

## **Flexible Training Policy**

Effective: 01 August 2020

### **1. Purpose and scope**

- 1.1. The RACP promotes flexible training arrangements for trainees of all RACP training programs:
  - 1.1.1. To encourage retention of RACP trainees who are unable to train on a full-time continuous basis.
  - 1.1.2. To assist trainees to pursue training whilst fulfilling other obligations such as carer responsibilities.
  - 1.1.3. To support continued training in programs on a time-equivalence (pro-rata) basis.
- 1.2. This policy outlines the flexible training options available for RACP trainees (including post Fellowship trainees). The policy details provisions for part-time training and interruptions to training (including parental leave).

### **2. Meeting the standards of training**

- 2.1. Trainees must meet the relevant training program curriculum standards and the learning, teaching and assessment requirements regardless of any flexible training arrangements.

### **3. Applications for flexible training arrangements**

- 3.1. Approval of flexible training arrangements must be sought prospectively in writing from the relevant training committee with any applicable fee.
  - 3.1.1. Interruptions from training without prospective approval may be grounds for discontinuation of training.
  - 3.1.2. Trainees are encouraged to plan as far in advance as possible if there is a need for flexible training arrangements for parental leave or interruption.
  - 3.1.3. The RACP recognises that in addition to RACP approval of flexible training arrangements, the employer must also be willing to provide appropriate employment conditions for such arrangements to occur.

- 3.2. Applications for training must be made by the published deadline. Applications to vary an approved training program including interruptions or change to part-time hours can be made at any time during the year.
- 3.3. Trainees may apply for interruption or part-time training as many times as they wish and for as long as they wish at any stage of training, however all training program requirements must be completed within the relevant time limit set out in the RACP Progression through training policy.
  - 3.3.1. Each application for interruption or part-time training covers a maximum time of 12 months. A trainee must submit a new application at the end of the approved 12-month period if they wish to extend the interruption or part-time training arrangement.

#### **4. Part-time training**

- 4.1. Part-time training refers to training completed at a minimum of 0.4 full-time equivalent (FTE).
  - 4.1.1. Training at less than 0.4 FTE may be appropriate in some training programs. The relevant training committee has discretion to approve training periods at less than 0.4 FTE if the educational requirements will be met.
- 4.2. Part-time training duties should be pro-rated to full time training duties provided that all educational requirements will be met.
- 4.3. Trainees undertaking part-time training are required to complete the same number of work-based learning and assessment tools pro-rated to the amount of training for which they have been approved.

#### **5. Interruption during a training program**

- 5.1. Interrupted training is any absence (full-time) from an approved training position which exceeds the allowable absence as set out in the Progression through training policy.
- 5.2. During an approved interruption to training:
  - 5.2.1. Training periods undertaken are not eligible for certification.
  - 5.2.2. Completion of work-based learning and assessment tools is not required.
  - 5.2.3. Research projects or other written project requirements may be undertaken.
  - 5.2.4. An interruption fee is payable to remain in the training program, unless evidence of parental leave, sick leave or carer responsibilities is provided.

- 5.3. If training is interrupted for part of a training year, work-based assessment requirements for the remaining period will be determined on a pro-rata basis by the relevant training committee.
- 5.4. Trainees may interrupt their training for a continuous period of up to 12 months without being required to complete additional training requirements.
- 5.4.1. If training is interrupted for more than 12 continuous months, additional work-based learning and assessment may be required during the first six months upon return to training as determined by the relevant training committee.
- 5.4.2. If training is interrupted for more than 24 continuous months, the relevant training committee may require an additional period of training. Any additional requirements will be determined on a case by case basis and may depend upon activities undertaken during interruption.
- 5.5. Interrupted training due to **parental leave**:
- 5.5.1. A maximum period of 24 months of approved full-time parental leave across each training program (Basic, Advanced, Faculty and Chapter) can be excluded from the time limit to complete training.
- 5.5.2. More than 24 months of parental leave may be taken; however, it will not be excluded from the time limit to complete training.
- 5.5.3. Part-time parental leave (i.e. part-time training) is not considered an interruption and will not be excluded from the time limit to complete training.

## 6. Interval between Training Programs

- 6.1. A trainee who has completed Basic Training (Divisions) must commence Advanced Training (Divisions) within five years of the completion of Basic Training.
- 6.2. No more than two consecutive years may be spent away from clinical work during the interval between completing Basic Training and commencing Advanced Training to ensure currency of knowledge and skills.
- 6.2.1. The relevant training committee may require evidence of clinical work undertaken during this period.

## 7. Definitions

- 7.1. **Full Time Equivalent (FTE)** refers to a minimum 38-hour work week.
- 7.2. **Interrupted training** is any absence (full-time) from an approved training position which exceeds the allowable absence as set out in the Progression through training

policy. Examples include extended holiday, extended illness, parental leave or postgraduate study (refer to 5).

7.3. **Parental leave** refers to an approved interruption (full-time) due to maternity, paternity, adoptive leave or permanence order (refer to 5.5).

7.4. **Training program** refers to any education program of the RACP's Divisions, Faculties or Chapters. Basic Training and Advanced Training are considered separate programs for this policy.

## 8. Reconsideration, review and appeals

Rights of reconsideration, review and appeal are set out in the College By-Law: Reconsideration, Review and Appeals Process.

## 9. Exceptional circumstances

Provisions for special consideration of exceptional circumstances are set out in the RACP Special Consideration for Assessment Policy.

## 10. Related documents

- 10.1. College By-Law: Reconsideration, Review and Appeals Process
- 10.2. Education/Training Committee Contact Information
- 10.3. Progression through Training Policy
- 10.4. Recognition of Prior Learning Policy
- 10.5. Special Consideration for Assessment Policy

## 11. Policy responsibility, approval and review

Responsible department:	Education, Learning and Assessment
College Education Committee approval date:	23 August 2019
Review year:	2023

## 12. Policy revision history

Version	Date effective	Approved by	Revision history
v1	01 January 2012	College Education Committee (CEC)	New policy

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v2	01 January 2017	CEC	Full policy revision
v3	01 August 2020 TBC	CEC	Redraft of the policy to align with new curricula. Changed 4.3 to reflect the change to pro-rating of assessment tools.

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