

**Allocation & Placement
System (APS)
User Guide
for Candidates 2026**

Table of Contents

Access to the APS	3
1. Create a PMCV User Account	3
2. Log back in to your new/existing Account.....	4
3. Apply to the Match.....	4
4. Candidate ID.....	4
5. Candidate Eligibility Screening Form	5
6. Candidate checklist.....	5
7. Submit Declaration.....	5
8. Candidate Details.....	6
9. Eligibility.....	6
10. Add preferences	6
11. Nominate referees.....	7
12. Checking status of referee report	7
13. Referee reminders	8
14. Upload documents	8
15. Admin documents	8
16. Video Interviews	8
17. Submitting your application	9
18. Withdrawing from a Match	9
Match allocations.....	9
19. How candidates are allocated	9
20. Results	10
21. Allocated Candidates	10
22. Unallocated Candidates	10
23. Acceptance Process.....	10
Support	10

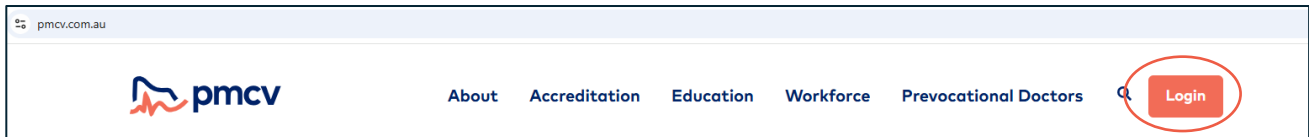
Access to the APS

The Allocation & Placement Service (APS) is the platform that PMCV administers the Matches. You need to create an account before you can access the system.

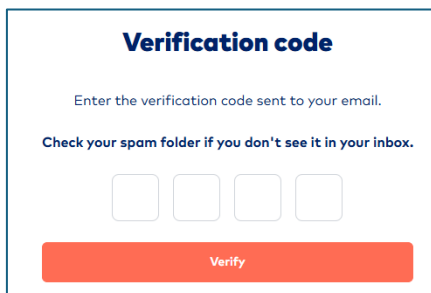
1. Create a PMCV User Account

This is a **two-step process**, first you must **Create an Account** and then you must **add your streams**.

1. Go to PMCV website <https://pmcv.com.au/login>
2. Click **login button**



3. Click **Create an account**
 - Add your email
 - Enter a strong password
 - Confirm password
 - Click Create account
 - You will receive a verification code, please verify your account.

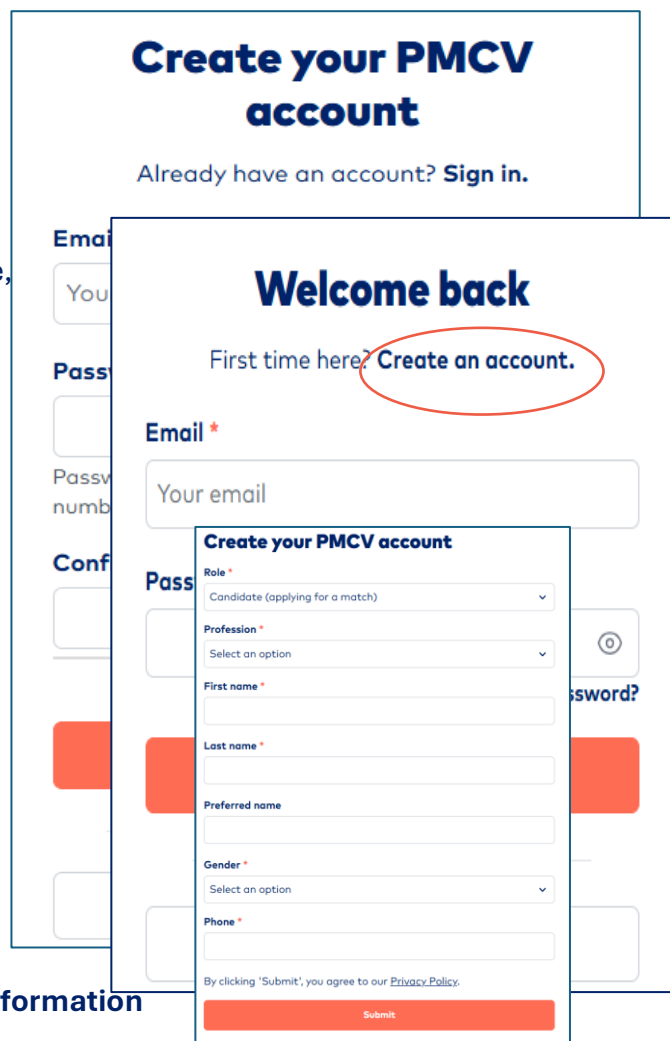


- Complete registration form
- Select role as **Candidate**
- Complete form and click submit

Note:

After registration, **you will not see any information unless the Match shows as Open.**

Never select Health Service Administrator access or create two accounts, the **requests will be declined** and generate a lot of work to rectify this error.



