



# Progression Through Training Policy

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|----------------------------------|---|
| <b>Area of College</b>           | Education, Learning & Assessment  |
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| <b>References/Legislation</b>    |   |
| <b>Associated RACP Documents</b> | Flexible Training policy  |
| <b>Applicability</b>             | Australia and Aotearoa New Zealand  |

*Note: This is a controlled document within the [RACP Policy Framework](#).*

**TABLE OF CONTENTS**

**1. INTRODUCTION.....3**

**2. PURPOSE.....3**

**3. SCOPE.....3**

**4. POLICY CONTENT.....3**

    4.1. Completion of training requirements.....3

    4.2. Time limits to complete training programs .....4

    4.3. Registration and application for approval of training .....4

    4.4. Prospective approval of training .....5

    4.5. Absence during training.....5

    4.6. Certification of training and progression decisions.....6

    4.7. Failure to progress in training .....7

**5. RECONSIDERATION, REVIEW AND APPEALS .....7**

    5.1. Exceptional circumstances .....7

**6. REVIEW OF POLICY .....7**

**7. DEFINITIONS.....8**

**8. HISTORY .....9**

## 1. INTRODUCTION

RACP training programs are underpinned by curricula standards and learning, teaching and assessment programs which provide a framework for training and progression.

A trainee must demonstrate the required knowledge, skills and professional behaviours expected for each stage of training before they progress to the next stage and then completion of the program.

## 2. PURPOSE

The policy outlines provisions for completion of training requirements, time limits to complete training programs, prospective approval and certification of training, and failure to progress in training.

## 3. SCOPE

This policy specifies the progression requirements for RACP trainees (including Fellows in training) enrolled in RACP training programs.

## 4. POLICY CONTENT

### 4.1. Completion of training requirements

4.1.1 The relevant training committee is responsible for monitoring and assessing the progression of a trainee through training.

4.1.2 A trainee must satisfactorily complete all training program requirements as published by the RACP.

4.1.3 A trainee must satisfactorily complete all training requirements in accordance with relevant published guidelines, policies, deadlines or committee approved extensions. This includes completion of examination requirements within published attempt and time limits.

4.1.4 A trainee must remain registered with the RACP until all requirements for the training program are satisfactorily completed.

4.1.4.1 A Basic Trainee must continue to work in an accredited training setting and complete training requirements under supervision unless they are in a period of approved interruption.

4.1.5 A Basic Trainee must satisfactorily complete all Divisional Basic Training program requirements including examinations to be eligible to apply for approval into the relevant Advanced Training program. A trainee is accepted into a program once their first application for prospective approval of Advanced Training has been approved by the relevant training committee.

4.1.6 An Advanced Trainee must satisfactorily complete all relevant training program requirements to be eligible to apply for Fellowship. The relevant training committee will consider the training undertaken throughout the whole program for eligibility of completion and/or admission to Fellowship of the relevant Division, Faculty or Chapter.

## 4.2. Time limits to complete training programs

- 4.2.1 The time limit to complete training programs seeks to balance flexible training arrangements with timely progression through training and the need to ensure the validity and currency of training.
- 4.2.2 Training programs must be completed within the time limit for the length of the program as set out below\*. Training program requirements include but are not limited to, satisfactory completion of clinical experience requirements, examinations, work-based assessments, projects, and modules.

| Minimum length of program | Time Limit |
|---------------------------|------------|
| 6 months                  | 15 months  |
| 2 years                   | 6 years    |
| 3 years                   | 8 years    |
| 4 years                   | 10 years   |
| 5 years                   | 12 years   |

\*In March 2020, the College Education Committee approved a 12-month extension to the time limit to complete training for all trainees who started training in 2020 or earlier, in recognition of the exceptional circumstances due to COVID-19. This extension applies to the training program(s) that the trainee was registered in for the 2020 training year.

- 4.2.3 Time limits do not include approved training interruptions due to full-time parental leave and medical leave, (see Flexible Training policy).
- 4.2.4 If a trainee is undertaking dual or conjoint training the time limits for each RACP program will be adjusted. Typically, one additional year will be added to each program's time limit, which may be further extended upon consideration of outstanding training requirements and consideration of periods where training in one program inhibited training in the other.
- 4.2.5 Any training time certified as recognised prior learning will be deducted from the time limit to complete training.
- 4.2.6 If a trainee is unable to complete the requirements within the specified time limit they are not eligible to continue in training.
- 4.2.7 A trainee who has completed Basic Training (Divisions) must commence Advanced Training (Divisions) within five years of completion of the Basic Training program (see Flexible Training policy).

