



Accreditation Process – A guide for Basic Trainees

Purpose of this guide

This document is to advise basic trainees about the accreditation review process, trainees' role in accreditation and support available for trainees.

About Accreditation

Training Provider accreditation is to evaluate whether a Setting and its Basic Training Program is compliant with the [RACP Training Provider Standards](#) and [Basic Training Accreditation Requirements](#). RACP Basic Trainees play an important role in the [Accreditation process](#). While a Setting is expected to monitor its performance to comply with the RACP accreditation standards and requirements, the RACP assesses and visits accredited settings every four years to review compliance with the standards and requirements. Accreditation is a supportive mechanism to improve your learning experience at a Setting.

It is important to understand that any decisions resulting from the accreditation review will not disadvantage the current trainees at the Setting.

Trainees' Role in Accreditation

Trainee surveys will be conducted within 6 months of accreditation reviews which will require trainee input. Trainee feedback is a very important part of the accreditation assessment process and although you may no longer be training at the Setting, feedback on your training experience at the site is very much appreciated.

Please note that all responses are kept confidential.

For [Principal \(Level 2 or Level 3 Settings\)](#) and ad hoc focus reviews a site visit will be conducted and there will be trainee interviews during these site visits. These interviews are a vital step to gather key information about the Setting and Training Program. It allows trainees to share insights and challenges, offering valuable perspectives for understanding the training environment.

About the Process

Accreditation is a multi-staged evaluation process that involves an independent review to identify the level of congruence between the training provided and the Standards which identify the RACP's expectations of workplace training. The outcome of the accreditation process is to give a Training Provider an accreditation decision and to support the Training Provider to maintain compliance with the Standards between these four year reviews.



The [process](#) for [accreditation of a Training Provider](#) is:

- 1. Self-assessment** involves a Training Provider reflecting on their compliance with the Standards, preparing a written response to describe this compliance, rating its performance, identifying areas for improvement and providing supporting documentation to substantiate the response.
- 2. External assessment** involves an Accreditation Review Panel assessing the Training Provider's compliance with the Standards.
- 3. External validation** involves an Accreditation Committee determining a Training Provider's accreditation decision. The committee reviews the external assessment report and can choose to endorse or modify the recommendations when determining a Training Provider's accreditation decision.
- 4. Reporting** involves the RACP releasing the accreditation report including accreditation decision to a Training Provider and publishing the decision on the [RACP website](#).
- 5. Monitoring** involves the RACP [monitoring a Training Provider](#) to ensure ongoing compliance with the standards. If you notice breaches of the Standards, please fill out the [Potential Brief form](#).

Read more [About the accreditation program \(racp.edu.au\)](#).

RACP Training Support Unit

The RACP has a Training Support Unit who you can contact by emailing trainingsupport@racp.edu.au. The Training Support Unit can assist you by administering structured support which works with you, your supervisor and the Training Committee to aid your training progression. For any further information or questions about the Basic Training Program please contact Basic Training at basictraining@racp.edu.au and any further questions about accreditation please contact the Training Accreditation Services at accreditation@racp.edu.au.

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