2. Log back in to your new/existing Account.

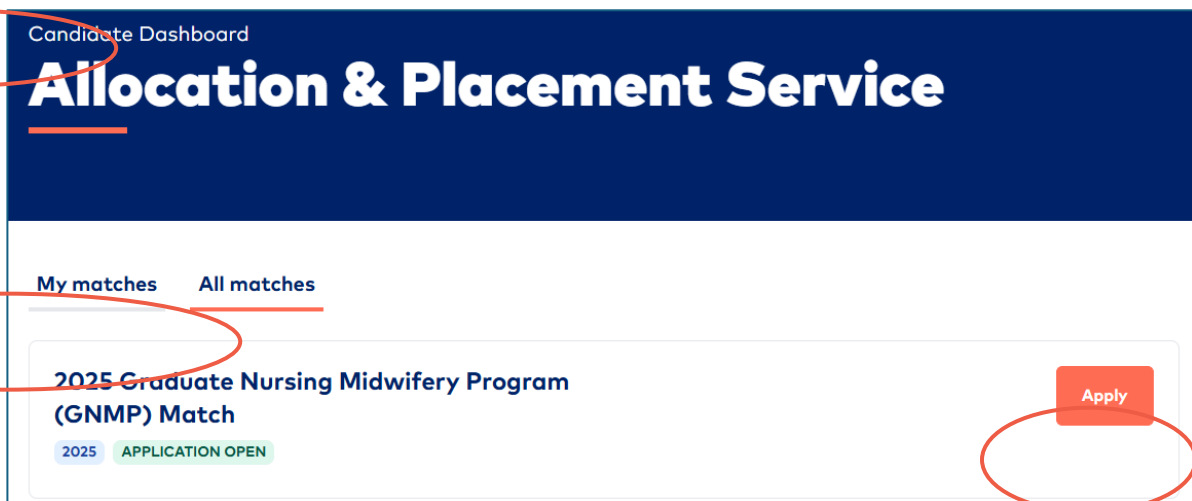
Go back to the [PMCV website](#) and go to **Login**. PMCV suggests making the Login page a favourite

You will come to your **Candidate dashboard**, with tabs for

- **My matches** – show current match you have already applied to
- **All matches** – shows list of matches applicable to your registration type open for application. Only apply to matches relevant to your qualifications.

3. Apply to the Match

The Apply button will be greyed out if the Match isn't open. The

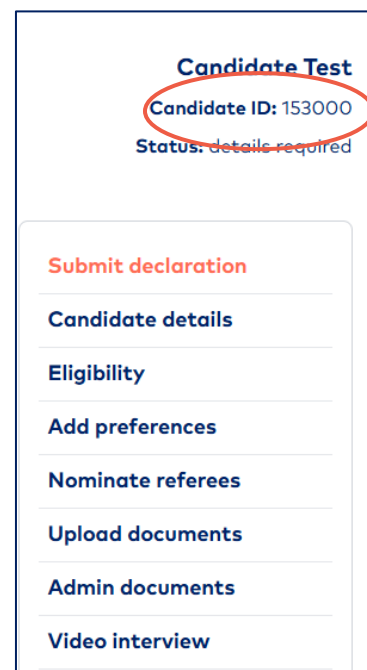


only way to apply for positions via PMCV is when the relevant Match is open. Please be patient.

4. Candidate ID

The candidate ID is shown on the top right-hand side of the APS dashboard.

This number is only generated when you apply for a Match (not when you register).



5. Candidate Eligibility Screening Form

Some Matches will have a Candidate Screening Form to ensure the Match is right for you. If you cannot answer truthfully the questions in this form, it means you are ineligible for the Match.

Take your time to read these as all your answers will need to be supported with evidence at some point in the process and any false applications, will be made ineligible and may also breach the PMCV Code of Conduct, which may exclude you from future Matches.

Example for VIA Match only

Please confirm you meet the below criteria to participate in the Victorian Intern Match.

- Graduated from an Australian, New Zealand or AMC Accredited University (Monash University Malaysia or University of Oschner)
- Completed your Medical Degree within 3 years of the Intern Match
- Have not commenced or completed an internship previously

6. Candidate checklist

Each section for your Match must be actioned by clicking on each menu item. The picture shows items sections that may form part of the checklist, as it may vary per Match.

