# RACP Training Application

**Definition:** An online form used to facilitate the application process for RACP training programs by capturing trainee details, verifying eligibility and confirming the setting and/or network Director of Physician/Paediatric Education.

**Purpose**: The training application supports trainees to:
- Confirm that they meet program requirements, including eligibility criteria
- Identify who the DPE is to oversee their training progress
- Provide essential details for program enrolment, ensuring compliance with RACP standards
- Establish a formal foundation for their training pathway, enabling access to program resources and support

Note, once a training application is approved, DPEs will no longer have access to the application. Once a trainee submits a rotation plan, DPEs/supervisors will be able to view the trainees' records under 'My trainees' in the menu bar.

# Checklist for applying to the RACP Basic Training Program

**Step 1**

## Initial preparation

- ❑ **Confirm eligibility**
  Ensure you meet the entry criteria as per the program requirements

- ❑ **Verify training setting**
  Confirm you are employed by an accredited hospital *(where you will do your Basic Training)*

- ❑ **Establish key contacts**
  Ensure you have a designated Director of Physician/Paediatric Education (DPE)

- ❑ **Review key dates**
  Check application dates and deadlines for the program to ensure timely submission

**Step 2**

## Accessing RACP systems

Before logging into RACP systems for the first time, follow these steps:

1. **Set up new user access**

   - ❑ **Complete new user form:** Submit this form to receive your RACP User ID and password
   - ❑ **Activate multi-factor authentication:** Follow the instructions to secure your account

2. **Review technical specifications**
   Check the TMP information sheet for any system or firewall requirement to avoid technical issues

**Step 3**

## Submitting your application

- ❑ **Complete the Training Application**
  Access the form via the Training Management Platform (TMP) to submit your application online

The application form will be reviewed by the DPE. You will be able to track the status of your application through the TMP.

You can submit your rotation information and complete assessments while you wait for your application to be approved.

**Trainee**

## Submitting a Training Application on TMP

1. Login to the TMP
2. Click Application on the top navigation bar


*RACP navigation bar — Applications | My Training | My Assigned Actions | Julian Charles — Click here*
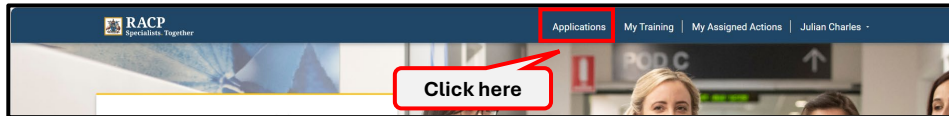
3. Click on 'Apply for Training Program'
4. On the New Training Application page, click on the **search icon**


*Select your Training Program — Training Program search field*

5. In the pop up, choose your Basic Training program and click 'select'
6. Click on 'Save and Next'

**Medical Registration**
7. Select 'Medical Registration Authority' from the drop-down box
8. Populate **First name, Last name** and **Medication Registration Number**
9. Click on 'Validate Registration Number' and allow time for validation


*General Medical Registration form — Medical Registration Authority: Australia (AHPRA), First Name: Julian, Last Name: Charles, Medical Registration Number: MED0001202663, Validate Registration Number*

**Eligibility Criteria**
10. View the criteria, then click 'Save and Next' if no errors appear

**Eligibility Criteria**
11. For each criterion, select 'Respond to Requirement'
12. Fill in the **Criteria Response** field
13. Add any required documents via 'Add Files'
14. Once you have completed your **Criteria Response** and attached documents, click on 'Submit'


*Application Eligibility Criteria — Basic Training AU (AM) 2025 - Eligible training position — Respond to Requirement — Click here*

12. Select your **Training Setting** from the drop down. Related fields will auto-fill
13. Click on 'Save and Next'
14. Navigate to the **Declarations** page
15. Tick all checkboxes, add any comments, attach documents if needed
16. Click 'Save and Next'


*Tabs: Training Program, General Medical Registration, Eligibility Criteria, Primary Training Position Details, Declarations (Click here), Summary*

**DECLARATION**
By submitting this application, I certify that:

☑ I acknowledge that it is my responsibility as a self-directed learner to be aware of the curricula and training requirements; and to comply with training deadlines. *

☑ I confirm that I have completed this application in line with the Academic Integrity in Training Policy and am aware of the Education Policies I must comply with. *

☑ I consent to the RACP and training program supervisors accessing my training information via RACP systems. *

☑ I understand I may be asked to participate in workplace accreditation undertaken by the RACP. *

I make the following comments to support my application.