## 4.3. Registration and application for approval of training

- 4.3.1 Registration and applications for approval of training must be submitted prospectively to the relevant training committee by the published deadline.

- 4.3.2 Applications received after the published due date may attract a late fee.
- 4.3.3 Late applications will not be accepted from one month after the published deadline for applications.

### **4.4. Prospective approval of training**

- 4.4.1 The suitability of the proposed training period will be determined by the relevant training committee, or its delegate.
- 4.4.2 The proposed training period must be consistent with the training requirements of the relevant RACP training program and appropriate for the stage in training, as determined by the committee.
- 4.4.3 The period of training prospectively approved at any one time will not be greater than 12 months.
- 4.4.4 Short term training periods must meet clinical experience requirements and standards for training. Approval of short term training periods of less than one continuous month will be determined by the relevant training committee.
- 4.4.5 The trainee will be notified of the suitability of the training period and its approval status.
- 4.4.6 The trainee's nominated supervisor, and/or where appropriate the nominated Training Program Director, will also be notified of the outcome of the application for prospective approval of training.

### **4.5. Absence during training**

- 4.5.1 For each year of training, a full-time (1.0 FTE) trainee may take absence for up to eight weeks (40 working days). Part-time trainees and trainees completing training periods shorter than 12 months may take absence during training, calculated on a pro-rata basis.
- 4.5.2 Unused absence during training cannot be carried over and taken during a subsequent year of training.
- 4.5.3 Absence during training exceeding the amount entitled per training period will reduce the period of training eligible for certification.
- 4.5.4 If a trainee is continuously absent during training for longer than provided for in 4.5.1 they must apply in writing for an interruption from training (see Flexible Training policy).
- 4.5.5 While the COVID-19 pandemic is being managed (currently 2020-2023), a trainee can take up to 14 days of COVID-19 leave per clinical year without it affecting their certifiable training time or RACP absence from training allowance. COVID-19 leave covers quarantine or sickness. Any leave beyond the 14 days will be assessed at the

end of the year and a decision will be made by the relevant training committee based on supervisor feedback.

### 4.6. Certification of training and progression decisions

- 4.6.1 The relevant training committee will assess a trainee's progress.
- 4.6.2 A period of training cannot count for more than 1.0 FTE in a single training program. For example, a trainee who trains for 60 hours per week for a six-month period cannot have the term certified for more than six months of training time.
- 4.6.3 In the case of dual training, a period of training may be certified by more than a single training committee.
- 4.6.4 The committee will not consider completion of a training program where the trainee has outstanding financial obligations to the RACP. The RACP reserves the right to defer progress decisions where a trainee has outstanding financial obligations.
- 4.6.5 **Training will be certified** where the trainee has satisfactorily completed all training requirements for the training period, and progress criteria has been met.
- 4.6.6 Certification decisions may be made in units of weeks or months. Irrespective of the units used, training periods undertaken will be recognised in one-week increments.
- 4.6.7 **The certification of training decision may be deferred** where all training requirements for the training period have not been satisfactorily completed by the trainee and, due to the exceptional circumstances of the case, the committee has determined to grant an extension for the trainee to complete and submit the outstanding training requirements. Extensions may be granted for a maximum of three months. If the outstanding requirements are not completed by the extension due date they will no longer be eligible for certification.
- 4.6.8 **Training may be partially certified** where:
- a) the committee has determined that the prospectively approved training period differed from the training which was completed.
  - b) the trainee has been absent from training in excess of the amount entitled (refer to 4.5).
  - c) the trainee has interrupted their training, which was not accounted for when prospective approval was sought (see Flexible Training policy).
- 4.6.9 **Training will not be certified** where:
- a) the trainee has not satisfactorily completed all training requirements for the prospectively approved training period by the relevant deadline(s), or during an extension period if granted by the committee (refer to 4.6.7).

- b) the trainee did not achieve the required standard during the training period in which case the trainee will be required to undertake additional training requirements.

4.6.10 **Where the trainee has an unresolved performance or progression difficulty** the committee will review the trainee's progress to inform the certification and progression decision and determine further support and or management of the case as set out in item 4.7.1.

