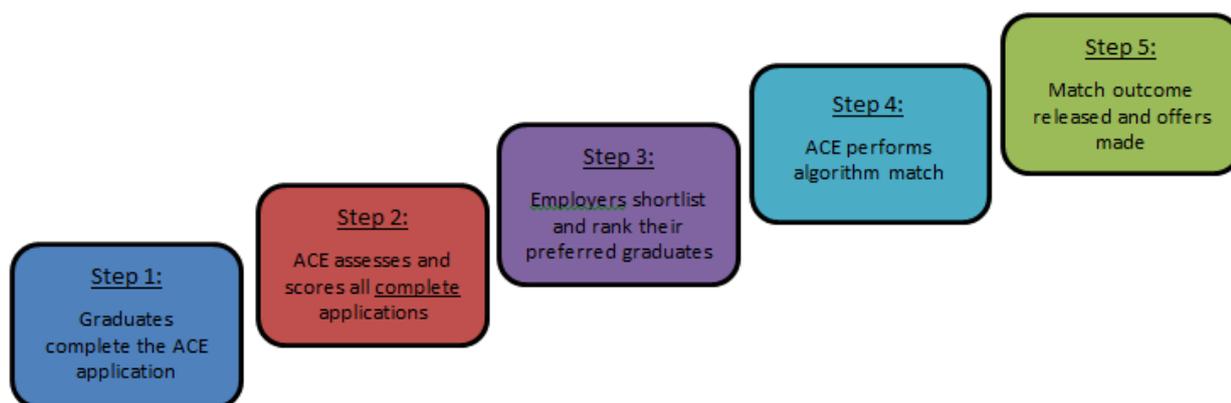
2024 ACE RMO House Officer Intake (2025 Training Year) Key Dates

Date	Milestones
9am - Monday, March 11, 2024	Applications Open
12 noon (NZT) – Friday, 5 July 2024	Applications Close
Tuesday, 16 July 2024	District rankings and selection processes commence
Tuesday, 6 August 2024	District ranking and selection processes end
Monday, 26 August 2024	Match results emailed to all applicants
Monday, 2 September 2024	Districts offer sent to successfully matched applicants
Monday 9 September 2024	Matched applicants accept or decline offers

ACE RMO Digital Roadshow Dates

Confirmed dates will be published on the ACE RMO website.

Part One: Overview of the Application Process



There are 5 key steps within the ACE application process. Each of these steps is outlined in detail below.

Step 1: Complete your ACE Application

For your application to progress to the next step it must read complete at the time applications close at **12noon (NZT) Friday, 5 July 2024**. There is no submit button for ACE; provided your application is deemed complete it will automatically be eligible for the next stage of the process.

ACE requires all applicants to complete the following processes:

- Upload your current resume (CV)
- Upload a copy of your certified academic transcript (ACE will upload transcripts by **21 June 2024** if you consented during Orientation)
- Upload your clinical results/dean's commendations
- Attach certified copies of your citizenship or residency documents
- Supply three clinical references
- Preference in order the employers you wish to work for
- Attach cover letters for the employers you wish to work for (*optional*)

Step 2: ACE assesses and scores all complete applications

ACE first ensures each application meets the eligibility requirements and then uses a set of nationally agreed criteria to assess and score each application prior to sending them to employers.

ACE reviews at the following components as part of their assessment:

- Academic transcript
- Year 4/5 Distinctions and/or commendations
- Publications and presentations
- Other degrees
- Prizes, awards or scholarships
- References

Employers are provided with the ACE Score given to applicants; however, use of this information varies across districts. Some employers incorporate the ACE Score into their selection criteria, others use it as a reference point and some only use their own selection criteria.

Step 3: Employer's shortlist and rank their preferred graduates

Employer shortlisting and selection takes place over a three-week period. During this time, employers are entirely responsible for their own processes. Note that each employer will follow their own process and may

place value on different attributes. ACE therefore recommends you review the employer information sheets found in the [Employer Information](#) section of the ACE website for more information regarding each employer's prerequisites.

The employers will review and assess all the applications that they receive, however they will only rank applicants who they think are suitable to work at their hospital. This means that even if you have preferred an employer, they might not rank you. This is very important to remember when you get your match results.

Step 4: ACE performs the algorithm match

In accordance with the ACE algorithm priorities (outlined in the ACE Match section below), the algorithm matches graduates to their highest preferred employer wherever possible. Where an applicant is unable to be matched to their first preferred employer, the algorithm will work to match them to their second, then third and so on. The ACE algorithm will continue until all positions have been filled or there are no further graduates available to be matched.

Step 5: ACE match result released and offers made

Once the ACE match has run and employers have been notified of their successfully matched graduates, ACE will inform all applicants of the outcome of their application. For the ACE RMO House Officer Intake 2024 Training Year, ACE will inform all graduates on **26 August 2024**. Employers will then have one week to carry out safety checking as required under the Children's Act before formally offering to their matched graduates on **2 September 2024**.

Summary

Please note that employer ranking and selection processes between **16 July and 6 August 2024** will vary. Some employers may contact you to carry out the checking, others may do this after they have extended a conditional offer. As such, do not be alarmed if you are not contacted during this period. Questions relating to an employer's safety checking process should be directed to the key contact at each employer. You will find this information in the [Employer Information](#) section of the ACE website. Most of the employers send the offer letters via email so it's important to have the correct email address in the online application.

If you are going to be on your elective at the time the offers are sent out and are not able to accept your offer, then you can nominate someone on your behalf to accept the offer. You just need to add their name in your application and fill the statutory declaration form (available under the additional resources on the ACE website). Your nominated person will return the statutory declaration form along with the signed offer letter to your matched employer to accept the offer on your behalf.

Applicants will be excluded from the match if they:

- Fail to submit a complete application by **12 noon (NZT) Friday, 5 July 2024**
- Do not meet the eligibility criteria as set out above

Please DO NOT send original documents to ACE as they will not be returned. There is no need to send any hard copy documents to ACE as all documents can be uploaded to the specified slot or as an appendix to the CV, except for hard copy reference forms.

All the steps above and the required documents must be completed and/or uploaded to your ACE application by the closing date. There will be no exception to this as we are working within national timeframes.

You must notify ACE if you gain employment during the application process to withdraw your application.

Part Two: ACE Application Step-by-Step Guide

Overview

In order for your application to progress to the next step it must read complete at the time applications close **12noon (NZT) Friday, 5 July 2024**. There is no submit button for ACE; provided your application is deemed complete it will automatically be eligible for the next stage of the process.

