

Your role in the Accreditation Process – A guide for Basic Trainees

Purpose of this Guide

This document is designed to help you understand the accreditation review process: what a Basic Trainee's role is in the accreditation process and the support available to you.

What is 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](#). Whilst a Setting is expected to monitor its performance to comply with the RACP accreditation standards and requirements, the RACP assesses 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.

Why is Accreditation important and how does trainee feedback impact Accreditation?

You and other trainees can contribute to the accreditation process in several ways:

1. **By completing the RACP's pre-accreditation Trainee Survey.** Conducted within 6 months of accreditation reviews, this survey is a very important part of the accreditation assessment process. Although you may no longer be training at the Setting, feedback on your training experience at the Setting is very much appreciated. Surveys will be sent by email, and you are encouraged to participate.

Please note that all responses are kept confidential.

2. **By participating in an interview during a site visit (if required).** These interviews are a vital step to gather information about the Setting and Training Program. It allows you and other trainees to share insights and challenges, offering valuable perspectives for understanding the training environment.
3. **By completing the Medical Board of Australia's annual Medical Training Survey (for trainees in Australia only).** The RACP reviews Medical Training Survey Results specific to Training Settings and Programs, focusing on workplace culture, workload, and wellbeing to identify potential concerns. These concerns are shared with accreditors ahead of site visits and investigated during review activities. For Settings without an upcoming site visit, concerns are addressed through the [monitoring of a Training Provider process](#).

The College also uses Medical Training Survey results to recognise and commend training Settings with notably positive results.

How can you contribute?

The RACP seeks Adult Medicine and Paediatrics & Child Health Division Basic and Advanced Trainees in Australia and Aotearoa New Zealand to become Accreditor – Trainee Representatives. As an accreditor, you will assist with accreditation site visits and offer a trainee perspective throughout the accreditation process.

You can submit an Expression of Interest and read about your roles and responsibilities on the [RACP website](#).

What to do if I have concerns about my Setting or training

A potential breach is anything that may affect the way a Training Provider meets the Standards.

This process can relate to (but isn't limited to):

- bullying and harassment
- discrimination
- changes to supervision that may affect training
- rostering changes that may affect training opportunities
- any incident or circumstance which could impact the Training Provider's integrity or capacity to deliver service and/or Training Programs

If you notice breaches of the Standards, please fill out the [Potential Brief form](#) and read the [Monitoring a Training Provider](#).

About the Process

Accreditation is a multi-stage 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 each 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. This is where your trainee feedback in the surveys and/or site visit interview is crucial for Accreditation Review Panels to accurately assess the Setting.

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 Accredited Settings webpage](#). This will provide you with transparency of all Settings Accreditation decisions.

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 \(racp.edu.au\)](#).

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