7. Submit Declaration

Candidate's will be required to submit and sign a Declaration stating they will abide by the elements displayed, including **reading the Code of Conduct**.

Please read each statement, to proceed with your application you must agree to each point.

- I have read and understood the [code of conduct](#).
- I confirm I meet the eligibility requirements as stated in the Intern Match Information.
- I confirm I have read and understand the Intern Match Information.
- I understand I will only be eligible to receive one offer as part of the Victorian Intern Match.
- I understand by declining an offer of internship I will not be eligible to receive any further offers in Victoria.

By signing the candidate declaration you are agreeing to all of the above statements * ⓘ

Candidate Test
Candidate ID: 153000
Status: details required

- Submit declaration**
- Candidate details
- Eligibility
- Add preferences
- Nominate referees
- Upload documents
- Admin documents
- Video interview

8. Candidate Details

Each Match will have an application form that will capture the candidate's personal, contact, education and other relevant information, to help health services assess your application.

Please complete this form truthfully, as evidence will be sought by health services to confirm your application.

9. Eligibility

Individual Matches will have their own eligibility criteria. You will be asked to select the criterion that applies to you and your circumstances. For further information, please go to the website/webpage for your Match.

10. Add preferences

Candidates are required to select from the drop-down list, the health service or health service program, they are wishing to apply to.

Each Match specifies the number of preferences that are allowed, please refer to your Match information.

- Delete preferences, by clicking the Remove button.
- Click the arrows to move the order of your preferences.
- Please ensure you only select programs you are qualified to apply.
- Once the Match closes **you can no longer ADD** a new preference.
- You can re-order and delete preferences, until the date specified for your Match. **Deleting a preference after the Match**, means you will not be able to replace this preference.
- Ensure you save your preferences.

The screenshot shows a 'Preferences' form with a list of four items. Each item has a blue circle with a number (1-4), a text label, and a 'Remove' button. Arrows are visible on the left of each item for re-ordering. The first item is 'Western Health - Mental Health/Nursing', the second is 'Western Health - Nursing', the third is 'Bayside Health Alfred Care Group - Nursing', and the fourth is 'Austin Health - Mental Health/Nursing'. A red circle highlights the 'Remove' button for the first item. Below the list is an 'Add preferences' button and a status message: 'You have 0 preferences left.' At the bottom is a red 'Save' button.

11. Nominate referees

The number of referees is specified for each Match; ensure you check your Match information about the number and type of referee you can nominate.

Candidates must **Add** and **Save their referee details**.

It is important to:

- Ask the referee in advance if they are happy and available to complete the report at the required time.
- Confirm with the referee their preferred contact details, don't assume.
- Ensure you have entered and spelt everything correctly.
- **SAVE** the referee details.
- You may edit the details yourself, including the email address.
- **PMCV will monitor changes of email addresses**. Any suspicious activity, the candidates may face being withdrawn from the Match.

12. Checking status of referee report

Once the referee's details have been entered and saved, the system will display **the following status tags**.

If there is this tag, your entry has been added but have not clicked save.

REFEREE DETAIL ENTERED (CLICK SAVE)

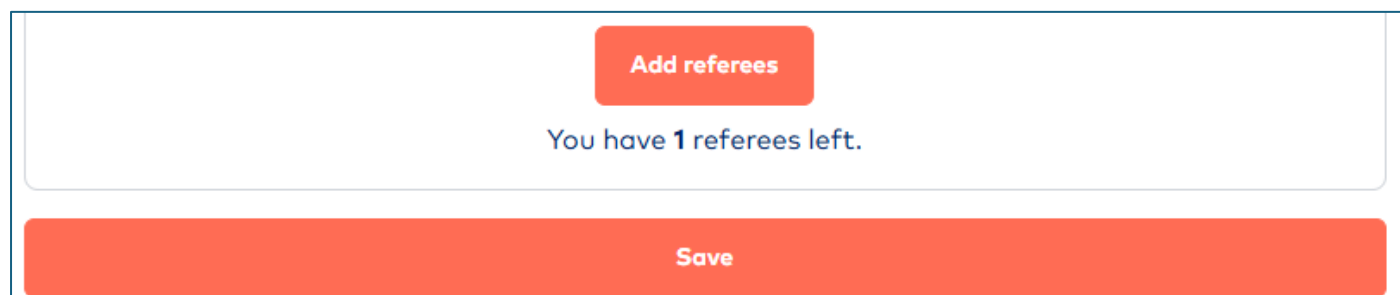
This tag indicates that the email request has been successfully sent to the referee.