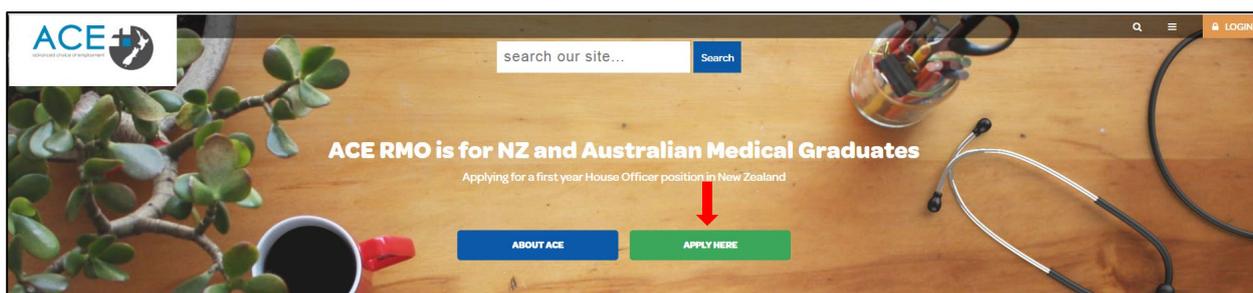
The online ACE application process consists of the following:

1. **Register and Create Your profile**
 - a. Eligibility for ACE RMO
2. **Personal Details**
 - a. Citizenship and Residency
3. **Education**
4. **Declaration**
 - a. Health and Criminal Declarations
5. **Employer Preferences**
6. **Documents**
 - a. CV
 - b. Cover Letter(s)
 - c. Academic Transcript
 - d. Clinical Results/Dean Commendations
 - e. Citizenship and Residency Documents
7. **References (nominate three referees and send reference requests)**
8. **Workforce/Diversity Questionnaire**
9. **Consent**

New Applicants: Register Profile

Before you can commence your application, you must first register within the site and create a profile. The information held within your profile (email address, contact numbers, postal/residential addresses etc.) can be updated at any time, even when applications have closed!

- Visit <http://rmo.acenz.net.nz>
- Register as a new ACE applicant or log in if you already have a profile registered



To register a profile with ACE you will need to create a unique username and email address. Note that as your email address is unique, should you forget your password you will be able to use your email address to access this again. Therefore, it is vital you use an email address which can be regularly accessed throughout the duration of the intake and ensure that this email address is correct as we receive a high number of applications from candidates who make mistakes when entering their email address.

While we do capture postal and residential addresses, due to the tight timeframes, our requirement is to be able to communicate with everyone electronically and therefore it is vital you ensure your email address is always up to date.

Your preferred contact phone number should be a number that you can be reached, or a message left, during normal business hours of 8am to 4.30pm.

If you are going to be away during the course of the application process we ask that you authorise an alternate person for us to communicate with. Due to the [Privacy Act 1993](#) requirements, ACE will not communicate with anyone other than yourself or your nominated alternative with regards to your application.

If you entered your email address incorrectly when registering your account, you can amend this under change login details.

If you have any issues logging in or lose your username, please contact the ACE Centre on **0508 ACE RMO**.

Quick Tip: You can identify your ACE applicant number quickly once you have started your application by taking note of the numbers underneath the "Your Application" heading on the left hand side of the page.



Re-Applicants

All re-applicants who still meet the eligibility criteria must login to the ACE RMO website with their existing username and password as you don't need to register again. Click on LOGIN on the right-hand corner of the front page of the website and use your existing user details to login and complete the application.

If you cannot remember your password, click on 'Forgot your Password?' and follow the instructions to reset it.

Please login

Sorry but there were errors
Invalid login attempt.

Email / User name *

Quentin

Password *

.....

Remember me?

LOGIN

[Register as a new user](#)

[Forgot your password?](#)

When you have logged in, on the right-hand panel you will see 'Applications for RMO are open' start your new application. All re - applicants need to click and commence their application as though applying for the first time. ACE will transfer key parts of your previous application details (you can edit this information if you like to) and documents like references, transcripts etc., when you re-apply. It is your responsibility to re-apply and complete the rest of your application. Please contact ACE if you would like to upload new references.

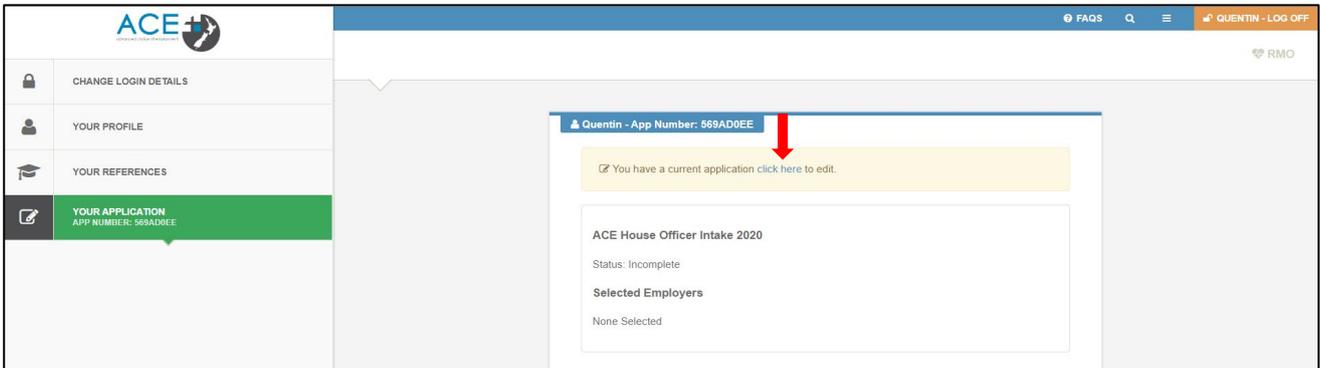
Eligibility Criteria for Re-Applicants

- You are a NZ Medical School graduate and are a NZ or Australian Citizen/Permanent Resident (Category 1).

- You are re-applying in the intake immediately following their first application.
- You have not held a first year House Officer position previously.
- You have not previously been matched through the ACE process.

Re-applicants are encouraged to participate in an ‘observership programme’ for nine months while they wait for the next ACE intake to open.

Finish Registration



Quick Tip: Once logged into your application you can easily identify which sections are complete and which sections still need to be completed. The navigation panel on the left hand side of your screen will show  next to the section if it is incomplete and  if the section is complete.

Once you have registered and created your profile you will be able to start your ACE application. There is no ‘submit’ button for the ACE process, provided your application status is complete at the time applications close it will progress to the next stage of the process.

Your ACE application is made up of the following nine sections, these sections appear down the left-hand side of your page once you have commenced your ACE application.

Application for ACE

This section includes your eligibility and privacy declarations. Note that if you do not meet the [Eligibility Criteria](#) your application will not be able to be deemed complete. Applicants in this position should approach employers directly. Details of the key contact people at each employer can be found in the [Employer Information](#) section of the [ACE RMO Website](#).

The screenshot shows the ACE application portal. The left sidebar has a navigation menu with the following items: CHANGE LOGIN DETAILS, YOUR PROFILE, YOUR REFERENCES, YOUR APPLICATION (APP NUMBER: 569AD9EE), Check List, Application for ACE, Personal Details, Education, Declaration, Preferences, Documents, References, Workforce Questionnaire, and Consent. The main content area is titled 'Application for ACE' and features a green notification box at the top: 'Before you begin your application, it is strongly recommended that you visit the ACE RMO Website which contains all the information that you will need to complete your application including the ACE Eligibility Criteria (which explains the application process in detail), links to DHB key contacts, FAQs, position data for previous years, match algorithm explanation etc.' Below this is the 'Eligibility Declaration' section, which includes instructions to read and tick to show eligibility, followed by three categories of requirements for graduates from New Zealand and Australian medical schools. A checkbox at the bottom reads: 'I have read the above statements and am eligible to apply for ACE.'

Personal Details

This section contains questions relating to residency, electives and any special circumstances for applications such as applicants applying as a pair.

