

## Purpose and scope

- The purpose of this policy is to clarify the progression requirements for RACP trainees enrolled in Divisions, Faculty and Chapter training.
- The policy outlines provisions for completion of training requirements, time limits to complete training, prospective approval and certification of training, provisions for completion of training time with outstanding training requirements (including exams) and failure to progress in training.

## Completion of training and Time limit to complete

- A trainee must satisfactorily complete all training requirements of the program as published in the relevant training program handbook.
- Summative assessments must be completed in accordance with published eligibility criteria and exam attempts limits as set out in the relevant training program handbooks.
- Time limits to complete training programs is as follows:

Program length	Time limit
6 months	15 months
2 years	6 years
3 years	8 years
4 years	10 years
5 years	12 years

## Failure to progress and Exceptional circumstances

- A trainee experiencing difficulty with progression in training, including successful completion of examinations, will be referred to the Trainee in Difficulty Support Pathway.
- Failure to progress may lead to involuntary discontinuation, though applications to commence in an alternative RACP training program will be considered by the relevant training committee on a case-by-case basis.
- Exceptional circumstances are considered for special consideration by application and require the support of the Educational Supervisor or the Training Program Director.

## Applications and Prospective approval

- Applications must be submitted prospectively to relevant Training Committee by the due date or incur late fee.
- Late applications will not be accepted one month after the published deadline.
- Training periods prospectively approved will not be less than one month or greater than 12 months.

## Leave during training

- For each year of full-time training, a trainee may take up to eight weeks (pro-rata) leave.
- Unused leave cannot be carried over.
- Leave exceeding entitled amount will require request for interruption from training.

## Certification and progression decisions

- The relevant training committee will assess training undertaken based on supervisor reports, completed training requirements and other relevant information.
- Training may be certified, deferred, partially certified or not certified with respect to specific policy provisions.
- Where a trainee has an unresolved performance or progression difficulty, the committee will review and determine further support of the case as set out in the Trainees in Difficulty Support Pathway.
- Until a trainee has successfully completed the required summative examinations they must continue to work in an accredited training site and complete training under supervision.