

PALM Portal Release 55

Release notes

4/10/2023



Australian Government

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PALM Portal Release 55 Notes

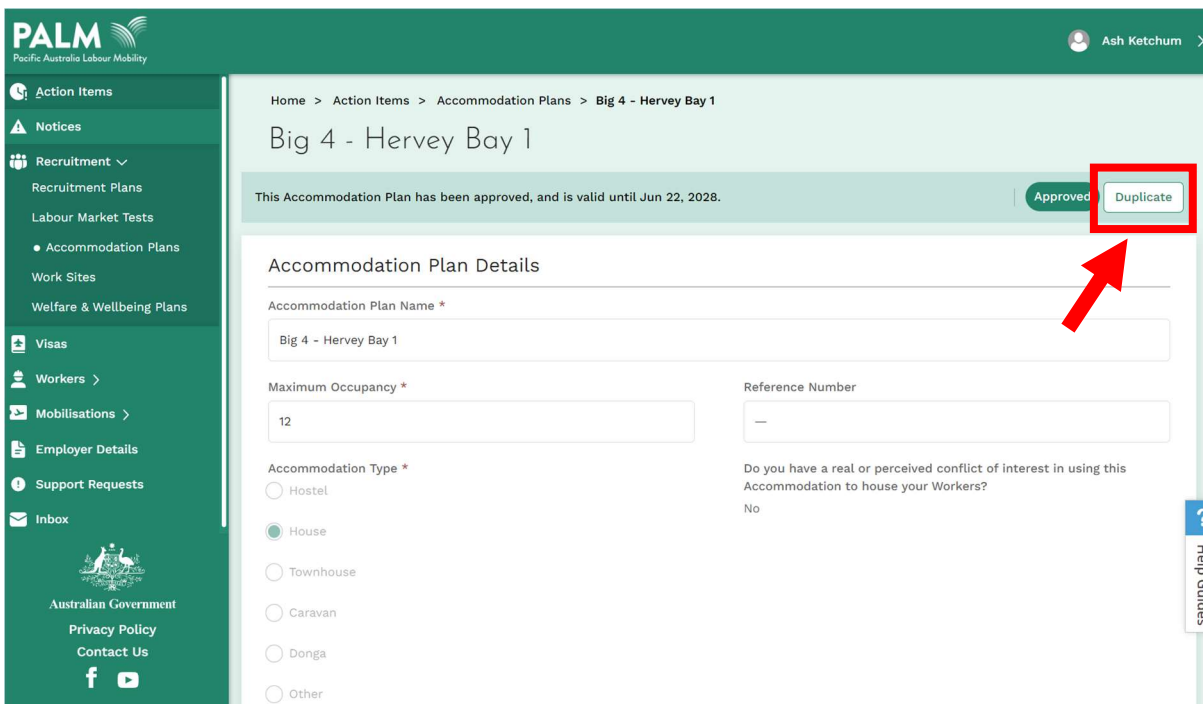
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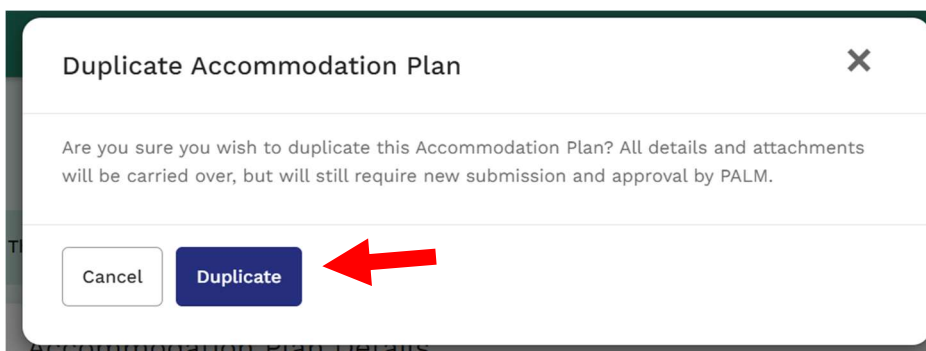
1. Updates to Accommodation Plans

a) Approved Accommodation Plans can now be duplicated

We have added a **Duplicate** button *accessible only on Approved* Accommodation Plans.