The screenshot shows the ACE application portal with the 'Personal Details' section selected in the sidebar. The main content area is titled 'ACE House Officer Intake - 2020' and contains the following form fields: 'First Name' (Quentin), 'Last Name' (Campbell), and a text area for 'If you have ever been known by another name, please state your previous name(s) below (e.g. maiden name, married name)'. A red arrow points to the 'Personal Details' item in the sidebar.

Paired Applications

ACE allows for couples who wish to work together at the same **district** and who are both applying via ACE in the same intake, to submit their applications as a pair. However, there are potential consequences you should consider before deciding to apply as a pair as these may impact your match outcome!

- The ACE algorithm will consider the pair based on the lowest eligibility category of the two applicants.
- The ACE algorithm will consider the pair based on the lowest employer ranking of the two applicants.
- A match can only be facilitated where there are 2 PGY1 positions still available at the time the algorithm considers the pair.

To apply as a pair both applicants must detail your wishes to apply as paired applicants on the online ACE application form in the Personal Details section (as below). To do this you will need the applicant number of the other applicant you wish to pair with. This will ensure that the **employers** are aware that you are applying as a pair.

Paired Applicants

Two candidates for a First Year House Officer role who wish to be placed at the same employer can lodge paired applications. However, paired applications will be processed by the ACE match system based on the lowest ranked applicant and the lowest category of the pair. To be considered as a pair, both applicants must:

- Detail in cover letter(s) their wishes to apply as paired applicants.
- Make sure employer preferences are identical (i.e. both candidates preference the same number of employers in the same order).
- Both be applying for a First Year House Officer role (i.e. ACE cannot facilitate a match between a PGY1 and PGY2)

Are you applying as part of a pair?

Yes

No

Detail in cover letter(s) your wishes to apply as a paired applicant so employers can identify your reasons for this.

Make sure your employer preferences are **identical** (i.e., Preference the same number of employers in the same order) – if your preferences are different ACE will not be able to pair your application in the system and you will not be put through the ACE Match process as a pair.

Please note that once applications close, paired applications cannot be unpaired.

Residency Information

Please note that to be eligible to apply through the ACE programme you are required to be either a New Zealand citizen or have been granted either a permanent resident visa or a resident visa by New Zealand Immigration.

We will need to verify your residency (even if you are a New Zealand Citizen) and are required to view certified copies of the relevant documents.

New Zealand Citizens: The photo page of New Zealand Passport **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver Licence.

For New Zealand Citizens in lieu of a New Zealand Passport, ACE will accept a New Zealand Citizenship Certificate **or** New Zealand Full Birth Certificate that is issued on or after 1 January 1998 and that carries a unique identification number.

Australian Citizens: The photo page of Australian Passport **plus** either a New Zealand/Australian Tertiary Student Identification Card **or** New Zealand/Australian Driver Licence.

Permanent Resident Visa or Resident Visa Holders: The photo page of an Overseas Passport **plus** the relevant Visa Document **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver Licence.

All forms of photographic ID must be current, except for passports. An expired passport can be supplied as a valid form of primary ID, if it will have only expired within 5 years or less from the time that you would be expected to commence employment.

Bear in mind that it is imperative that your residency documents are certified by one of the parties outlined below.

- Justice of the Peace
- Lawyer
- Court Registrar
- Police Officer

Education

This section asks where and when you completed your medical degree, where and when you did/will complete your Trainee Intern (TI) year and whether you have been awarded any prizes, scholarships, awards or additional degrees.

Please note that you are required to enter the year you completed your degree not the year you will graduate (i.e., not the year you appear at your graduation ceremony to collect your physical degree certificate as many universities hold their graduation ceremony early the year after you complete your degree).

The ACE application site also provides you with the opportunity to outline information regarding any Prizes/Scholarship, Publications/Presentations and Additional Degrees which will be considered as part of your application process.

Note: If any prizes, scholarships, publications, presentations or additional qualifications are not indicated within this section of your ACE application, and supporting documents are not supplied to ACE as additional documents, ACE will be unable to consider these when assessing and scoring your application.

Academic Transcripts

New Zealand Graduates: If you are graduating from a New Zealand medical school you will be asked to sign a consent form at the end of your fifth year allowing the faculty of medicine at your school to send your transcript directly to ACE. ACE will start attaching this document to your application in June. ACE might not receive transcripts for some students for various reasons e.g., unpaid fees etc. If your transcript has not been attached to your application by the end of June, please contact the ACE Centre.

NB: If you do/did not give your consent your transcript will not be provided to ACE. You will then need to individually request this document from your University, have it certified and upload it to your ACE application.

Australian Graduates: You will need to attach a certified copy of your Official University Academic Transcript to your ACE application before the closing date. For more information on who can certify your documents see the residency information above.

Clinical Results and Dean's Commendations

You can supply copies of dean's commendations or overall distinction in clinical results that you may have received during your final years at medical school. These may be considered by employers and contribute to your overall ACE score.

NB: These documents must be uploaded to your ACE application in order to be considered by ACE and employers.

Declaration

Health and Criminal Declarations (VCA)

All RMO's (House Officers and Registrars) are deemed to be 'Core' Children's workers. The Children's Act 2014 sets clear expectations for consistent safety checking across the children's workforce so that people who work with children will keep them safe. The employers nationally are committed to having all of their

children's workforce safety checked, and if applying for a position with employers via ACE you can expect that safety checking will be completed prior to employment. From a Police Vetting perspective, if an applicant's role predominantly involves the care and protection of a child, or youth (aged 16 or under) then they must be vetted under Exception to Clean Slate vetting criteria.

The Children's Act 2014 has amended the [Criminal Records \(Clean Slate\) Act 2004](#) to facilitate the operation of the Workforce Restriction. Where a person has a conviction for a specified offence and is applying for (or continuing in) a role as a core children's worker, any convictions for offences specified in Schedule 2 of the Children's Act 2014 will be disclosed in the vetting result.

All applicants must declare in their ACE application whether they have been convicted including discharged without conviction as a result of criminal charges in New Zealand or any other country.

Under NZ law, employers can conduct police vetting checks on all successful applicants who accept a position. Prior to employment the employer will ask the applicant to sign a 'consent to disclosure' form allowing the police to release all information re: that individual.

To find out more go to NZ Legislation website. To read more about the Children's Act 2014 click [here](#).

Employer Preferences

Rank, in order of preference the employers you would like to work at. **Note a minimum of 6 employers is mandatory.** ACE recommends applicants preference 10 employers or more to facilitate a positive match outcome.

Rank the hospitals in order of your preference. Once you have saved your preferences you will be sent an email confirming your employer preferences. You can change your employer preferences at any time up until applications close.

Applicants are discouraged from preferring an employer they would not be prepared to consider an offer from as there is an expectation that the applicants will accept a position with the employer they are matched to. Should an applicant choose to decline their offer, that applicant will be excluded from the intake and will be ineligible to re-apply.

As per the ACE business rules agreed by all the employers, applicant's employer preferences are confidential, and you are not required to disclose this to the employer at any stage of ACE RMO Intake.

Documents

All mandatory (*) and any supplementary documents need to be uploaded in this section. All documents need to be uploaded as PDF documents and cannot exceed 4MB in size. The documents section is split into the following:

Curriculum Vitae (CV)*

This is a required document. The ACE CV template can also be downloaded from the ACE website in the ACE Resources section. This can be used as a guide when putting together your CV.

