

# Training Program Application

## TMP Portal Guide for Trainees

<b>Purpose</b>	Use this job aid as a prospective trainee for assistance in creating training applications and completing the subsequent administrative activities in the Training Management Platform (TMP) Portal.
<b>Intended Audience</b>	All Trainees
<b>Context</b>	This job aid is designed to help prospective trainees apply for a training program and manage the end-to-end application process. The application process relates to trainees applying to a training program for the first time.

### How to use this document:

The document is structured into 8 sections, representing 7 key **Training Program Application for Trainees** learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon  and then the 'bookmark' icon .

### Contents

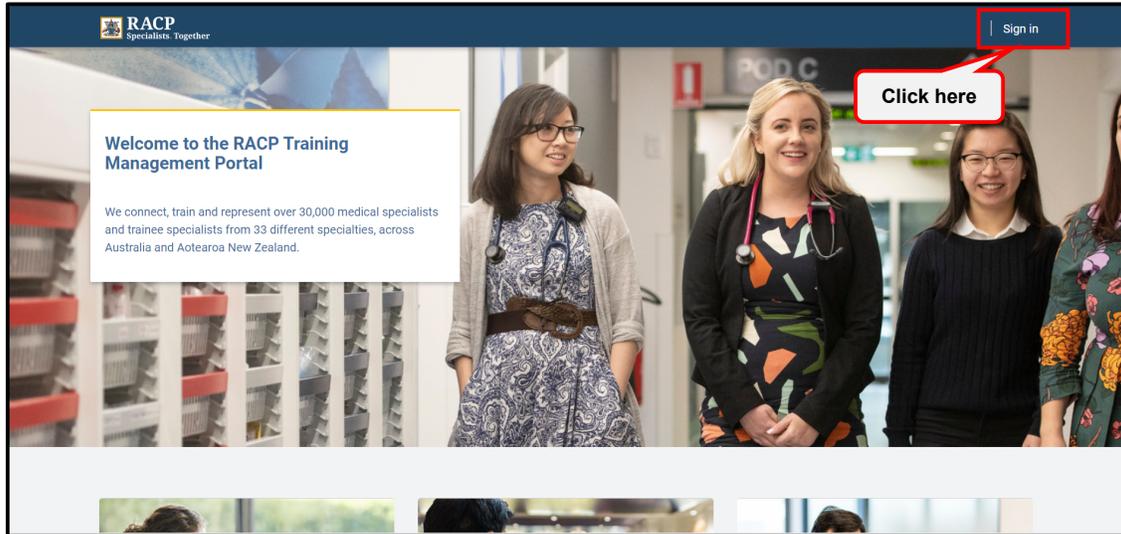
<b>Section 1: Log in to the Portal</b> .....	2
<b>Section 2: Apply for a Training Program</b> .....	4
<b>Section 3: View list of Training Applications</b> .....	16
<b>Section 4: Edit/Amend an Application</b> .....	18
<b>Section 5: View outcome of Application</b> .....	20
Section 5.1: View Portal comments.....	22
<b>Section 6: Submit additional information for an application</b> .....	23
<b>Section 7: Nominate Education Supervisor</b> .....	26
<b>Section 8: Summary of Outcomes</b> .....	31



## Section 1: Log in to the Portal

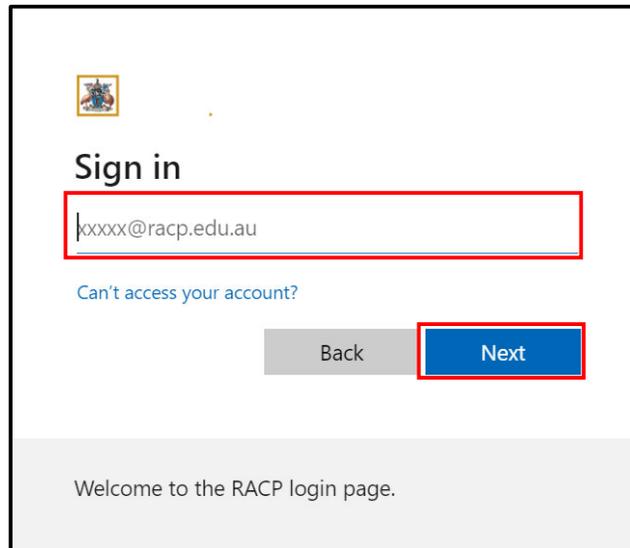
**Context:** Use these instructions as a Trainee to log into the Training Management Platform (TMP) Portal.

1. Navigate to the TMP Portal and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.



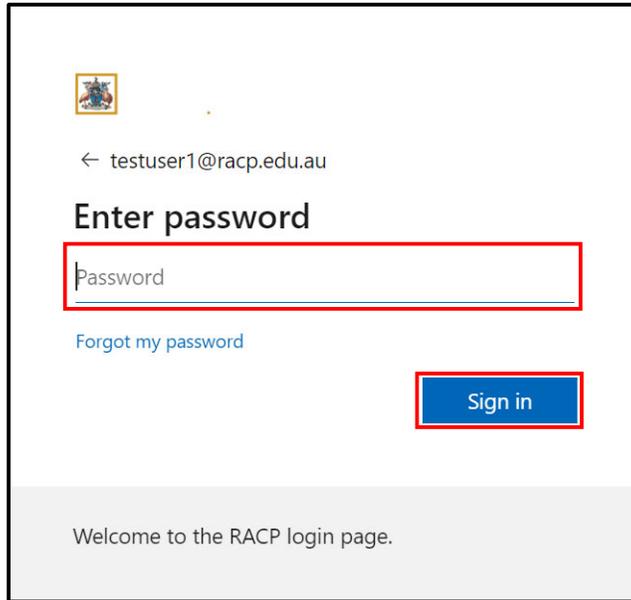
*Figure 1*

2. Enter your RACP User ID and click on **Next**. Refer to **Figure 2**.



*Figure 2*

3. Enter your password and click **sign in**. Refer to **Figure 3**.



The screenshot shows a mobile-style login interface. At the top left is a small RACP logo. Below it is a back arrow and the email address 'testuser1@racp.edu.au'. The main heading is 'Enter password'. Below this is a text input field with the placeholder text 'Password', which is highlighted with a red border. Underneath the input field is a blue link that says 'Forgot my password'. To the right of the input field is a blue button with white text that says 'Sign in', also highlighted with a red border. At the bottom of the page, there is a grey footer area with the text 'Welcome to the RACP login page.'

**Figure 3**



# RACP

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## Section 2: Apply for a Training Program

**Context:** Use these instructions as a Trainee to apply for a Training Program in the Training Management Platform (TMP) Portal.

Pre-requisites:

- Refer to the training program requirements to ensure you meet the eligibility requirements.
- If you don't have a College username and password to log into RACP systems, you will need to complete the New User Form first to create your RACP account.
- As part of this process you will be required to set up your multi-factor authentication used by the RACP to protect your data.