4.6.11 The trainee will be notified of the training committee's certification decision.

### **4.7. Failure to progress in training**

4.7.1 A trainee experiencing difficulties progressing in training, will be referred to the Training Support Pathway.

4.7.2 Failure to progress may lead to involuntary discontinuation. A trainee who is exited from training may apply for an alternative RACP training program. Applications to commence in an alternative RACP training program will be considered by the relevant training committee on a case-by-case basis with reference to the applicant's RACP training history.

4.7.3 A trainee who fails to complete examinations within the relevant exam attempt limits (either number of attempts or time limit to use attempts) will be ineligible to continue in the training program.

## **5. RECONSIDERATION, REVIEW AND APPEALS**

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

### **5.1. Exceptional circumstances**

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

## **6. REVIEW OF POLICY**

This policy will be reviewed every three years or as required in the event of legislative changes or requirements. The policy may also be changed as a result of other amendments.

Staff and members of the College may provide feedback about this document by emailing [RACPPolicy@racp.edu.au](mailto:RACPPolicy@racp.edu.au).

**7. DEFINITIONS**

| <b>Term</b>                      | <b>Means</b>   |
|----------------------------------|--|
| Absence during training          | is any absence during an approved training period. It includes but is not limited to annual leave, study leave, sick or carers leave, conference leave, long service leave and absence due to industrial action. Rostered days off are not considered an absence from training. Leave taken to attend a course or conference will not be considered an absence during training if attendance is a mandatory RACP training program requirement. Leave taken to fulfil meeting attendance requirements as a trainee representative on an RACP committee will not be considered an absence during training. |
| Assessment program               | is where multiple measures of trainees' knowledge, skills, and professional qualities over time are aggregated and synthesised to inform judgements and provide feedback about progress. It involves the planned and deliberate use of assessment methods to provide an overall picture of the trainee's competence over a specified period.   |
| Board                            | the Board of Directors of the College.   |
| Certification of training        | is prospectively approved training which is deemed satisfactory and complete by the relevant training committee or progress review panel. It is the process of verifying that a trainee has met the program requirements for the training period being considered.   |
| College                          | The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.  |
| Conjoint training                | involves a trainee concurrently undertaking two separate programs independently, each leading to the award of a different Fellowship.  |
| Exam attempt                     | is counted once a trainee has commenced the examination.   |
| Fellow, Trainee, and Member      | have the same meaning as in the College Constitution   |
| Full Time Equivalent (FTE)       | is a minimum 38-hour work week.  |
| Learning and Teaching program    | is the strategies and methods to learn and teach curricula standards, including required and recommended learning activities. The learning and teaching program helps trainees to direct their own learning and guides supervisors and accredited training settings/networks in planning and delivering teaching activities.   |
| Prospective approval of training | is the process of applying for approval of the proposed training program with the relevant RACP training committee before commencement of the training position or by the relevant deadline. The Faculty of Public Health Medicine requires that trainees apply for prospective approval of training via Learning Contracts.   |
| Training program                 | is any education program of the RACP's Divisions, Faculties and Chapters. Basic Training and Advanced Training are considered separate programs for this policy.   |
| Training committee               | is the relevant training committee, its delegate or progress review panel responsible for oversight of trainee progress in an RACP training program.   |



| Term                  | Means   |
|-----------------------|---|
| Training requirements | are the components of a training program that a trainee must satisfactorily complete to progress through training. Mandatory program requirements are linked to the certification of training, progression through training and program completion. |

### 8. HISTORY

| Revision | Effective Date                            | Summary of Changes  |
|----------|---|---|
| 1.0      | 01.01.2013                                | New policy  |
| 2.0      | 01.01.2017                                | Full revision   |
| 3.0      | 01.08.2020                                | Redraft of the policy to align with new curricula   |
| 3.1      | 02.09.2020                                | Update to time limit to complete training due to COVID-19   |
| 3.2      | 25.02.2022                                | Update to the definition of absence during training   |
| 3.3      | 01.01.2023<br>(approved on<br>02.12.2022) | Redraft of the policy to align with the Flexible Training policy and administrative update and transfer to new policy template. |
| 3.4      | 11.09.2023                                | Updated provisions regarding dual and conjoint training time limits   |