Cover Letters

Cover letters are optional. Employer preferences need to be selected first to upload employer specific cover letters. A generic cover letter can also be uploaded. This will be sent to all employers of preference that do not have a specific cover letter uploaded.

Note: Should you choose to upload a generic cover letter as well as several cover letters that are employer specific, only the employers who you have not uploaded a specific cover letter for, will see the generic cover letter. The specific cover letter supersedes the generic cover letter for these employers.

Academic Transcript*

This is a required document. ACE will upload academic transcripts for all NZ Graduates who have signed a consent form allowing their university to release their academic transcript to ACE by 24 June 2023. All other applicants will need to upload a certified copy of their academic transcript in this section.

Education Documents

This section is optional and requires all documents to be combined into one PDF file prior to being uploaded. Without proof of these, ACE will not be able to consider them during the scoring process. You can include evidence of:

- Scholarships and prizes awarded during your medical degree only
- Publications and presentations
- Clinical Results (University of Auckland): 4th and 5th year only demonstrating **overall distinction** (not end of run marks).
- Dean's Commendation Letter (University of Otago): **4th and 5th year only**.
- Identification Documents

Certified primary and secondary identification documents are required.

- Primary Document (One of)
 - New Zealand Passport (preferred)
 - New Zealand Full Birth Certificate issued on or after 1998
 - New Zealand Citizenship Certificate
 - Australian Passport
 - Overseas Passport photo page **plus** evidence of Permanent Resident Visa
- Secondary Document (One of)
 - New Zealand or Australian Driver Licence
 - New Zealand Student Photo Identification Card

Supporting documentation for name change is only required if your name differs from any of the names that appear on your primary or secondary documents.

Saving a Word document as a PDF

All the 20 district employers who participate in the ACE process requires that each of your personal and identification documents be uploaded in PDF format. The reason for this is simply due to compatibility and that PDF formatted documents can be opened safely by all our employers.

Most Office Programs let you save documents as PDF. Click 'File' at the top left corner of the word document, then click 'Save as PDF' and then click 'Save'.

In some programs you may need to click 'print' and when given the option to 'choose a printer' you will need to select 'print to PDF' and 'create/save' your PDF that way.

There are file size limits, if you get an error message saying that your PDF file size exceeds the limit, this means that you must compress that document. You may try the following:

- Convert your documents
- Optimize your Scanner Settings
- Optimize the PDF file using Adobe Acrobat
- Reduce the size of the PDF file using Adobe Acrobat
- Use an online PDF compression service

If you take a photo of your verified identification document(s), the best way to convert this to PDF is to 'copy and paste' the photo into a word document and then convert that into PDF using some of the steps outlined above.

You can also find loads of free programs on the internet which let you convert your documents to PDF for free; there are many options available on the internet for you to explore. If in doubt, use the computer suite at your university to save your files to PDF.

Alternatively, as a last resort, you can scan your identification documents to your email which would normally be exported in PDF format.

It is recommended that each of your identification documents are uploaded independently to your ACE application and not as one single file. The reason for this is that each employer will have their own filing conventions, so please follow this instruction. We also recommend that you save your files locally or to the cloud for your own reference in case ACE or your employers ask you to access these promptly for any reason.

Uploading documents to your application

- Select 'Choose File' under each document field to browse and select the relevant file for upload.
- Ensure each file for upload has a (.pdf) extension.
- Ensure each file for upload is 4MB or smaller in size.
- Name all files accurately to avoid uploading the wrong file in the wrong section.



Note: Once files have successfully uploaded to your application, the name of the file will change to reflect the space they have been uploaded into – E.g., Primary ID, Cover Letter (generic cover letter), or Hospital Name (employer specific cover letter). To check that the document you have uploaded is correct, click on the link for the uploaded document.

References

As part of your online application, you will be required to nominate **three referees** to complete references for you. All three references must be complete for your application to be deemed complete. ACE recommends that you personally approach your referee – prior to sending an online reference request – to ensure that they are happy to provide a reference for you, that they are eligible to act as a referee and you have the correct contact details for them. More information about who is eligible to act as a referee can be found in the ACE references policy below.

ACE References Policy

Referees must be either provisionally vocationally or vocationally registered Consultant, SMO or a GP who has observed the applicant's clinical work in a New Zealand health setting or in a comparable health setting (as defined by the Medical Council of New Zealand). Here's a link to MCNZ comparable health settings: [MCNZ list of comparable health system countries](#).

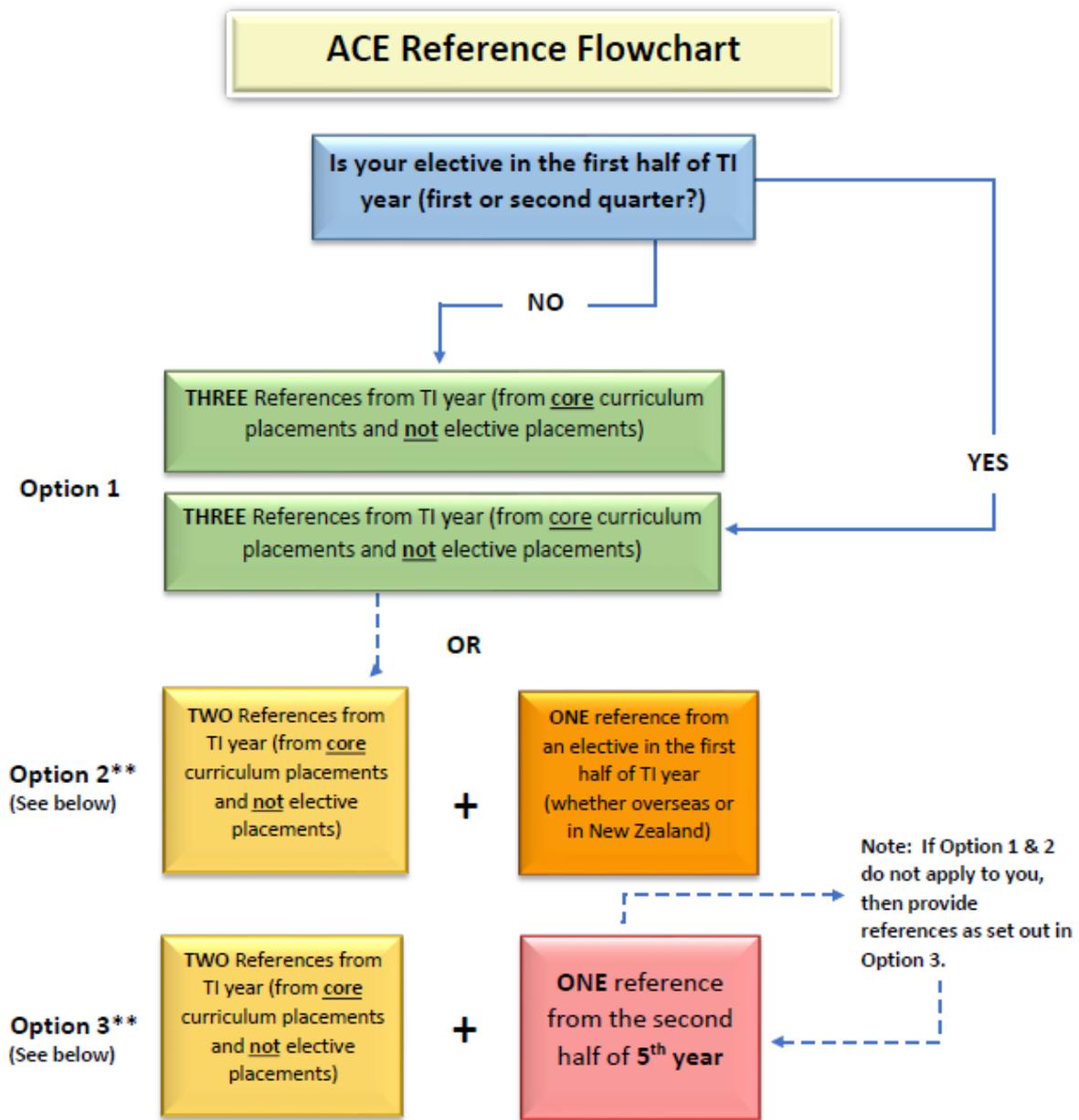
References must be obtained within two years of graduation and from placements the applicant has completed in their final year of study.