1. In the **Navigation bar**, click on **Applications** located at the top of the landing page. Refer to **Figure 4**.

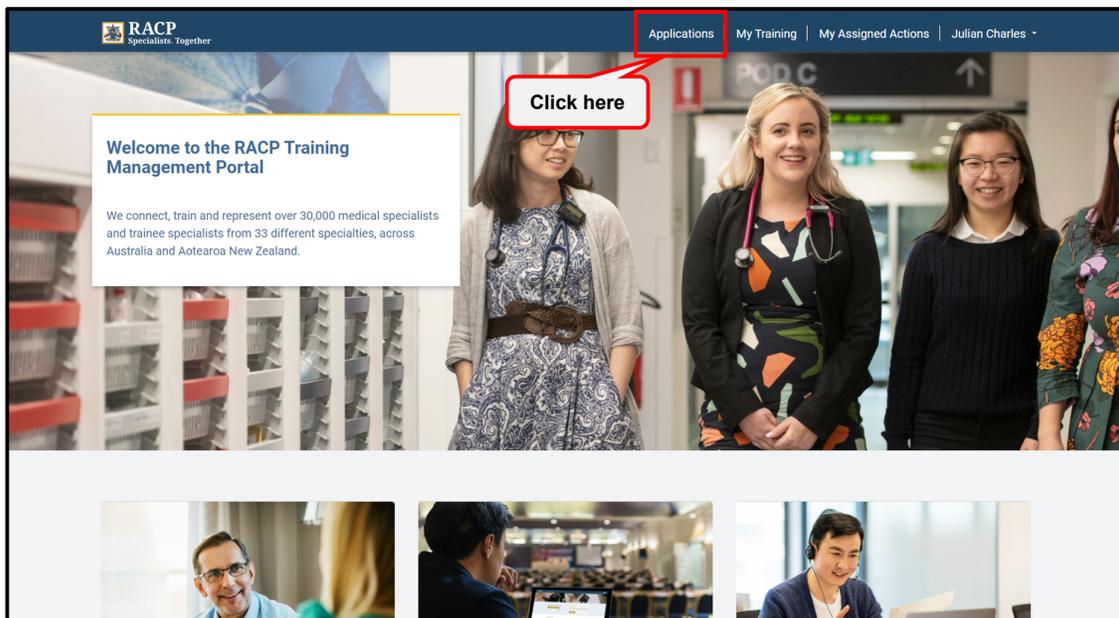


Figure 4

2. Click on **Apply for Training Program** button. Refer to **Figure 5**.

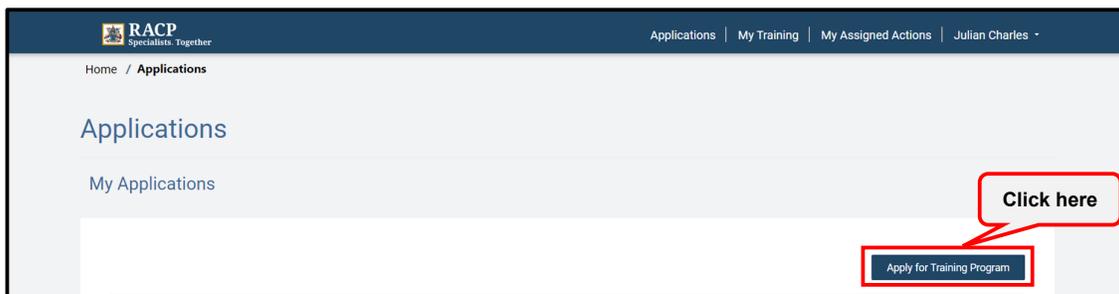
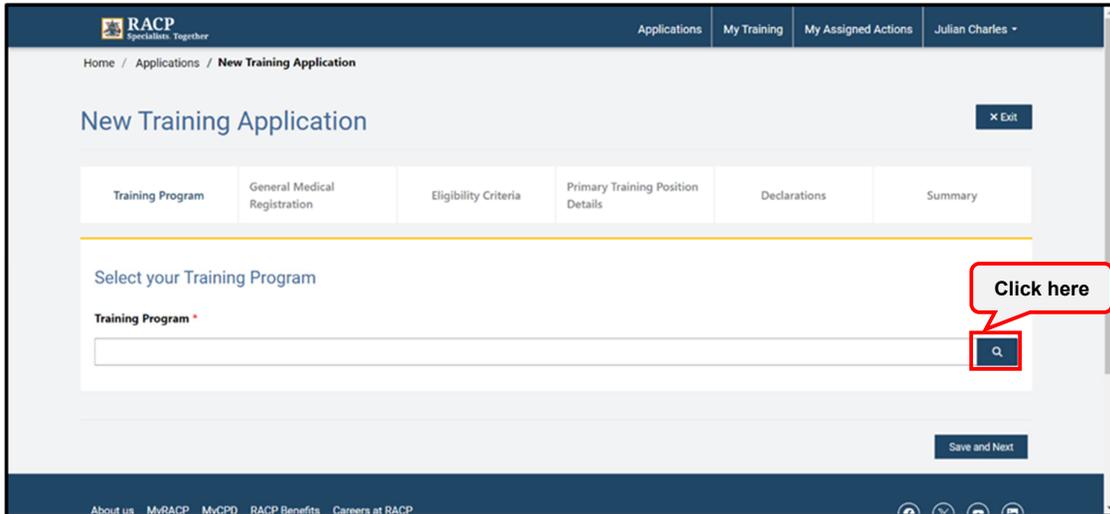


Figure 5

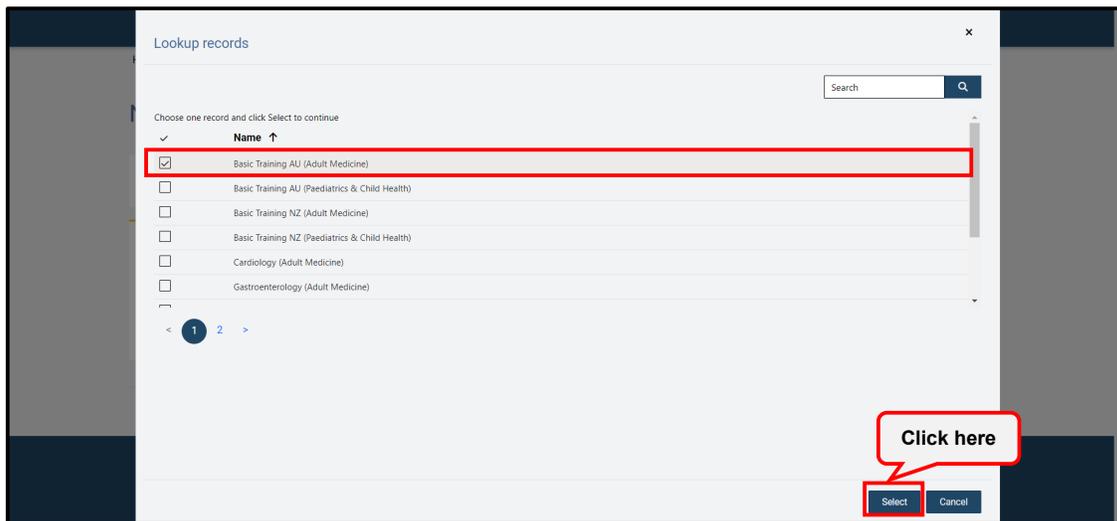


3. The **New Training Application** page will appear. Refer to **Figure 6**.
4. Select the Training Program you wish to apply for by clicking on the search icon. Refer to **Figure 6**.



**Figure 6**

5. A pop-up will appear with the **Lookup records** page, select the Training program by checking the box next to it and click **Select**. Refer to **Figure 7**.



**Figure 7**

6. If you have selected the incorrect Training Program and would like to remove the selection, click on the 'X' icon to clear the selection and repeat **Steps 4 and 5** to select the correct Training program. Refer to **Figure 8**.

