



RACP
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Initial Accreditation Process

Version 0.8

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Pursuing Training Excellence



Purpose

The document outlines the RACP's process for the Initial Accreditation of a Training Setting and its Basic Training Program. This process provides transparency for all relevant parties throughout the process.

Applicability

The process applies to Training Settings requesting to be accredited under the [AMC Model Standards and Basic Training College Specific Requirements](#) for the first time. Health services must apply to be accredited if they wish to provide RACP Training Programs. The RACP assess Training Settings and Basic Training Programs to determine if they provide:

- appropriate learning environments
- effective system of governance and leadership for physician training
- necessary support for Trainees and educators so they can succeed
- training that aligns with the learning objectives of the Basic Training Program Curricula

Relevant Materials

This document should be read in conjunction with:

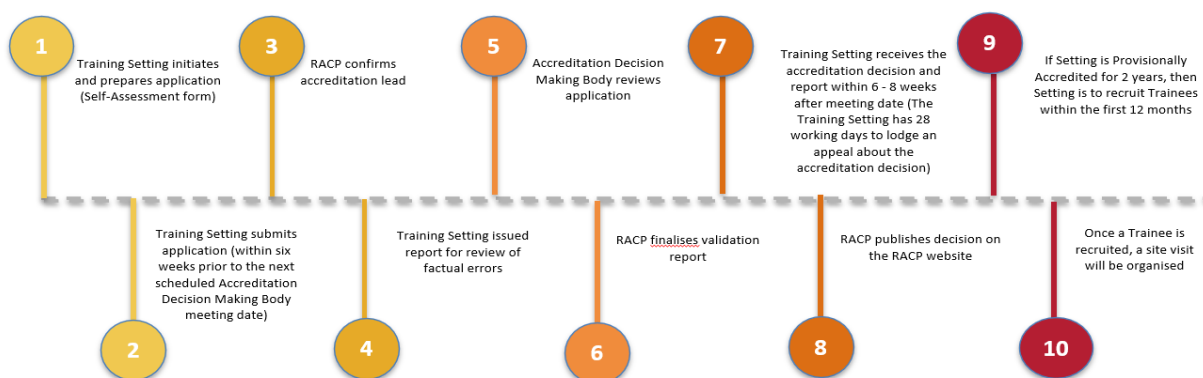
- [Accreditation of a Training Provider](#)
- [Monitoring of a Training Provider](#)

Principles

The RACP will:

- be guided by procedural fairness
- provide advice in line with this process

Initial Accreditation – Timeline



Initial Accreditation – Submission Timeframes

The Accreditation Decision Making Bodies meets four times per year, usually within the months of February, May, August, and November. Any new applications must be submitted to Training Accreditation Services **within six weeks before** the next Committee meeting date. The accreditation decision is then issued to the Setting within 6-8 weeks from the meeting date. Once a Setting receives their accreditation decision, Trainee recruitment may commence.

Please contact Training Accreditation Services for exact Committee meeting dates prior to submission or for any other queries in relation to this document, by email at accreditation@racp.edu.au (AUS) or accreditation@racp.org.nz (NZ)

Initial Accreditation – Following previous Lapse or Revoked Accreditation

If a Training Setting and/or Basic Training Program voluntarily withdraws from the accreditation process or their accreditation is revoked, they may reapply for accreditation under the Initial Accreditation Process. Please note the following options:

- If the Training Setting is within the current 5-year accreditation cycle, then the previously submitted Self-Assessment Forms may be re-submitted with any updates since the last accreditation review by email to Training Accreditation Services;
- If the Training Setting is outside of the 5-year accreditation cycle or the Accreditation Standards have changed since the date of the last review, then new Self Assessment Forms, by way of an Initial Accreditation Application, must be completed and submitted by email to Training Accreditation Services.

Initial Accreditation Process

1. Initiate and prepare self-assessment form

1.1 A Training Setting wishing to apply for first time accreditation, is encouraged to read all relevant documents and e-modules on the [RACP website](#) before completing a [Self-Assessment Form](#). There are different forms based on the Training Program delivered and the Training Setting must ensure that the appropriate form is completed when applying for first time accreditation. The Training Setting can contact the RACP for guidance when completing the [Self-Assessment Form](#).