Exemption Policy

Ordinarily you must obtain a minimum of three references from your final year for your ACE application to be deemed complete. **ACE will allow an exemption to this if you are completing an elective overseas during the first half of your final year.** If this is the case for you, ACE will allow:

1. One of the 3 references to be from the second half of the fifth year (penultimate year).
- Or**
2. One reference from the elective provided it is from a hospital that is included in the [MCNZ list of comparable health system countries](#). Applicants completing an elective in a non-comparable health country can use a reference from that placement if their clinical supervisor possesses a current practising certificate and holds vocational registration or vocational scope of practice with either the New Zealand Medical Council, Australian Medical Council, General Medical Council (GMC) or Irish Medical Councils.

ACE Reference Flowchart



****Reference Pathway Option One must be used wherever possible, only when this does not apply; Option 2 or 3 may be provided as alternatives.**

Note: Referees (whether overseas or in New Zealand) must be eligible as defined in the ACE Business Rules (available at <https://rmo.acenz.net.nz/>)

If you are unable to nominate three referees, please contact ACE as soon as possible.

Once you have entered a referee’s details into your application and they have completed your reference online, you will not be able to make any changes.

You will be unable to view references through the ACE application process. If you wish to view your reference, you must arrange this directly with your referee.

Applicants can choose references from different settings e.g., mix of GP, hospital based (different clinical attachments), laboratory based, community setting.

Online reference requests can be sent before applications open via your ACE profile. Referees will be sent a unique link to complete your references electronically when you enter and submit their details through the ACE application website.

Applicants are encouraged to choose references from different settings e.g., mix of GP, hospital based (different clinical attachments), laboratory based, community setting.

If your referee cannot complete your reference form online, you must contact ACE immediately.

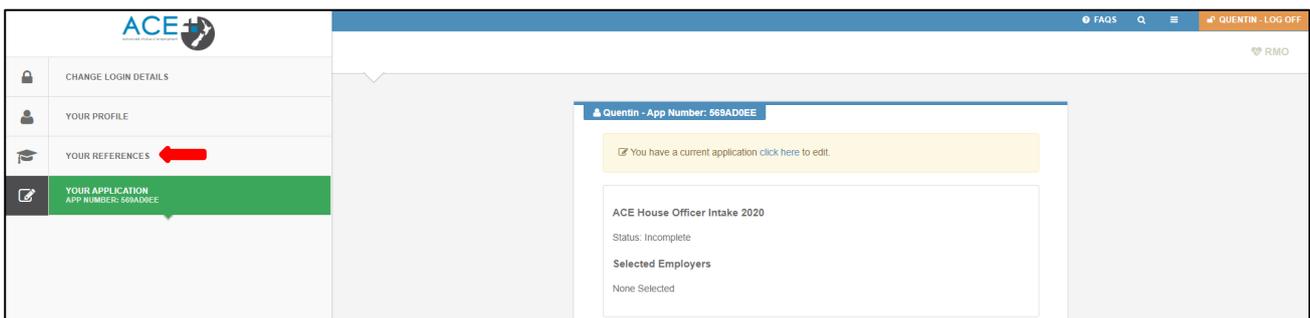
How to Submit References

It is your responsibility to identify and obtain references from **three referees** that meet the ACE references Policy. It is advisable to contact your potential referees as soon as possible to ask if they would be happy to provide a reference and avoid any possible delays in obtaining your references.

There are two parts to completing references:

1. Requesting the reference in the **'Your References'** tab - this can be done *before* the ACE RMO intake opens in **March**, and until the intake closes in **July**.
2. Assigning completed references to your application form – this can only be done *after* the ACE RMO intake opens in **March**, and until the intake closes in **July**.

'Your References' sits outside of the application form. Once you log in to your ACE account, you will find it the top left-hand corner of the page.



There are two types of reference requests:

- Online Reference Requests – unique link to complete reference sent directly to your referee.
- Manual Reference: File Upload Requests – sends email request to ACE to upload a reference manually completed by your referee to your application. You must contact ACE to employ this process on **0508 ACE RMO**.

Online Reference Requests

To send a reference request directly to your referee, once you are in the **'Your References'** tab, complete all the required details in the box directly under **'Create Reference Request'**.

Create Reference Request

Referee Name *

Reference Year *

Select Reference Year... ▾

Designation *

Phone *

Email *

Repeat Email *

SEND REQUEST

Reference requests need to be created one at a time, with all fields completed for each reference request before you can click the **'Send Request'** button.

Once you click the **'Send Request'** button, your referee will receive a unique electronic link and instructions to complete your reference.

Repeat this process for the next two referees until you have successfully sent all three reference requests.

If your referee has manually completed the reference form and forwarded this to ACE via email, post or fax, please scroll down the page to the 'Manual Reference: File Upload Request to ACE' section.

Manual Reference Requests: File Upload Request to ACE

Note: ACE does not encourage applicants to submit manual references. Therefore, if you have exceptional circumstances meaning that you need to upload a manual reference, you must contact ACE to request the form to be emailed to you or your referee.

If your referee has manually completed a reference form and forwarded this to ACE via email, post or fax, you need to use the **'Manual Reference: File Upload Request to ACE'** section under **'Your References'**. Complete all the below fields and click the 'Send Request' button to send the request to ACE.

Please note: ACE can only upload manual references once the intake is open.

Referee Name *

Reference Year *

Select Reference Year... ▾

Designation *

Phone *

SEND REQUEST

If you have asked more than 1 referee to provide a manual reference, a **'Manual Reference: File Upload Request to ACE'** needs to be sent for each referee.

Once you click the **'Send Request'** button, the ACE team will receive an email to upload the specified reference to your application; and your reference will display under **'completed reference requests'** – so that it can be assigned to your application. Please refer to page 21.

Once the intake is open and you have assigned the manual upload reference to your application, the reference status within your application will be displayed as **'Incomplete – Awaiting File'** until ACE has uploaded the manual reference file to your application.

This section will not be deemed complete until all 3 completed references have been added below.

Please select previously created references.