FORM SENT TO NOMINATED EMAIL

This tag appears once PMCV has received the completed referee report.

COMPLETED REFEREE REPORT RECEIVED

At the bottom of the referee screen is where you add referees, it will also show you how many referees you can add and the important SAVE button.



The screenshot shows a rectangular interface with a white background and a thin border. At the top center is a red button with the text "Add referees". Below the button, centered, is the text "You have 1 referees left.". At the bottom of the interface is a wide, solid red button with the text "Save" centered on it.

13. Referee reminders

Candidates are responsible for:

- Confirming that the referee has received the email request.

- Following up with the referee to ensure the report is completed before the deadline.

PMCV will automatically send reminders to referees who have not yet completed their reports at the following intervals:

- 14 days before the Match closes
- 7 days before the Match closes
- 2 days before the Match closes

Important

- PMCV will not send any additional reminders than those already automated. If you have checked that the email was received, your communication should be with the referee directly not a request to PMCV.
- Some email security firewalls, particularly those used by certain health services or personal email providers may block the referee email (e.g. RCH or some .gov.au addresses).

14. Upload documents

Some Matches require candidates to upload specific documents, which will then be visible to Health Services. The required documents will be listed once you open this tab. Further details can also be found on the Match webpage/website.

15. Admin documents

Certain Matches may require documents to be uploaded in this section. Documents uploaded here **cannot** be viewed by Health Services.

Whether documents are required will be clearly indicated after clicking on this tab, with additional information available on the Match webpage/website.

16. Video Interviews

This menu item will only appear if your Match includes a Video Interview.

When you open the tab, you will see the available dates for completing your online interview. Please ensure you add these dates to your calendar. These interviews are automated and consist of questions presented on-screen (i.e., they are not conducted with a live interviewer).

Details specific to your Match are provided within your Match information.

The interview link will only be **active during the designated Video Interview period**. Once the deadline has passed, you will no longer be able to complete or submit an interview.

17. Submitting your application

You can view your progress by reviewing your checklist in the PMCV application, to see if you have the blue tick beside each item

There is **no submit button**. Your application automatically saves and remains accessible until the Match closes.

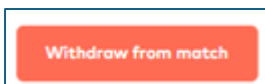
Your application does not “go” anywhere upon submission. Candidates can view exactly what PMCV sees, which is also what Health Services will see once the Assessment Period opens.

IMPORTANT: Some Matches require you to also apply directly to the Health Services, please confirm via the Match webpage/website, if this applies to your Match.

Submit declaration	✓
Candidate details	✓
Eligibility	✓
Add preferences	✓
Nominate referees	✓
Upload documents	✓
Admin documents	✓
Video interview	✓

18. Withdrawing from a Match

If you wish to withdraw from a Match, you may do so at any time by clicking the **Withdraw** button that appears on your dashboard.



Please note: In most cases, once you withdraw, you **cannot** be reinstated into the Match.

Match allocations

19. How candidates are allocated

A mathematical matching algorithm is used by PMCV to allocate candidates to available positions.

In some but not all there are priority groups within the Match, therefore each time the algorithm is run, the Priority Group 1 candidates, will be run before Priority Group 2 and so on. If Priority Groups are not part of the Match all candidates will be viewed by the algorithm at the one time.

This algorithm uses the following parameters to allocate a candidate to a position.

1. Priority Group of the candidate (if applicable)
2. Candidate health service preferences.
3. Health service’s ranking order of candidate.
4. Number of positions available.

If the candidate’s health service ranking number falls outside the number of positions available with the health service, the algorithm will look at the candidate’s next preference in order, until they are either allocated or remain unallocated. This ensures that candidates get their best available allocation.

20. Results

Candidates will be notified of their Match outcome via their Match account **from** 10am on the specified date in the Key Dates document.

The outcomes will either be:

1) Allocated with the name of the health service and program candidates were allocated to.

2) Unallocated These candidates will be advised of the next steps by PMCV later that day.

21. Allocated Candidates

Successful candidates can view their outcomes on the Allocation & Placement Service (APS) and for most will also receive an email (Except the Intern Match due to its continual allocation process). These emails come out in batches so for larger matches may be delayed.

Each Match has its own rules regarding allocations, please refer to your Match information.

22. Unallocated Candidates

Each Match will have its own process, please refer to your specific Match information.

23. Acceptance Process

Some but not all Matches have an acceptance period during which candidates must accept their position to indicate to health services they can commence their onboarding activities. Please refer to your specific Match information for further details.

Support

The PMCV team will be available to guide you with any questions you have, and you can email allocations@pmcv.com.au for support.