Once clicked, users will have to confirm by clicking the **Duplicate** button in the popup window that appears



A new copy of the selected Accommodation Plan will now be created.

The name of the cloned accommodation plan will always begin with “**Copy of**” + **name of original AP**

This copy will be saved with a *Draft* status and users can proceed to edit the Accommodation Plan.

All information will be copied over including accommodation spaces, photos, etc.

The screenshot displays the PALM portal interface. The top navigation bar includes the PALM logo (Pacific Australia Labour Mobility) and the user name 'Ash Ketchum'. The left sidebar contains a menu with categories: Action Items, Notices, Recruitment (with sub-items: Recruitment Plans, Labour Market Tests, Accommodation Plans, Work Sites, Welfare & Wellbeing Plans), Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area shows the breadcrumb 'Home > Action Items > Accommodation Plans > Copy of Big 4 - Hervey Bay 1' and the title 'Copy of Big 4 - Hervey Bay 1'. A status bar indicates 'Draft' and a 'Submit for Approval' button. A note states: 'Approved Accommodation Plans require an accommodation provider, address, rent details, photographs and documentation of all living spaces and amenities, and up to date welfare information.' The 'Accommodation Plan Details' form includes: 'Accommodation Plan Name *' with a text input containing 'Copy of Big 4 - Hervey Bay 1'; 'Maximum Occupancy *' with a text input containing '12'; 'Reference Number' with a text input containing 'AP-001244-J2Z1'; 'Accommodation Type *' with radio buttons for Hostel, House (selected), Townhouse, Caravan, Donga, and Other; 'Do you have a real or perceived conflict of interest in using this Accommodation to house your Workers? *' with radio buttons for No (selected) and Yes; and two questions at the bottom regarding the full period of residence and single gender occupancy.

b) Added 2 new questions to the Accommodation Plan form

We have updated the Accommodation Plan form with 2 new questions.

- Will this accommodation house PALM workers only for the full period of their residence, or will it be open to others at the same time?
- Will the workers residing at this accommodation be of a single gender or mixed genders?

The screenshot shows the PALM (Pacific Australia Labour Mobility) web portal. The left sidebar contains navigation menus for Action Items, Notices, Recruitment, Labour Market Tests, Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans, Visas, Workers, Mobilisations, Employer Details, and Support Requests. The main content area is titled "Accommodation Plan Details" and includes fields for Accommodation Plan Name (with a hint to enter an identifying label), Maximum Occupancy (6), Reference Number (AP-001118-N5C8), and Accommodation Type (House selected). Two new questions are highlighted with a red border:

- Will this accommodation house PALM workers only for the full period of their residence, or will it be open to others at the same time? *
 PALM workers only
 Open to others
- Will the workers residing at this accommodation be of a single gender or mixed genders? *
 Single Gender
 Mixed Gender