- QC Test 2019 #2 - Dr ✕
- 6th Year Reference
- Completed - Wednesday, 11 September 2019

If ACE has not received a completed reference form from your referee, your application status will remain incomplete. Please get in contact with the ACE team if you are unsure whether your reference has been received.

Reference Status

Once reference requests have been sent to the referee or to ACE, the status of the references will be displayed as **'Pending or Completed Reference Requests'** at the bottom of the page.

Reference requests that are pending can be edited or deleted – however, please note that your referee will be notified if the reference request is deleted.

Once a referee has completed a reference for you, the status of the reference will change to completed and no further changes can be made. You will then need to assign the completed reference to your application.

Important to Note: Once a Manual Reference: File Upload Request has been sent to ACE; the reference will display as a completed reference request so that it can be assigned to your application for this intake. Please note that the reference request will not be deemed complete until ACE has uploaded the manual reference file to your application.

Pending Reference Requests

Referee B (quentin.campbell@nra.health.nz)

6th Year Reference

Designation: Job Title

Phone: 2222

Requested - Wednesday, 10 January 2018

Completed Reference Requests

Referee A (miriam.george@nra.health.nz)

6th Year Reference

Designation: Job Title

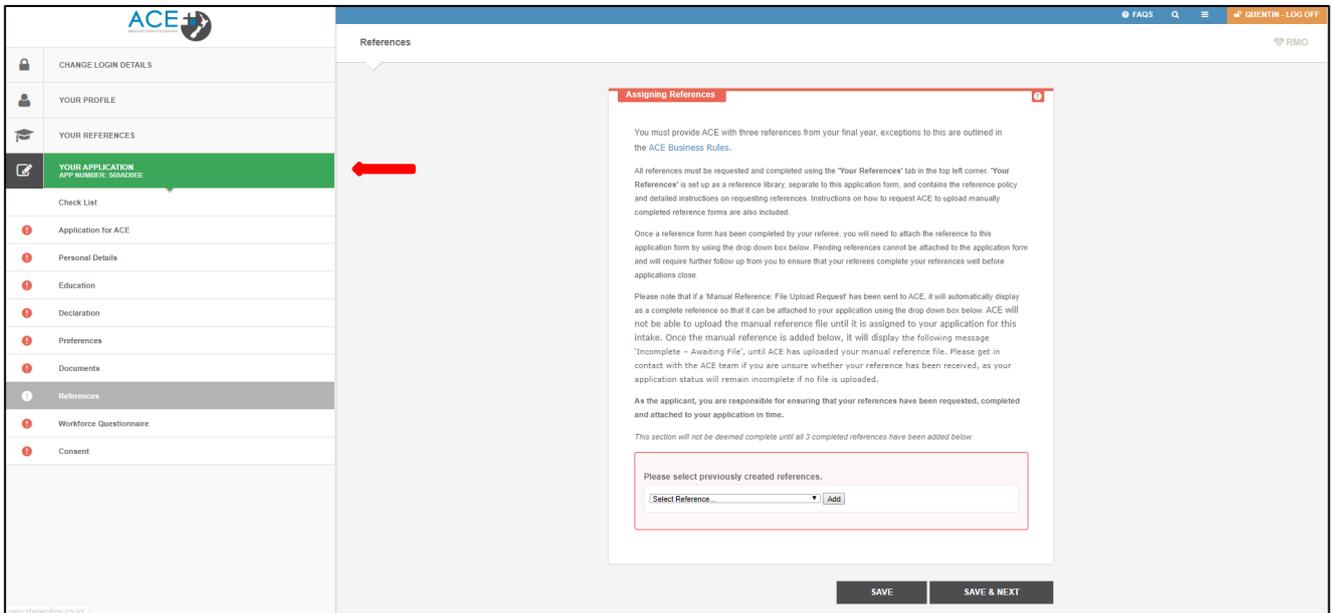
Phone: 1111

Completed - Wednesday, 10 January 2018 [click here](#) to assign this to your application.

Assigning References to Your Application

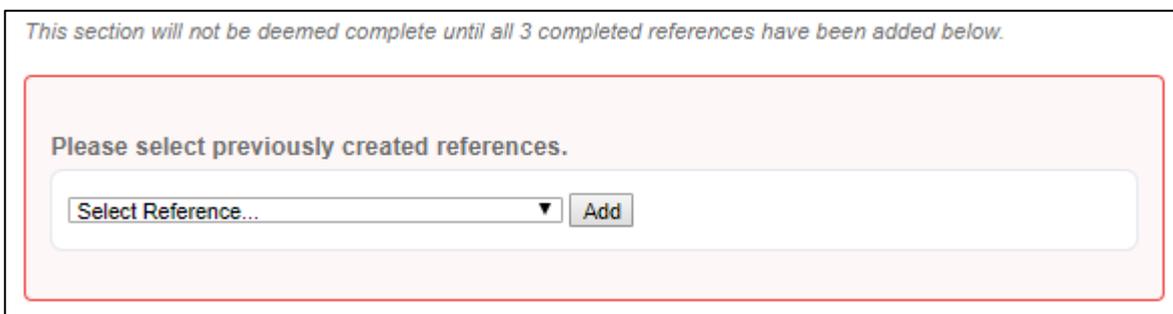
Completed references cannot be assigned to applications until the intake opens in March.

References can be assigned by clicking the hyperlink provided for all completed references or going into **'Your Application'** and then going into the **'References'** section of the check list.



To assign a reference:

- Pick the completed reference from the drop-down box
- Click the 'Add' button



Three completed references need to be assigned to your application, for the references section of your application to be deemed complete.

Your referees must complete the online reference form and ensure they click submit before the application close date. Make sure you have enough time to assign the completed reference to your application.

Alternatively, if you have downloaded the ACE Reference Form and sent this to your referee, they can then send the completed hard copy of their reference directly back to ACE via [email](#), fax or post. Once applications open, you will need to request ACE to upload your manual reference file.

Note: ACE will NOT upload these references until you have notified them to do so.

It is your responsibility to ensure ACE receives three completed references. The supply of incorrect referee details or nominating referees that have not agreed to act as your referee may mean your application will be incomplete at the close date. We will send you regular reminders noting which documentation including references, are missing.

Workforce Questionnaire

This section is optional; however, we strongly recommend that you fill this section in as it provides the Employers, Ministry of Health and Health Workforce NZ valuable information which they use at different levels.

To mark this section as complete, you need to scroll down to the bottom of the page and tick the check box.

I have read this section and have completed the information that I wish to share.

Consent

Under this section you need provide your consent to take part in the ACE match and to be included in the ACE Talent Pool if you are not matched to an employer. All you need to do is to read this section and select the two checkboxes under the consent section in your application.

Consent

I consent to the employee and training information I have given being disclosed to employers I have nominated as preferred employers.

Yes

No

Should you not be successful in the electronic match and should positions still be available, your application may be shared with any employers still showing vacancies, even those employers you may not have preferred in your application. At this stage ACE will also contact you directly to confirm whether you would be prepared to consider any of these additional employers. Note that you can NOT be matched to one of these additional employers unless you agree to preference them.

Further to this, at the conclusion of the ACE match process, ALL unsuccessful applicants will be placed into the National Talent Pool. This National Talent Pool is shared with all employers regardless of whom you initially preferred. At this stage, should you wish to Opt Out of the Talent Pool you are welcome to do so by emailing ACE directly and requesting we withdraw you.