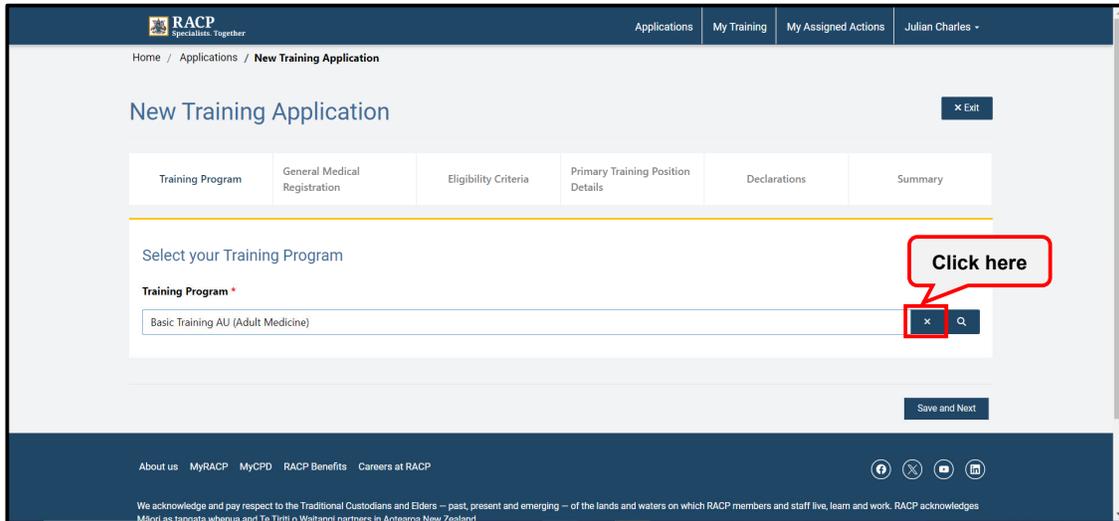


Figure 8

7. Click **Save and Next**, allowing the portal to process and take you to the next stage of your application: **General Medical Registration**. Refer to **Figure 9**.

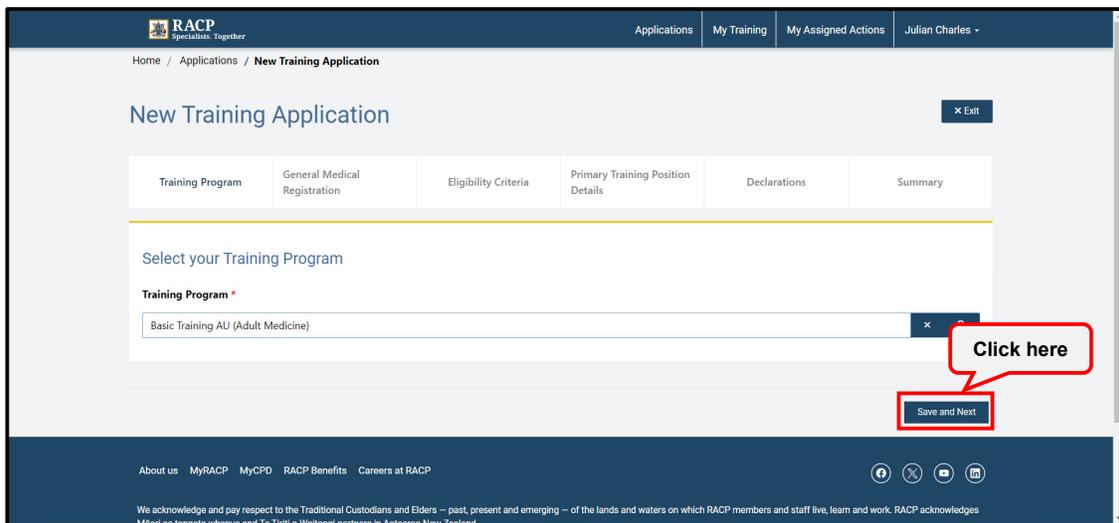


Figure 9

8. The **General Medication Registration** page will appear. In the **Medical Registration Authority** field, select the authority from the drop-down list. Refer to **Figure 10**.

**Note:** *If applying in Australia, General Medical Registration with the Medical Board of Australia is required.*

*If applying in Aotearoa New Zealand, medical registration with a general scope of practice with the Medical Council of New Zealand and a practicing certificate is required.*

9. Populate **First Name**, **Last Name** and **Medical Registration Number** fields. Refer to **Figure 10**. Ensure that the details entered match your records with AHPRA or MCNZ. Please note that this information is case sensitive.



✓ Training Program    General Medical Registration    Eligibility Criteria    Primary Training Position Details    Declarations    Summary

📘 If applying in Australia, general medical registration with the Medical Board of Australia is required.  
If applying in Aotearoa New Zealand, a medical registration with a general scope of practice with the Medical Council of New Zealand and a practicing certificate is required.

### General Medical Registration

**Medical Registration Authority \***

Australia (AHPRA)

**First Name \***

Julian

**Last Name \***

Charles

**Medical Registration Number \***

MED0001202663

Validate Registration Number

**Figure 10**

10. Click on **Validate Registration Number** button. Refer to **Figure 11**. Allow time for the portal to validate your medical registration details.

✓ Training Program    General Medical Registration    Eligibility Criteria    Primary Training Position Details    Declarations    Summary

📘 If applying in Australia, general medical registration with the Medical Board of Australia is required.  
If applying in Aotearoa New Zealand, a medical registration with a general scope of practice with the Medical Council of New Zealand and a practicing certificate is required.

### General Medical Registration

**Medical Registration Authority \***

Australia (AHPRA)

**First Name \***

Julian

**Last Name \***

Charles

**Medical Registration Number \***

MED0001202663

Validate Registration Number

**Click here**

**Figure 11**

11. Once the registration is validated, scroll down to view **Registration Category** and **Registration Status** fields as auto populated. Refer to **Figure 12**.



**Note:**

- If your registration validation is not successful, try re-entering your details (checking for typos) and trying again.
- Post validation, if your **Registration Status** returns as **'Unregistered'**, you will not be able to proceed further with the Training Application.
- If your **Registration Status** returns as **'Provisionally Registered'**, you will be able to proceed if you declare that you expect to have a valid **General Medical Registration** by the end of your first Rotation.



Name ↑	Description
Basic Training AU (AM) 2025 - Eligible training position	Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or network.

Figure 12

12. In the **Application Eligibility Criteria** section, you can view the Eligibility Criteria details for the Training Program being applied for. Refer to **Figure 13**.
13. If your **General Medical Registration** has met the requirements to proceed with your application and you do not have any error messages on the page, click on **Save and Next**. Refer to **Figure 13**.

Name ↑	Description
Basic Training AU (AM) 2025 - Eligible training position	Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or network.
Basic Training AU (AM) 2025 - Medical registration	Trainees must hold either: general medical registration with the Medical Board of Australia if applying in Australia; or a medical registration with a general scope of practice with the Medical Council of New Zealand and a practising certificate if applying in Aotearoa New Zealand.

Figure 13

 **Note:** If you encounter an error message regarding your General Medical Registration and the application cannot proceed any further, you may close the application page. Once you have taken the required actions regarding your General Medical Registration (outside the system) to proceed with the application, you can resume your application from here.

14. In the **Application Eligibility Criteria** page, you can respond based to each eligibility criteria requirement for the Training Program. To respond to an eligibility requirement, click on the downward arrow and select **Respond to Requirement**. Refer to **Figure 14**.