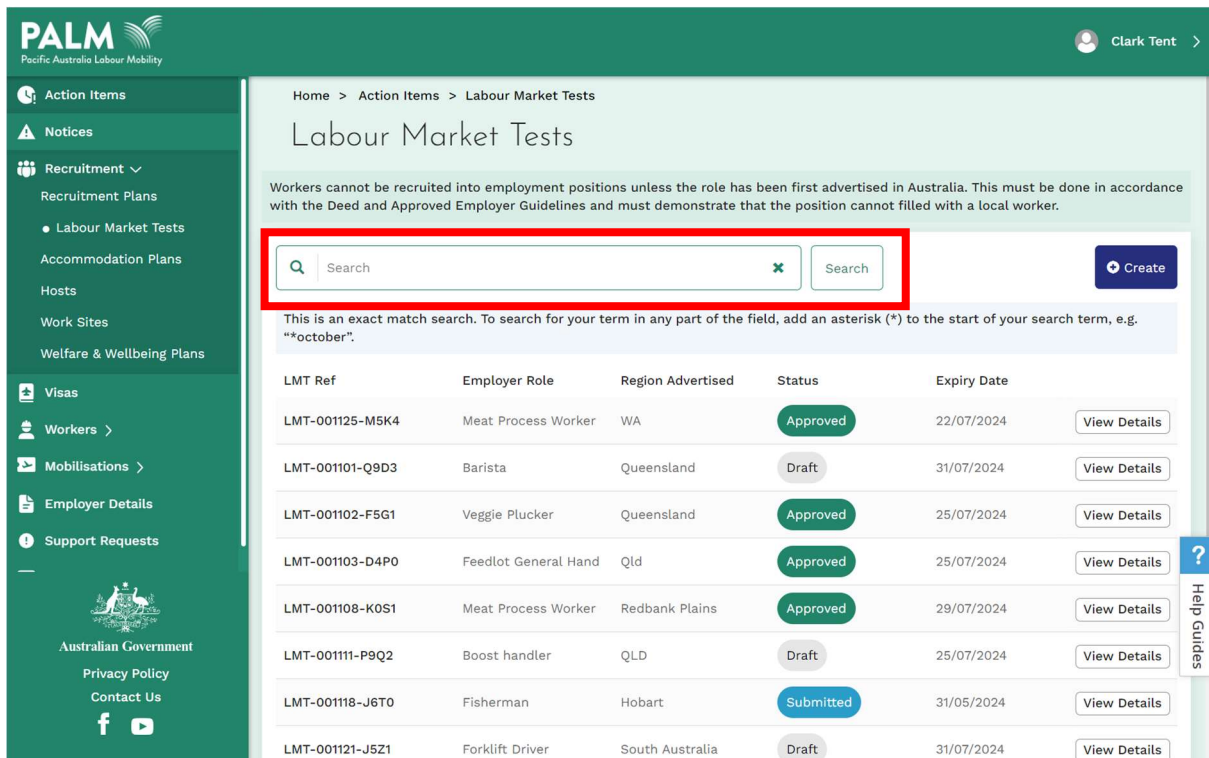
The form also includes a "Do you have a real or perceived conflict of interest in using this Accommodation to house your Workers? *" question with "No" selected. The footer of the form shows "Accommodation Address" and a "Help Guides" link.

2. Updates to Labour Market Tests

a) New Search bar

A Search bar has been added to the Labour Market Tests page

This will now allow users to search for a specific LMT.



The screenshot shows the PALM (Pacific Australia Labour Mobility) portal interface. The top navigation bar includes the PALM logo and the user name 'Clark Tent'. The left sidebar contains various menu items such as 'Action Items', 'Notices', 'Recruitment', 'Visas', 'Workers', 'Mobilisations', 'Employer Details', and 'Support Requests'. The main content area is titled 'Labour Market Tests' and includes a breadcrumb trail: 'Home > Action Items > Labour Market Tests'. Below the title, there is a warning message: 'Workers cannot be recruited into employment positions unless the role has been first advertised in Australia. This must be done in accordance with the Deed and Approved Employer Guidelines and must demonstrate that the position cannot filled with a local worker.' A search bar is prominently displayed and highlighted with a red box. It contains a magnifying glass icon, the text 'Search', a clear button (X), and a 'Search' button. To the right of the search bar is a 'Create' button. Below the search bar, a message states: 'This is an exact match search. To search for your term in any part of the field, add an asterisk (*) to the start of your search term, e.g. "**october".' The main content area features a table with the following columns: 'LMT Ref', 'Employer Role', 'Region Advertised', 'Status', and 'Expiry Date'. Each row includes a 'View Details' button. The table contains 10 rows of data. On the right side of the page, there is a 'Help Guides' link.