I confirm I understand the process involved in the event that I am not matched to any of my preferred employers.

SAVE **SAVE & NEXT**

You should now be finished! Go to your 'Check List' and ensure your application is **COMPLETE!**

The screenshot shows the ACE House Officer Intake 2020 application check list page. The page is titled 'Check List' and shows the user is editing the application for Quentin Campbell. The application number is 569AD0EE. The status is 'Your Application is Complete'. A note states: 'There is no submit button. Provided your application status is complete at the time applications close your application will automatically be taken through to the next stage of the ACE process.' The check list on the right side of the page shows the following sections, all marked as complete with a green checkmark:

- Application for ACE
- Personal Details
- Education
- Declaration
- Preferences
- Documents
- References
- Workforce Questionnaire
- Consent

Quick Tip: There is NO submit button for ACE so provided your ACE application reads COMPLETE prior to applications closing it will automatically progress to the next stage. The checklist page of your ACE application can tell you at a quick glance whether your application is complete or not.

Quick Tip: Once logged into your application you can easily identify which sections are complete and which sections still need to be completed. The navigation panel on the left hand side of your screen will show  next to the section if it is incomplete and  if the section is complete.

Please note that the employers receive the complete application, including all documents submitted and all information entered in the online application. Everything included in your application under each section is accessible to the employers for the ranking process. ACE does not hold back any documents, or any information included in the online application.

Part Three: ACE Match

ACE runs the match algorithm based on the below priority order, simultaneously ensuring as many graduates are successfully matched as possible and matched to the highest preferred employer where possible.

ACE Algorithm Priorities

- Graduates preference of employers is the algorithms highest priority
- Employer ranking of preferred graduates is the algorithms second priority
- Graduates may only be matched to one employer

About the ACE Match Process

The matching process starts by looking at all applicants who meet the Category 1 eligibility criteria (i.e., NZ graduates who are NZ/Australian Citizens/Permanent Residents). The algorithm looks at each employers list of ranked graduates and starting at the top, works its way down the list, matching the employer to graduates who have ranked that employer first. It continues this process for each employer until all vacancies for that employer are filled or the algorithm has exhausted the list of ranked graduates who preferred the employer first.

When a graduate is matched to their first preferred employer, they are then removed from all other employer lists, preventing them from being matched to more than one employer.

After all the matches possible have been made when considering the first preferences of each graduate, the next pass of the algorithm considers the graduates' second preference and later passes down to their lower preferences (third, fourth etc.). The matching process continues until all positions have been filled or all Category 1 graduates have been matched. It then performs the same process for Category 2 and then Category 3 graduates.

Once the electronic match is complete, if some positions have still not been filled, any Category 1 graduate who is not successfully matched to an employer will be contacted by ACE and given the opportunity to extend their employer preference list to include additional employers. All unmatched applicants are placed in the national Talent Pool automatically after the match. The employer considers applicants in the Talent Pool to fill any positions that may become available during the year after the ACE match has been completed.

ACE RMO Match Algorithm Walk-Through Video:

<https://www.youtube.com/watch?v=twMsNJOCFec&feature=youtu.be>

Part Four: Talent Pool

The Talent Pool is a list of all unmatched applicants maintained by ACE and available to all employers to fill any subsequent positions that may arise during the year after the ACE match. Unsuccessful applicants can contact any employers they are interested in working with directly to indicate their interest after the Talent Pool is released. ACE recommends that applicants keep an eye on employer's careers websites and Kiwi Health Jobs for any positions that become available.

ACE will accept any new/updated documents including references from the applicants who are in the Talent Pool and will add it to their application on the ACE system. All new documents will be available to the employers via the Talent Pool. Please note that any new references that are submitted must be completed on the ACE reference form. Once the new references are added to your talent pool application, the old reference forms will no longer be accessible.

Please note that all unmatched applicants are automatically placed in the national Talent Pool as soon as the match process has been completed. All employers have access to all information for candidates in the Talent Pool.

Key Dates for ACE RMO 2024 Intake for the 2025 Training Year

2024 ACE RMO Intake (2025 Training Year) Applicant & Employer Timeline	
Pre-application Preparation	
25 October 2023 and 3 November 2023	5th Year Presentations: ACE presents to 5th Year students as part of their TI Orientation day.
December 2023	ACE Communications: ACE begins scheduled communications via the ACE RMO website and Med Schools.
ACE RMO Intake Opens	
9am Monday, 11 March 2024	Applications Open: The application process for the intake opens allowing students to start applying online. Applicants can register and create an ACE RMO profile to collect references prior to this.
15 April - 17 May 2024	ACE RMO Employer Webinars (Roadshow Process): Live Zoom webinars scheduled per district.
Friday, 21 June 2024	Registration Cutoff: 2 weeks to close. Applicants should have started their application and have already sent three reference requests prior to this time to allow sufficient time for referees to complete the form.
12noon (NZT) Friday, 5 July 2024	Applications Close: ACE reviews all incomplete applications and contacts any applicants who can reasonably completed the application by COB. All complete applications are sent email confirmation.
8 - 12 July 2024	Application Assessments: ACE will assess all completed applications against the national framework criteria and create spreadsheets for each employer of those applicants who have nominated them as one of their preferred employers. The spreadsheets list the applicants in order of highest to lowest score.
4pm Monday, 15 July 2024	Applications Sent to Employers: Once ACE assessment and scoring has been completed ACE makes all applications available for viewing/downloading by the employers for their selection and ranking process.
Tuesday, 16 July 2024	Ranking Process Begins: Employers have 3 weeks to make their ranking and selections and submit to ACE.
Tuesday, 6 August 2024	Employers Send ACE PGY1 Vacancy Numbers and Ranked Applicant Lists: By 4pm, employers must input their rankings and their final number of graduates to be hired into the ACE RMO Portal.
7 - 9 August 2024	Electronic Match and Audit Conducted: ACE conducts the electronic match, audits match results.
12 - 16 August 2024	ACE Contacts Employers with Vacancies & Unmatched Category 1 Applicants: ACE will contact all employers who have vacancies remaining after the electronic match and request that they rank any unmatched Category 1 applicants. ACE will also contact unmatched Category 1 applicants and advise them to preference any employers who have vacancies after the Electronic Match.
12noon (NZT) Monday, 19 August 2024	Employers and Unmatched Cat Ones Return Additional Ranked Options: Employers and Category 1 applicants who have been asked to rank additional options must return their updated rankings by 12noon.
19 - 22 August 2024	Manual Match Process: ACE has 4 days to perform the final manual match process and compile spread sheets for distribution to employers nationwide on Thursday, 22 August 2023.
Monday, 26 August 2024	Final Match Results Sent to Applicants: ACE emails all applicants letting them know if successful or not. ACE notifies ALL applicants simultaneously via email whether they have been successful or not.
Monday, 2 September 2024	Employers Offer Letters: Employers send offer letters directly to successfully matched applicants formally offering them their position. These must be sent by 5pm. Employers also have one week to complete any pre-offer safety checks required before releasing official offers to matched candidates. All matched graduates must be offered on this nationally agreed date, unless there are exceptional circumstances.
ACE RMO Intake Closes	
Tuesday, 3 September 2024	National Talent Pool Sent to Employers: ACE compiles and opens the national talent pool for employers. ACE also sends an Excel copy of spreadsheet to employers manually as this includes the ACE scores while the live Talent Pool spreadsheet doesn't. This involves compiling a single spreadsheet of all remaining applicants who have not yet been matched and sending this to all employers. Employers use this list to fill any remaining or subsequent PGY1 positions.
Monday, 9 September 2024	Candidates Accept or Decline Employer Offers: Successfully matched graduates have 1 week to accept or reject offers and respond to the employer. If they have not responded by this time they are assumed to be rejecting the offer and the position will be offered to another applicant. The applicant who did not respond will then also be removed from this intake altogether as per the rules following rejection of an offer.
Tuesday, 10 September 2024	National Talent Pool Opens to Applicants: All unmatched applicants are placed in the Talent Pool automatically. There is no category priority applied to the applicants in the talent pool and the district's can review and select any unmatched applicant. Talent Pool applicants who are prepared to accept jobs with other district's can communicate with the recruitment contacts at those district's and discuss options for PGY1 positions should future vacancies arise.
Wednesday, 11 September 2024	Acceptances/Declines: Employers must notify to ACE any applicant who has declined or not responded to their offer.
Monday, 13 January 2025	Successfully matched RMO graduates begin work with employers, starting dates may vary.
Talent Pool Closes Friday, 1 August 2025	