Name	Description	Criteria Response	Eligibility Criteria Status/Evidence	Actions
Basic Training AU (AM) 2025 - Eligible training position	Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or network.		Not Assessed	<a href="#">Click here</a> <a href="#">Respond to Requirement</a>
Basic Training AU (AM) 2025 - Medical registration	Trainees must hold either: general medical registration with the Medical Board of Australia if applying in Australia; or a medical registration with a general scope of practice with the Medical Council of New Zealand and a practising certificate if applying in Aotearoa New Zealand.	Met	Met	

Figure 14

15. The **Eligibility Criteria Details** form will open. Populate your response in the **Criteria Response** field. Refer to **Figure 15**.

Responding to Requirement

**Eligibility Criteria Details**

**Name \***  
Basic Training AU (AM) 2025 - Eligible training position

**Description**  
Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or network.

**Criteria Response \***  
Yes, I have been accepted into the Basic Physician Training program at the Alfred Hospital.

**Eligibility Criteria Status**  
Not Assessed

Figure 15

16. In the **Evidence** section, click on the **Add files** button to attach documents, if required. In the **Add files** pop-up that appears, click on **Choose Files** to browse and select the documents in your system and click on **Add files**. Refer to **Figure 16**.



**Note:** *Although not mandatory, it is suggested for trainees to add the supporting documents as evidence that ascertain your eligibility basis the eligibility criteria.*

*In addition to the Medical Registration which has already been assessed, your responses to the eligibility criteria will be assessed as part of the application review.*

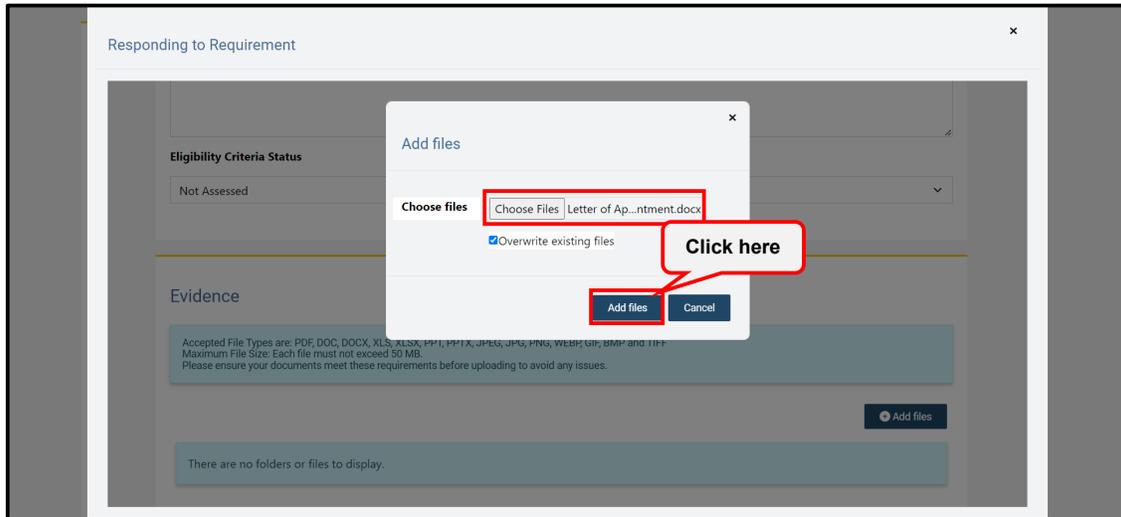


Figure 16

**Note:** To delete or replace a file you have uploaded, select 'Overwrite existing files' and ensuring the filename of the new document is exactly the same as the previously uploaded file. If the filename is not exactly the same, it will not overwrite the existing file and instead add it as a second file (with no way to remove the first one).

There are certain file types that aren't supported: *ade, adp, ani, bas, bat, chm, cmd, com, cpl, crt, hlp, ht, hta, inf, ins, isp, job, js, jse, lnk, mda, mdb, mde, mdz, msc, msi, msp, mst, pcd, reg, scr, sct, shs, url, vb, vbe, vbs, wsc, wsf, wsh, exe, php, htaccess.ini, cab, and pif* files.

17. The documents upload will appear in the **Evidence** section. Refer to **Figure 17**.
18. Once you have completed your **Criteria Response** and have attached documents (if required), click on **Submit**. Refer to **Figure 17**.

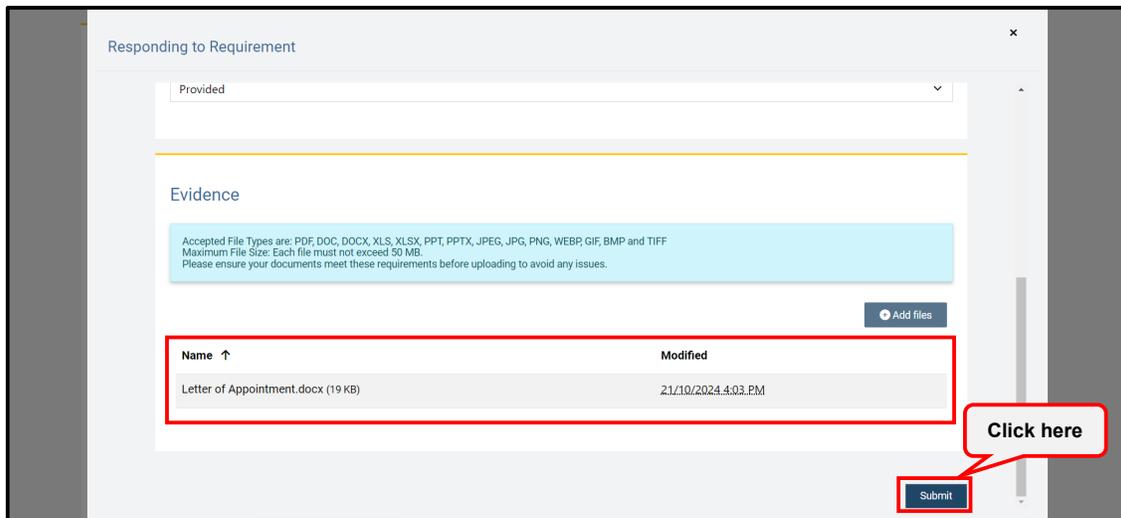


Figure 17



19. Once all Eligibility Criteria have been responded to, click on **Save and Next** to navigate to the next section: **Primary Position Details**. Refer to **Figure 18**.

 **Note:** *If you are applying to an Advanced Training Program, the Primary Position Details section will not appear, and you will be directed to Declarations page.*

Name	Description	Criteria Response	Eligibility Criteria Status/Evidence	Actions
Basic Training AU (AM) 2025 - Eligible training position	Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or network.	Yes, I have been accepted into the Basic Physician Training program at the Alfred Hospital.	Provided	⌵
Basic Training AU (AM) 2025 - Medical registration	Trainees must hold either: general medical registration with the Medical Board of Australia if applying in Australia; or a medical registration with a general scope of practice with the Medical Council of New Zealand and a practising certificate if applying in Aotearoa New Zealand.	Met	Met	⌵

Click here to move to the previous section

Click here

Previous

Save and Next

**Figure 18**

20. For Basic Trainees only: In **Primary Position Details** section, click on the **Training Setting** field, i.e. where you will be completing the Training Program. Look up and select the hospital. Refer to **Figure 19**.

21. Once you have selected a **Training Setting**, the related **Country, State/Territory** and **City** fields will automatically populate and be read-only. Refer to **Figure 19**.