LMT Ref	Employer Role	Region Advertised	Status	Expiry Date	
LMT-001125-M5K4	Meat Process Worker	WA	Approved	22/07/2024	View Details
LMT-001101-Q9D3	Barista	Queensland	Draft	31/07/2024	View Details
LMT-001102-F5G1	Veggie Plucker	Queensland	Approved	25/07/2024	View Details
LMT-001103-D4P0	Feedlot General Hand	Qld	Approved	25/07/2024	View Details
LMT-001108-K0S1	Meat Process Worker	Redbank Plains	Approved	29/07/2024	View Details
LMT-001111-P9Q2	Boost handler	QLD	Draft	25/07/2024	View Details
LMT-001118-J6T0	Fisherman	Hobart	Submitted	31/05/2024	View Details
LMT-001121-J5Z1	Forklift Driver	South Australia	Draft	31/07/2024	View Details

b) Labour Market Test Form updates

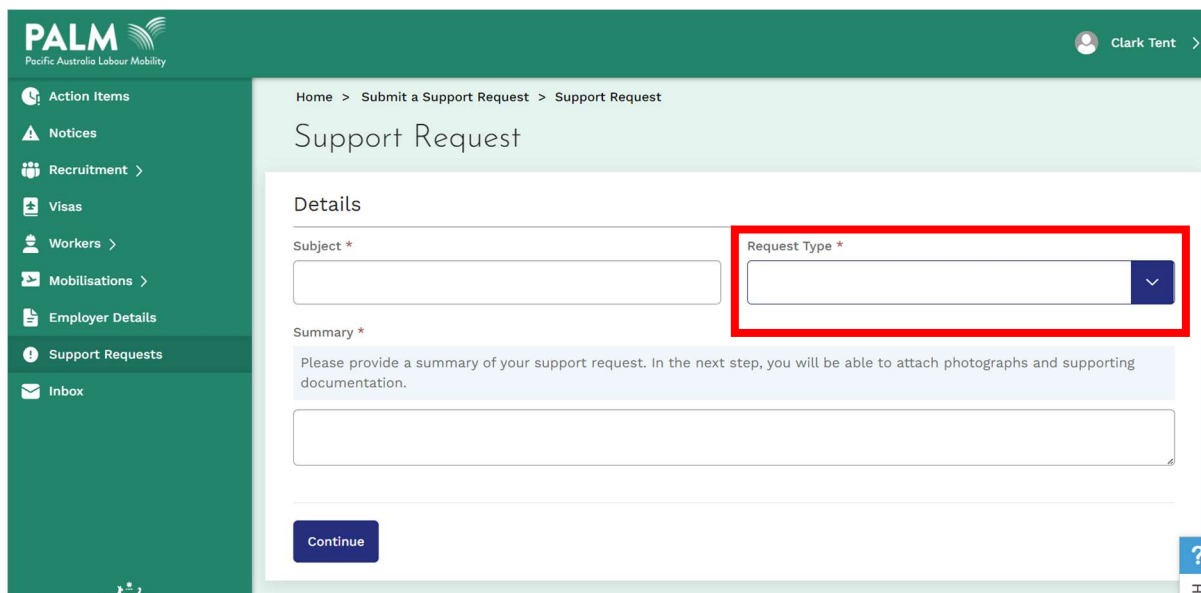
We have performed the following updates to the LMT form:

- Adjusted User Interface
- Added a new question - **How many positions did you advertise?**
- Added validation to published dates field
- Added validation to applications closed dates field
- Save on submit (*LMT is now auto-saved on clicking the submit button*)

The screenshot shows the PALM portal interface. The top header is green with the PALM logo and the text 'Pacific Australia Labour Mobility'. The user name 'Clark Tent' is visible in the top right. A sidebar on the left contains navigation links: Action Items, Notices, Recruitment (with a dropdown arrow), Recruitment Plans, Labour Market Tests (highlighted with a dot), Accommodation Plans, Hosts, Work Sites, Welfare & Wellbeing Plans, Visas, Workers, Mobilisations, Employer Details, and Support Requests. At the bottom of the sidebar are the Australian Government logo, Privacy Policy, Contact Us, and social media icons for Facebook and YouTube. The main content area is titled 'Advertisement' and contains several form fields. A red box highlights the following fields: 'How many positions did you advertise?' with a text input containing '3'; 'When was your ad first published?' with a date input containing '01/08/2023' and a calendar icon; and 'When did your applications close?' with a date input containing '28/08/2023' and a calendar icon. There are also radio buttons for 'How did you publish your job ad?' (Internet, Newspaper, Other) and a text input for 'What region was your job ad published in?' containing 'Queensland'. A 'Help Guides' link is visible on the right side of the form.