ACE RMO 2024 Intake for the 2025 Training Year Checklist for Applicants

January – February 2024

- ✓ Check your eligibility and create your ACE application account at <https://rmo.acenz.net.nz/>.
- ✓ Trainee Interns going on first quarter overseas elective should start sending reference requests to their nominated referees.

March – May 2024

- ✓ Complete the online ACE application form. Applications open **11 March 2024**
 - Personal details:
 - Your name(s) should be identical to the name(s) detailed in your residency documents. If they are different, you must submit relevant documentation detailing the name change. i.e., marriage certificate.
 - Make sure your email address is correct and up to date as this is the email address ACE and employers will utilise to get in touch with you.
 - Please detail your alternative contact for when you are on your overseas electives.
 - If you are unable to start work from the first quarter, please detail this in the application form and in your cover letter.
 - Residency
 - Health status
 - Criminal conviction declaration
 - Referees
- ✓ Please detail full names and their contact details – all information must be provided for the reference request to be sent:
 - Consent
 - Employer preference
 - Privacy declaration
- ✓ Apply for an official academic transcript with your medical school or make sure they have your consent to release your academic transcript to ACE.
- ✓ Attend the ACE and Employers Webinars

June 2024

- ✓ Complete and attach your curriculum vitae to your ACE application.
- ✓ Complete and attach your cover letter(s) to your ACE application.
- ✓ Upload your residency documents.
- ✓ NZ grads should have their transcript sent straight to ACE from the universities.
- ✓ Make sure the initial creation of your basic online ACE application login and all personal details are completed by **21 June 2024**.

July 2024

- ✓ Complete and/or amend employers preference ranking in your ACE application form.
- ✓ Check your ACE application is complete before **12noon (NZT) Friday, 5 July 2024**.
- ✓ ACE will send your application to the employers on **15 July 2024**.

August 2024

- ✓ Employers will review and rank their preferred applicants and send them to ACE by **6 August 2024**.
- ✓ The full ACE match process will take place from **7 August 2024** and the ACE Centre then have three days to perform the first part of the match and the audit.
- ✓ From **12 - 16 August 2024**, ACE may contact a few applicants who may need to preference additional employers. ACE will also contact any employers who have unfilled positions. These applicants and employers will have until **12noon (NZT) Monday, 19 August 2024** to return their additional preferences/rankings.
- ✓ ACE will then complete the manual match.
- ✓ ACE Match outcome notified on **26 August 2024** - ACE will send an e-mail to applicants to inform them of the outcome of the match and which employers they have been matched to where applicable.
- ✓ Employers may contact applicants they have been matched to start their VCA related safety checking process.

September 2024

- ✓ Formal offer of employment letters will be sent to successful applicants on **2 September 2024**.
- ✓ Acceptances by **9 September 2024**.
- ✓ If you are now unable to start work from the start date mentioned in your offer letter, notify the employer immediately.
- ✓ Applicants who have accepted an offer employment with the New Zealand district employer, should complete an application for registration with Medical Council of New Zealand.
- ✓ Non-resident applicants that have accepted an offer of employment with the New Zealand district employer should apply for work permit with Immigration New Zealand.
- ✓ Complete pre-employment documentation as required by your prospective employer (i.e., employer you have accepted a position with).
- ✓ Organise relocation if required.

November 2024

- ✓ Y5 attend orientations from **November 2024** and Y6 applicants start work from **13 January 2025**.

District Employers and Employer Information Sheets

Click on the link below to find the contact details for each employer recruiting via the ACE process. If you have any employment related queries and would like to know more about a specific employer, ACE strongly recommends getting in touch with the key contact listed on our website.

<https://rmo.acenz.net.nz/content/Employer%20Info>

You will also find employer information sheets under this section which will give you more information about the employer, their region, hospitals, requirements etc.

Frequently Asked Questions

The ACE RMO website contains a FAQs section where you can find answers to most of commonly asked questions during the ACE RMO. You can refer to this section to find the answers to the questions you may have when completing your ACE application.

EMPLOYER INFORMATION
Contact details and key information of each employer to help you chose your employer preferences.

ACE RESOURCES
Access CV templates, algorithm videos, recent ACE newsletters and presentations.

FAQS
Got a question about ACE? Your question may already be answered in our FAQs section.

FAQs

A comprehensive list of common questions can be found in the FAQ section above.

- What if I don't apply through ACE during my TI year?
- What if I cannot commence at the start of the training year?
- Will I get ranked by all the DHBs that I have preferred in my application?
- What is the ACE Applicant Guide?
- Paired Applicants.
- I am having trouble converting my documents into PDF format.
- Do I have to disclose my DHB preferences to the DHBs during the DHB ranking process?
- What are the next steps for unmatched applicants and what is the Talent Pool?

Start Application
Applications are open - start your Application now

You can also access the FAQs section when you are logged in to your application.

The screenshot shows the user's application progress for 'ACE House Officer Intake 2020'. The user is currently editing the application for 'Quentin Campbell'. The application number is 569AD0EE. The application is incomplete. A checklist on the left shows the following steps: Application for ACE, Personal Details, Education, Declaration, Preferences, Documents, References, Workforce Questionnaire, and Consent. The 'References' step is marked as incomplete with a red circle and arrow. The top navigation bar includes a 'FAQS' link, which is highlighted with a red arrow.

Useful Links

- ACE RMO Website
- ACE RMO Resources
- Employer Contact Details and Information Sheets
- Employer Position Numbers
- FAQs
- Australian Graduates
- Important Dates
- ACE Business Rules
- ACE RMO Facebook Page
- MCNZ

Contact ACE

Georgina Wong – ACE RMO Recruitment Consultant

ACE Centre Hours: **8am - 4.30pm**

Phone: 0508 223 766 **Fax:** 09 579 1433 **Email:** rmo@acenz.net.nz

Web: [ACE RMO](#) [FAQ's](#) [Employer Information](#) [Applicant Resources](#)