✓ Training Program
✓ General Medical Registration
✓ Eligibility Criteria
Primary Training Position Details
Declarations
Summary

Primary Position Details

**Training Setting \***

Bayside - Peninsula Consortium (Vic) - Alfred Hospital

Training Setting Details

**Training Setting Details**

**Country**  
Australia

**State/Territory**  
—

**City**  
MELBOURNE

**Figure 19**

22. Click **Save and Next** to navigate to the **Declarations** stage. Refer to **Figure 20**.



Figure 20



**Note:** Should you require to make any edits to your application, navigate back to any stage of the Application using the **Previous** button located at the bottom of the page, above the Footer. Refer to **Figure 20**.

23. In the **Declarations** page, tick all checkboxes to make each declaration. Refer to **Figure 21**.
24. You can provide additional information by providing comments to support your Application under the '**I make the following comments to support my application**' field. Refer to **Figure 21**.

Figure 21

25. In the **Attachments** section, click on the **Add files** button to attach documents, if required. In the **Add files** pop-up that appears, click on **Choose Files** to browse, and select the documents in your system and click on **Add files**. Refer to **Figure 22**.



**Note:** If you do not wish to overwrite the previously uploaded documents, uncheck the **Overwrite existing files**. Refer to **Figure 22**.

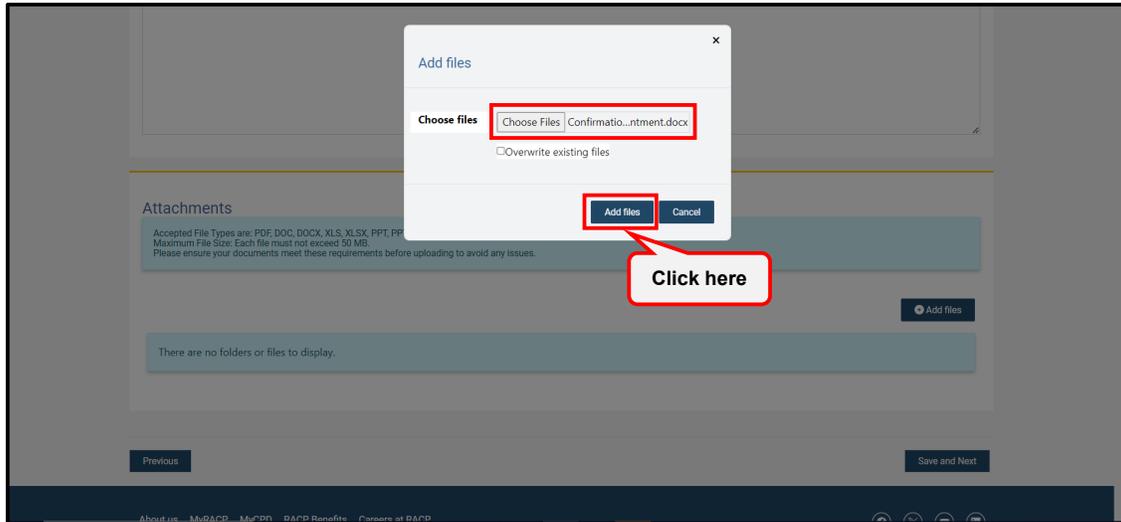


Figure 22

26. Click **Save and Next** to proceed to the **Summary** stage of the Application where you can review it. Refer to **Figure 23**.

**Note:** *The **Summary** stage of the application is read-only and you are only able to upload files, if required.*

*Should you require to make any edits to your application, navigate back to any stage of the Application using the **Previous** button located at the bottom of the page, above the Footer. Refer to **Figure 23**.*

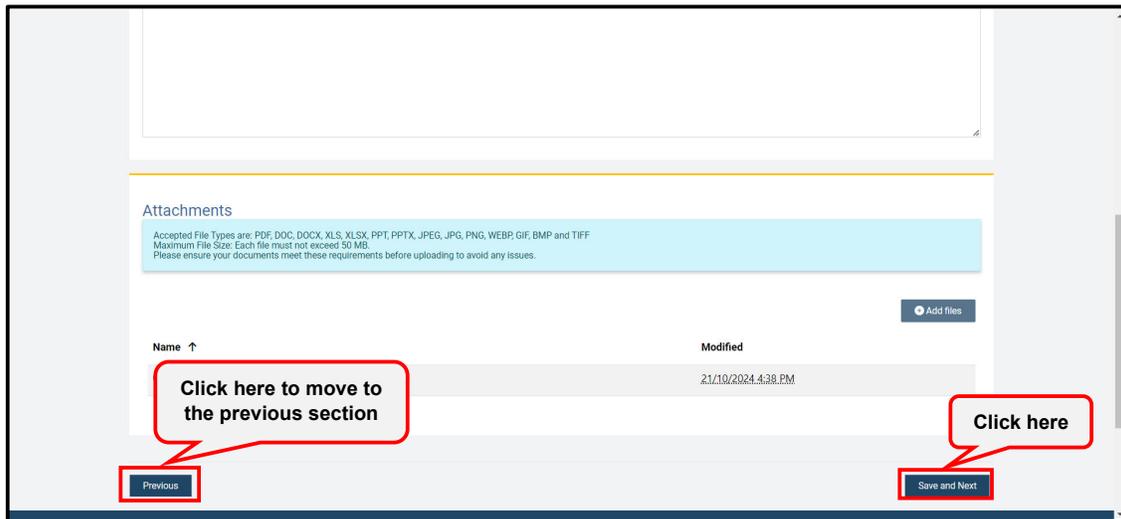


Figure 23

27. In the **Summary** page, review the content of your Training Application as read-only. Once reviewed, click on **Submit** button. Refer to **Figure 24 and 25**.



### New Training Application ✕ Exit

✓ Training Program✓ General Medical Registration✓ Eligibility Criteria✓ Primary Training Position Details✓ DeclarationsSummary

---

#### Your selected Training Program

**Training Program \***  
Basic Training AU (Adult Medicine)

---

#### Medical Registration Validation

<b>Medical Registration Authority *</b> Australia (AHPRA)	<b>Medical Registration Number *</b> MED0001202663
<b>First Name *</b> Julian	<b>Registration Category</b> General Registration
<b>Last Name *</b> Charles	<b>Registration Status</b> Registered

---

Application Eligibility Criteria

Figure 24

- 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.

—

---

#### Attachments

[Add files](#)

Name ↑	Modified
	21/10/2024 4:38 PM

Click here to move to the previous section

Click here

[Previous](#)[Save and Submit](#)

Figure 25

28. You will be redirected to a page where a system message will advise you that your application has been successfully submitted. **Figure 26.**



The screenshot displays the RACP website interface. At the top, there is a dark blue navigation bar with the RACP logo on the left and menu items: 'Applications', 'My Training', 'My Assigned Actions', and 'Julian Charles' with a dropdown arrow. The main content area is light gray and contains a green confirmation box with a red border. The box contains the following text:

✔ Your application has been successfully submitted!

- Application ID: TMP-TA000065
- Application Status: Submitted
- Submission Date: 21/10/2024

Based on the information provided, we have forwarded your application to your Director of Physician Education for review and approval.

While we process your application, click on **My Training Programs** to submit your rotation and supervisor details and start completing your assessments.

At the bottom of the page, there is a dark blue footer with navigation links: 'About us', 'MyRACP', 'MyCPD', 'RACP Benefits', and 'Careers at RACP'. On the right side of the footer, there are four social media icons: Facebook, X, YouTube, and LinkedIn.