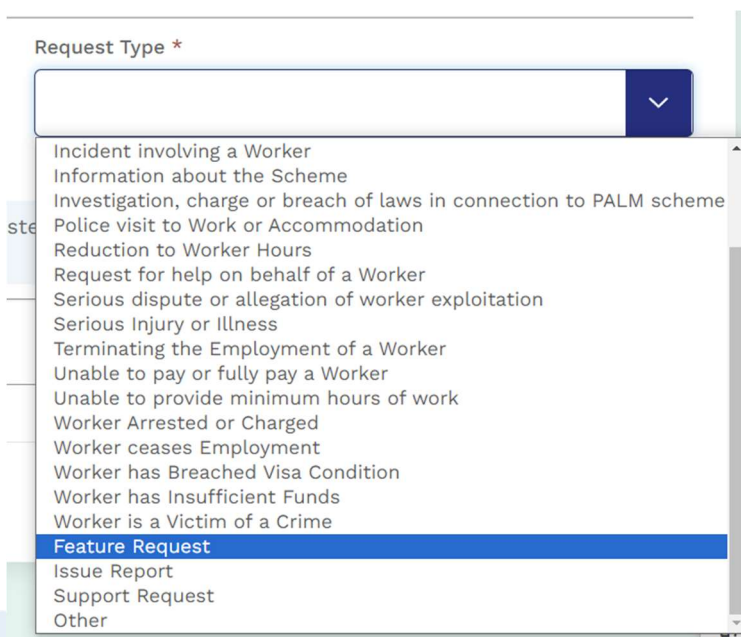
3. Updates to Support Request Form

We have added 3 new options to the Request Type field within the Support Request form



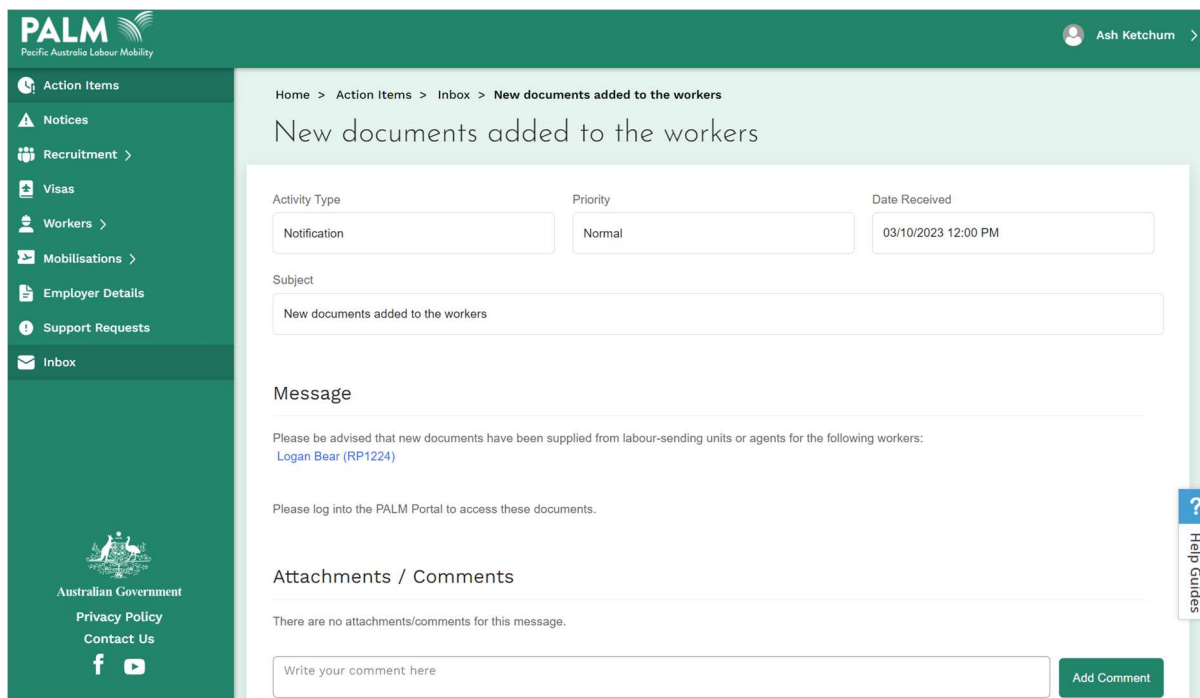
The new options are:

- **Feature Request**
- **Issue Report**
- **Support Request**



4. Updates to Correspondence Activities

An automatic Correspondence Activity will now be sent to employers, whenever worker's documents are uploaded from the country's labour sending unit (LSU)



The screenshot displays the PALM Portal interface. The header includes the PALM logo (Pacific Australia Labour Mobility) and the user name 'Ash Ketchum'. The left sidebar contains navigation options: Action Items, Notices, Recruitment, Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area shows a notification titled 'New documents added to the workers'. The notification details are as follows:

Activity Type	Priority	Date Received
Notification	Normal	03/10/2023 12:00 PM

The subject of the notification is 'New documents added to the workers'. The message content states: 'Please be advised that new documents have been supplied from labour-sending units or agents for the following workers: Logan Bear (RP1224). Please log into the PALM Portal to access these documents.' There are no attachments or comments for this message. A 'Write your comment here' field and an 'Add Comment' button are visible at the bottom of the notification. A 'Help Guides' link is located on the right side of the page.

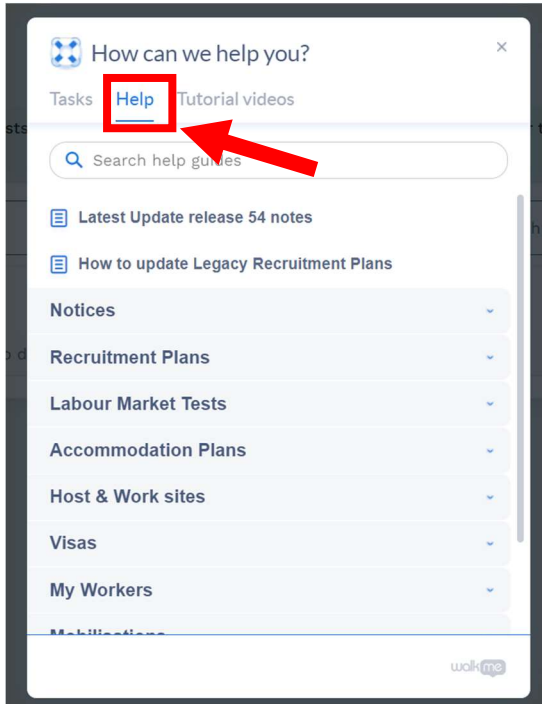
5. Updates to Help Guides & Tutorial Videos

The Help Guides section has been updated with new content.

Click the **Help Guides** button on the lower right side of the screen to access the list of tutorials and videos.

The screenshot displays the PALM (Pacific Australia Labour Mobility) portal interface. The top navigation bar is green and includes the PALM logo, the text 'Pacific Australia Labour Mobility', and a user profile for 'Ash Ketchum'. A left-hand sidebar contains a list of menu items: Action Items, Notices, Recruitment, Visas, Workers, Mobilisations, Employer Details, Support Requests, and Inbox. The main content area is titled 'Home > Notices' and 'Notices'. Below the title, there is a brief explanation: 'Notices are formal requests for you as an Approved Employer to report back to PALM, or for the PALM Scheme to inform you of specific deed-related actions.' A search bar with a magnifying glass icon and a 'Search' button is present. To the right of the search bar is a filter dropdown menu labeled 'Action required'. Below these elements is a table with the following headers: 'Date Issued', 'Notice Ref', 'Notice Type', 'Status', and 'Response Due Date'. The table body contains the text 'There are no records to display.' In the bottom right corner of the page, there is a blue button with a white question mark icon and the text 'Help Guides'. A red arrow points directly to this button.

Click the **Help** tab for step by step guides



Click the **Tutorial Videos** tab to access the videos