**Summary and Submit**

17. Review your application in the **Summary** page
18. Click on 'Submit' to finalise the application.

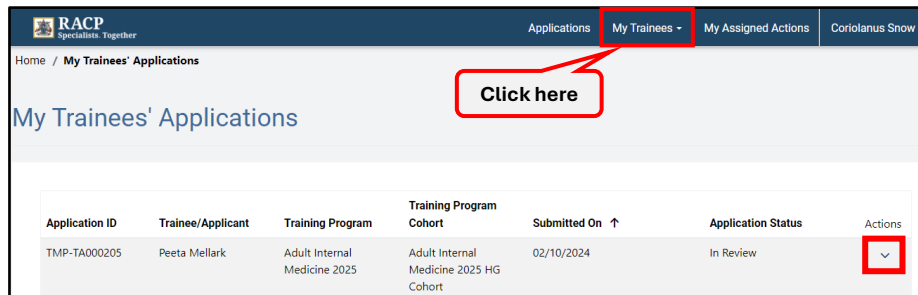The application will be sent to your DPE for approval

**DPE**

## Submitting a Training Application on TMP
1. Login to the TMP
2. Choose Option A or Option B, and continue onto **Review Application Details**

## Option A
3. Click on 'My Trainees', then on 'My Trainee's Applications. The grid shows applications made by Trainees with a status of 'In Review' or 'Additional Information Requested'
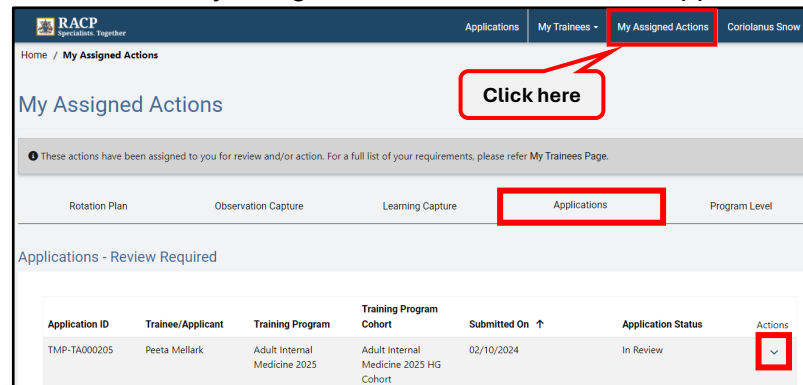


*Click here*

4. Click on the **downward arrow** under 'Actions' and click on 'Edit'
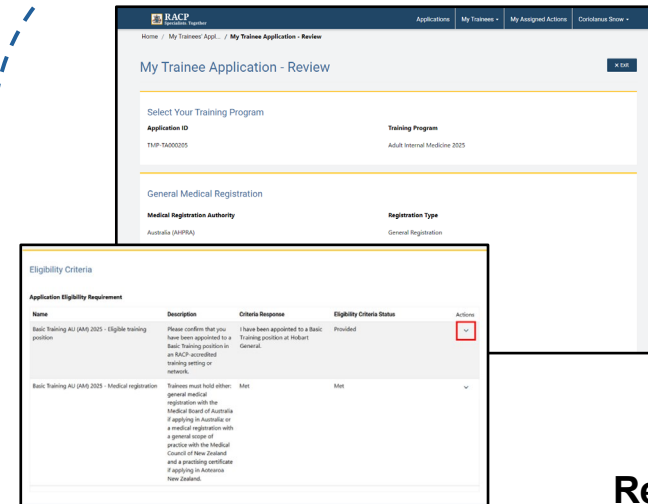
## Option B
3. Click on 'My Assigned Actions', then click on 'Applications'



*Click here*

4. Click on the **downward arrow** under 'Actions' and click on 'Edit'

## Review Application Details



5. The **My Trainee Application – Review** page opens. Review each section as needed

6. In **eligibility criteria**, click the actions button and select edit details.

7. A new window will open. Change the eligibility criteria status from the drop down menu
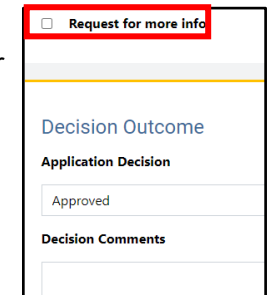
6. Scroll to **Additional Information Requested**

7. If more information is needed, leave 'Request for more info' selected

8. Add the required details and click 'Submit'

## Request Additional Information



## Make Decision

9. If no further info is needed, deselect 'Request for more info'

10. Choose a **Decision** (Approved, Provisionally Approved, or Rejected) from the dropdown.

11. Add **Decision Comments** and **Approval Conditions** if applicable and click on 'Submit'