*Figure 26*



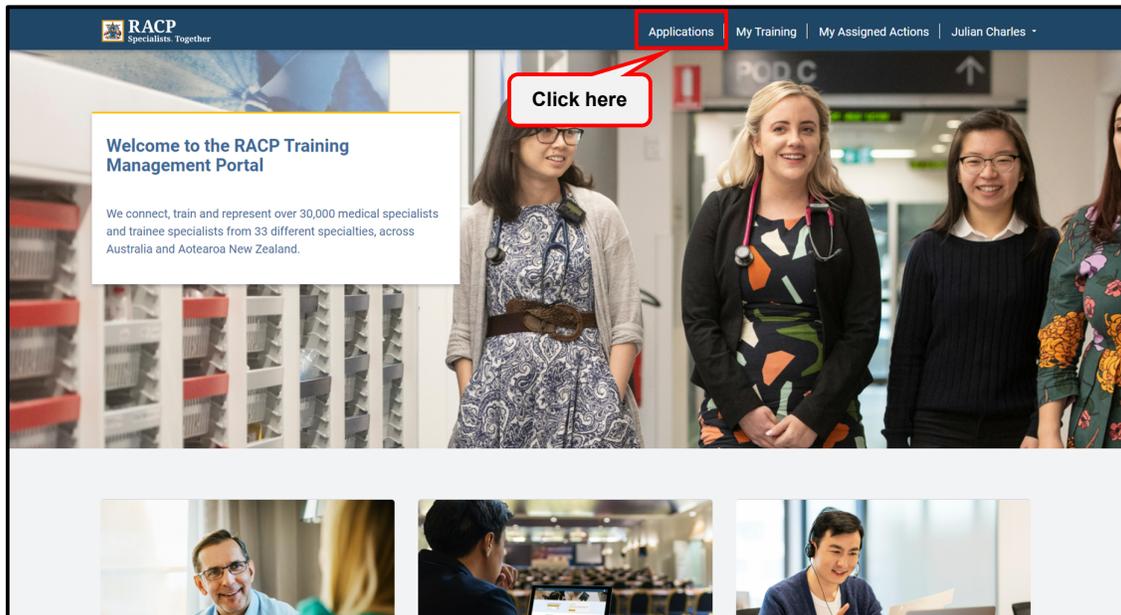
## Section 3: View list of Training Applications

**Context:** Use these instructions as a Trainee to view the list of Training Applications you have submitted for a Training Program in the Training Management Platform (TMP) Portal.



**Note:** *If you wish to apply to more than 1 training program, you will need to submit an application for each program. For example, as an Advanced Trainee, you may be undertaking dual training in different specialty programs; you will need to submit a separate application for each.*

1. Navigate to the **Applications** area in the **navigation bar**. Refer to **Figure 27**.



*Figure 27*

2. View a list of your current Applications under the **My Applications** heading. Refer to **Figure 28**.



**Note:** *You can sort the list by each column by clicking on the column heading.*



Home / Applications

## Applications

My Applications

Apply for Training Program

Name	Application ID	Application Status	Created On ↑	Submission Date	Actions
Basic Training AU (Adult Medicine)	TMP-TA001086	Cancelled	11/10/2024 11:32 AM	11/10/2024	▼
Basic Training AU (Paediatrics & Child Health)	TMP-TA001093	In Review	11/10/2024 2:22 PM	11/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA001095	Cancelled	11/10/2024 3:23 PM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA001122	Cancelled	16/10/2024 4:50 AM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA000006	In Review	16/10/2024 8:47 PM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA000007	Draft	17/10/2024 3:25 AM		▼

< 1 2 3 >

**Figure 28**



**Note:** You will observe applications with different Application statuses. For example:  
**'Draft'** indicates that application is being drafted by trainee and yet to be submitted  
**'In Review'** indicates that the application is under review by respective Supervisors or RACP staff.  
**'Cancelled'** indicates that the application has been cancelled by the trainee.



## Section 4: Edit/Amend an Application

**Context:** Use these instructions as a Trainee to edit or amend your Training Application for a Training Program in the Training Management Platform (TMP) Portal.

1. Navigate to the **Applications** area in the **navigation bar**. Refer to **Figure 29**.

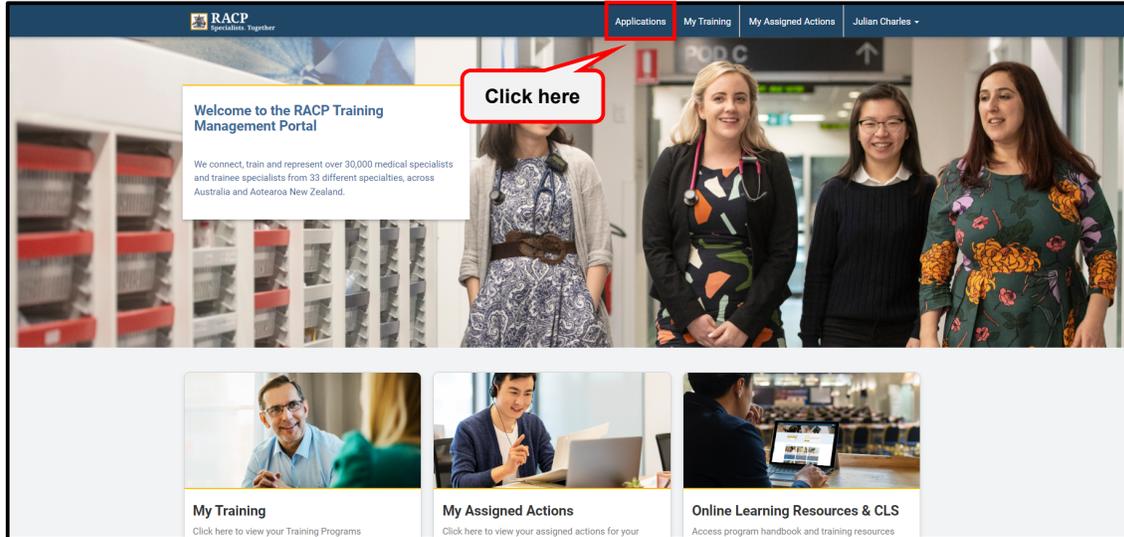


Figure 29

2. Under the My Applications heading, click on the downward facing arrow and click on **Edit**. Refer to **Figure 30**.

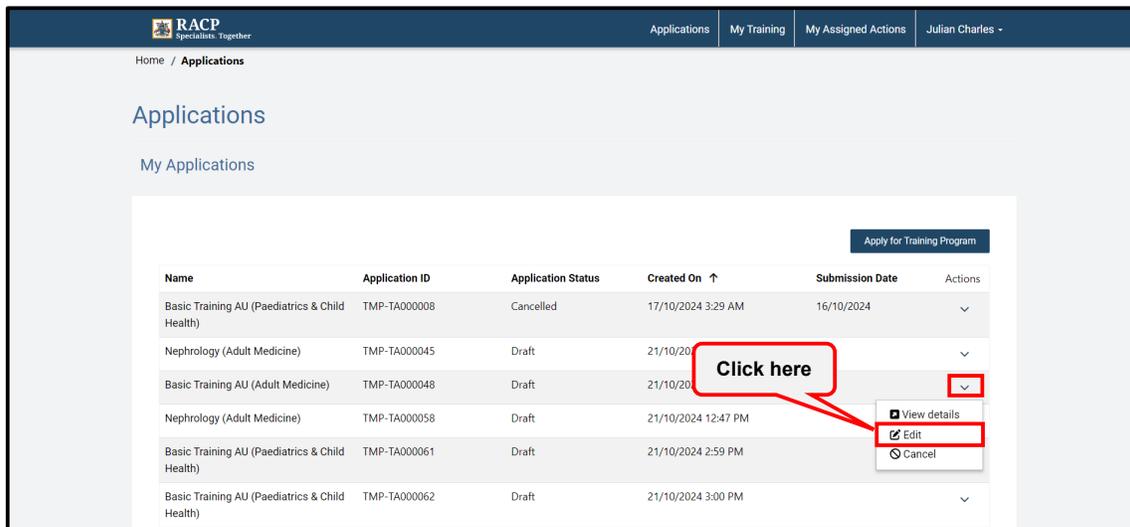


Figure 30



**Note:** If your application status is currently 'In review', you will not be able to make any changes.

3. On the **Training Application – Edit** page, click **Save and Next**. Refer to **Figure 31**.



Home / Applications / Training Application - Edit

## Training Application - Edit ✕ Exit

Training Program	General Medical Registration	Eligibility Criteria	Primary Training Position Details	Additional Information Requested	Declarations	Summary
------------------	------------------------------	----------------------	-----------------------------------	----------------------------------	--------------	---------