1.2 A Training Setting must complete a [Self-Assessment Form](#) by:

- 1.2.1 providing an overview of the Training Network (if applicable), Setting and/or Training Program in PART A of the form.
- 1.2.2 preparing a written response to describe compliance with each criterion and requirement, rating its performance, and providing supporting documentation to substantiate the response in PART B of the form.

2. Submit application

2.1 A Training Setting submits a new application for the accreditation of a Training Setting and/ or Basic Training Program to Training Accreditation Services at accreditation@racp.edu.au (Australia) or accreditation@racp.org.nz (Aotearoa New Zealand) in accordance with the recommended submission timeframe:

- 2.1.1 The Accreditation Decision Making Bodies meet four times per year often in the months of February, May, August, and November. New applications must be submitted at a minimum of 6 weeks prior to the next Committee meeting date. Please contact Training Accreditation Services for exact meeting dates and submission timeframes.

3. RACP confirm the accreditation lead

- 3.1 Once the Self-Assessment Report and supporting documentation is received, the RACP reviews it for completeness. If there is incomplete or missing information, it is returned to the Training Setting to provide further information.
- 3.2 Once all documents are finalised, the RACP sends the Self-Assessment Report and supporting documentation to an accreditation lead to undertake an assessment of the Training Setting.
- 3.3 The accreditation lead reviews the Self-Assessment Report and supporting documentation and provides an accreditation recommendation to the Accreditation Decision Making Body at the next scheduled meeting.

4. Factual verification

4.1 Prior to the next scheduled Accreditation Committee meeting, the RACP issue Part B of the External Assessment Report to the Training Setting for factual checking and verification purposes. This is an opportunity to rectify any factual errors and where appropriate, discuss the preliminary findings.

5. Committee meeting

5.1 The Accreditation Decision Making Body reviews the External Assessment Report including any supporting documentation and the accreditation leads recommendation at the next scheduled meeting. The accreditation lead (if available) provides a verbal update at the Committee meeting.

5.2 The Accreditation Decision Making Body determines an accreditation decision for the Training Setting and its Basic Training Program/s from the following options:

5.2.1 Provisionally Accredited:

- A new Training Setting that meets all of the criteria OR
- Does not meet all of the criteria but has the potential to meet them once Trainees are in place. The overall risk assessment is rated as low or medium with conditions required.
- Provisionally accredited for up to two years subject to satisfactory routine monitoring submissions.
- The Setting has the first 12 months of this period to obtain and confirm Trainee recruitment with the RACP. If Trainee recruitment is confirmed in this time, then the further 12 months of accreditation continues and a comprehensive physical site visit is scheduled to take place within the last 12 months of this period, confirming if any conditions have been met. The Accreditation decision making body will review the findings from the comprehensive review at the next scheduled meeting and determine if the Setting may be granted accreditation for a 5 year accreditation cycle. At this point, Training Settings will be considered an 'existing Training Setting' for accreditation purposes.
- If no Trainees are appointed within 12 months, the college will decide if provisional accreditation status should lapse or remain in place for a further period of time. If lapsed, the college will determine if the Setting is required to submit a new accreditation application before Trainees can be appointed.

5.2.2 Not Accredited (refused):

- A new Training Setting that does not meet all of the accreditation criteria. The overall risk assessment is rated as high or extreme and accreditation **not granted**.
- Any requirements that must be met in the future will be outlined. Once requirements have been met, the Setting may be required to submit a new accreditation application providing assurance that it continues to meet all other accreditation criteria at the time of reapplication.

2. Finalise external validation report

- 2.1 The RACP records the Accreditation Decision Making Bodies' decision and prepares the External Validation Report.
- 2.2 The External Validation Report and notification letter is reviewed by the Chair of the respective Accreditation Decision Making Body for accuracy and confirmation. If any inconsistencies are identified, the RACP makes amendments before the report is finalised.
- 2.3 The finalised report and notification letter is released to the Training Provider within 6-8 weeks of the Committee meeting date.

3. Review accreditation report

- 3.1 The Training Setting receives the External Validation Report and notification letter outlining the accreditation decision.
- 3.2 The Training Setting reviews the findings and if required, commences actions provided by the RACP.
- 3.3 The Training Setting has 28 working days to lodge an appeal about the accreditation decision with the RACP via the [Reconsideration, Review and Appeals Policy](#).

4. Publication of accreditation decision

- 4.1 The RACP publishes the Training Setting's accreditation decision on the RACP website.