Select your Training Program

**Training Program**

Basic Training AU (Adult Medicine)

**Click here** → Save and Next

*Figure 31*

4. Make the required updates to your training application, progressing through each stage and clicking on **Submit**. Refer to **Figure 32**.

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.

—

---

**Attachments** Add files

There are no folders or files to display.

**Click here** → Submit Previous

*Figure 32*



## Section 5: View outcome of Application

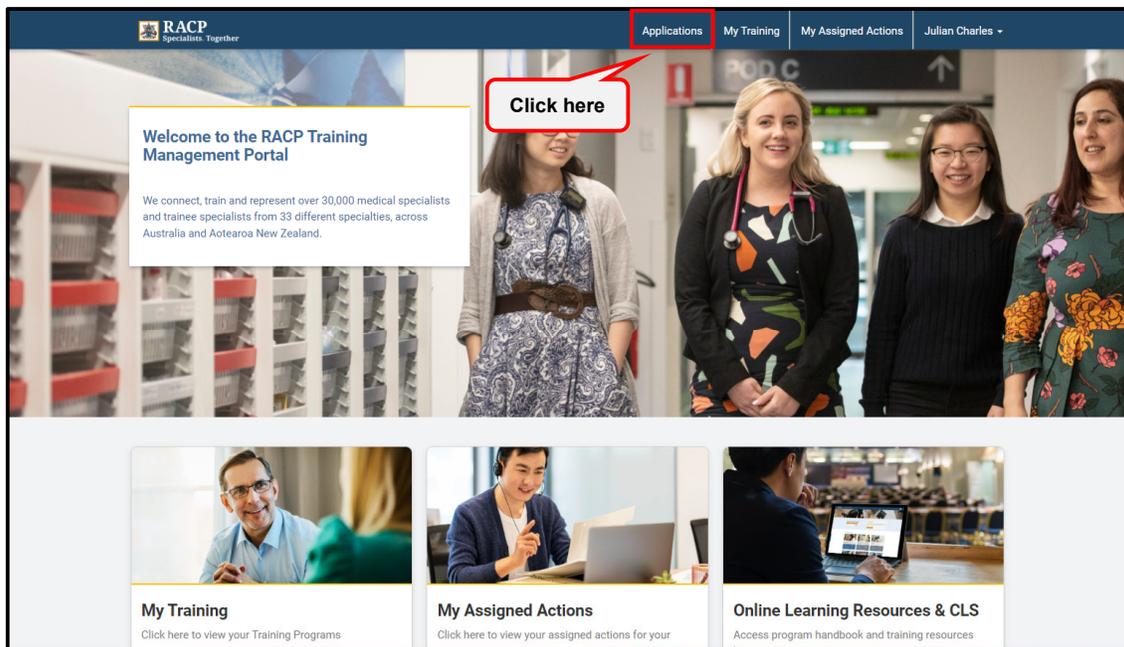
**Context:** Use these instructions as a Trainee to view the outcome of your Training Application for a Training Program in the Training Management Platform (TMP) Portal.

When an Assessor or RACP staff provide an outcome for your application, you will receive both:

- An Email with the outcome
- A Portal comment with the outcome.
- You can choose to navigate to the message via either the URL located in the email or via the TMP navigation.

To view the outcome of your application in the Portal, follow the below steps:

1. Navigate to the **Applications** area in the **navigation bar**. Refer to **Figure 33**.



**Figure 33**

2. Under the **My Applications** heading, click on the downward facing arrow and click on **'View Details'**. Refer to **Figure 34**.



**Note:** *The Application Status field is an efficient way to view the overall outcome of your application.*



Applications | My Training | My Assigned Actions | Julian Charles -

Home / Applications

## Applications

My Applications

Apply for Training Program

Name	Application ID	Application Status	Created On ↑	Submission
Basic Training AU (Adult Medicine)	TMP-TA000065	Approved	21/10/2024 3:26 PM	21/10/2024 <a href="#">View details</a>

< 1 2 3 >

Click here

Figure 34

3. Scroll down to the **Decision Outcome** section and note the **Application Status**, **Decision Comments** and **Approval Conditions**. Refer to Figure 35.

Attachments

Name ↑	Modified
Confirmation of Appointment.docx (18 KB)	21/10/2024 4:38 PM

**Decision Outcome**

**Application Status**  
Approved

**Decision Comments**  
Application approved.

**Approval Conditions**  
Not applicable as approved.

Figure 35

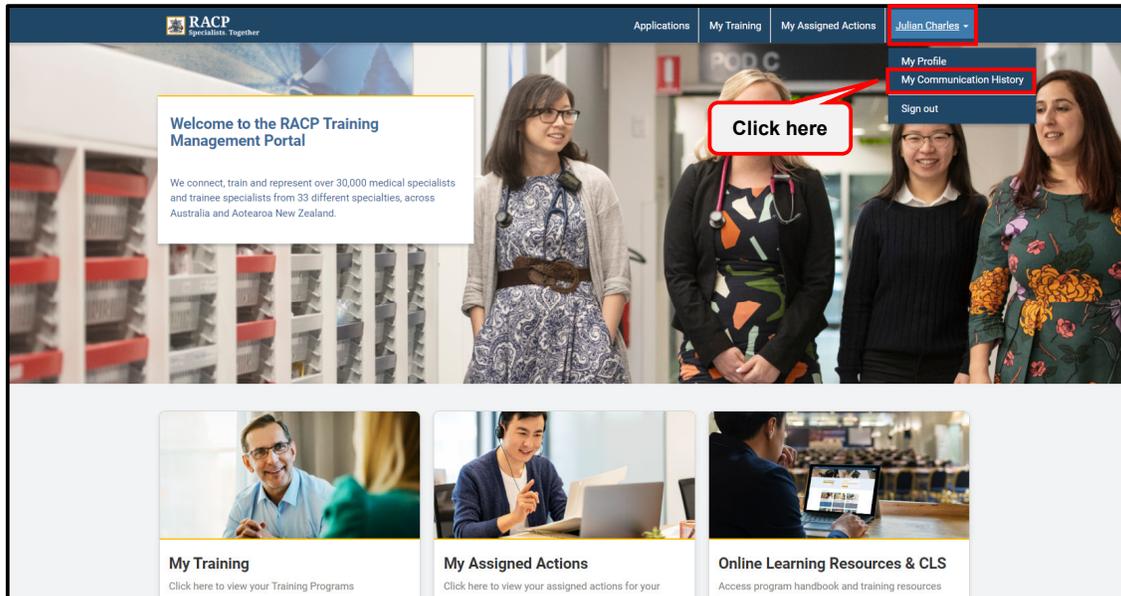


## Section 5.1: View Portal comments

**Context:** Use these instructions as a Trainee to view comments in the Training Management Platform (TMP) Portal. Through **Communication History**, you will be able to view all system notifications easily at one place as it includes all automated notifications.

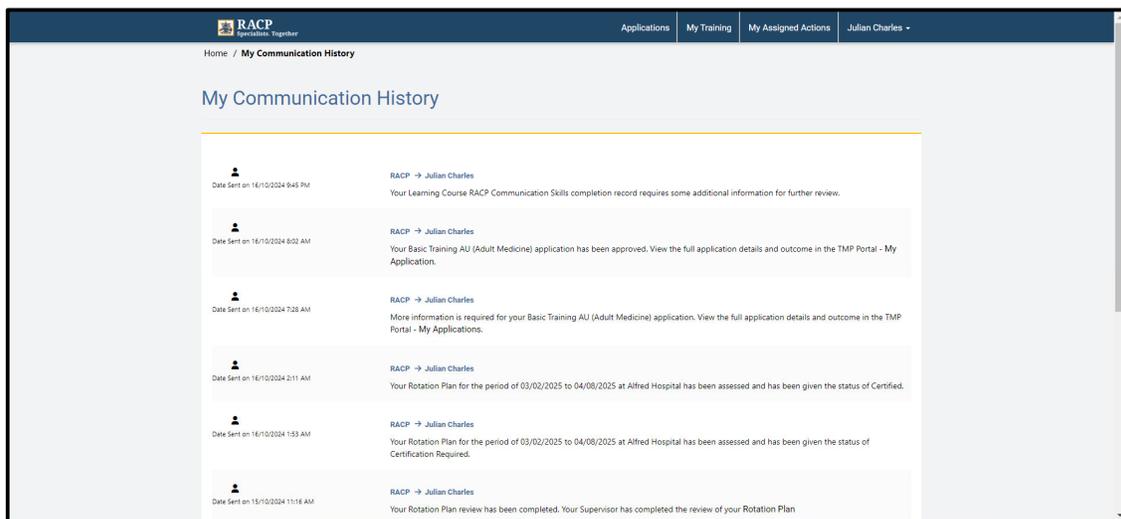
However, this does not push any alerts / indicators when a new communication notification occurs into the TMP Portal. Hence as a trainee, you need to actively check the Communication History to keep a track of any new notifications.

1. Click on **your name** in the top righthand corner of the screen and select **My Communication History** from the dropdown menu. Refer to **Figure 36**.



**Figure 36**

2. View a list of your communication history, as well as a record summary notifying you of any progress regarding your training applications. Refer to **Figure 37**.



**Figure 37**



# RACP

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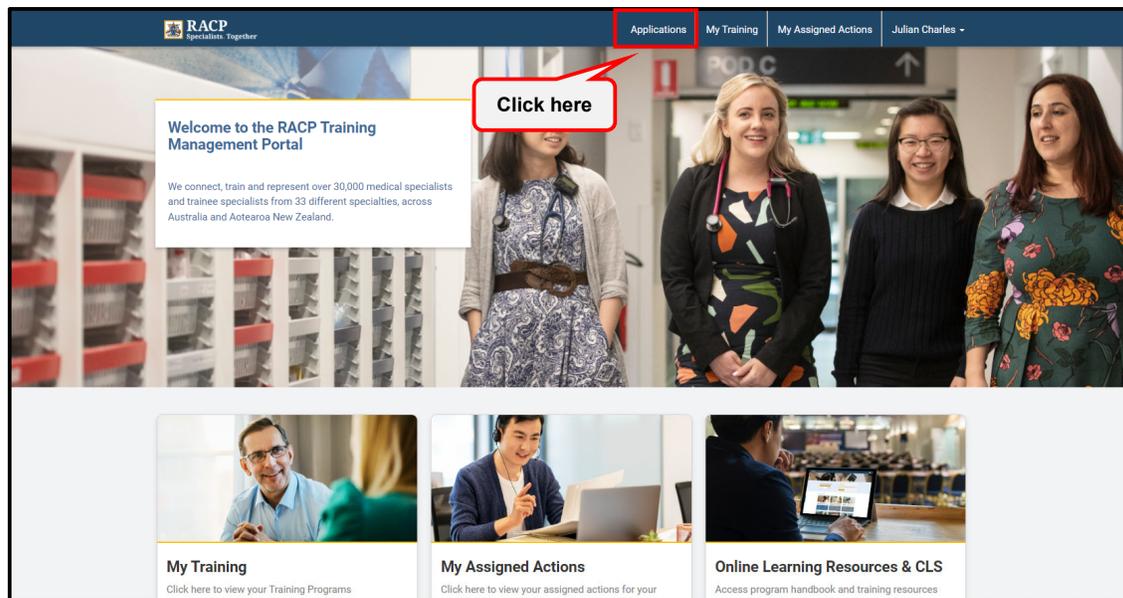
## Section 6: Submit additional information for an application

**Context:** Use these instructions as a Trainee to submit additional information for your Training Application for a Training Program in the Training Management Platform (TMP) Portal.

When an Assessor or RACP staff request for more information for your application, you will receive both:

- An Email advising of the request
- A Portal comment advising of the request
- You can choose to navigate to the message via either the URL located in the email or via the TMP navigation.

1. Navigate to the **Applications** area in the **navigation bar**. Refer to **Figure 38**.



**Figure 38**

2. Under the **My Applications** heading, the application requiring more information from you will have an Application Status of '**Additional Information Requested**'. Refer to **Figure 39**.



Home / Applications

## Applications

My Applications

Apply for Training Program

Name	Application ID	Application Status	Created On ↑	Submission Date	Actions
Basic Training AU (Adult Medicine)	TMP-TA001086	Cancelled	11/10/2024 11:32 AM	11/10/2024	▼
Basic Training AU (Paediatrics & Child Health)	TMP-TA001093	In Review	11/10/2024 2:22 PM	11/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA001095	Cancelled	11/10/2024 3:23 PM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA001122	Cancelled	16/10/2024 4:50 AM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA000006	In Review	16/10/2024 8:47 PM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA000007	Additional Information Requested	17/10/2024 3:25 AM	21/10/2024	▼

Figure 39

- Click on the downward facing arrow and click on **Edit**. Refer to **Figure 40**.

Home / Applications

## Applications

My Applications

Apply for Training Program

Name	Application ID	Application Status	Created On ↑	Submission Date	Actions
Basic Training AU (Adult Medicine)	TMP-TA001086	Cancelled	11/10/2024 11:32 AM	11/10/2024	▼
Basic Training AU (Paediatrics & Child Health)	TMP-TA001093	In Review	11/10/2024 2:22 PM	11/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA001095	Cancelled	11/10/2024 3:23 PM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA001122	Cancelled	16/10/2024 4:50 AM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA000006	In Review	16/10/2024 8:47 PM	16/10/2024	▼
Basic Training AU (Adult Medicine)	TMP-TA000007	Additional Information Requested	17/10/2024 3:25 AM	21/10/2024	▼

View details Edit

Figure 40

- Progress through each application step until you are at the stage of **'Additional Information Requested'**. Refer to **Figure 41**.
- Provide the additional information in the field **'Additional Info submitted by Trainee'** and click on **Save and Next** until you reach the Summary section. Refer to **Figure 41**.



Home / Applications / Training Application - Edit

### Training Application - Edit

× Exit

- ✓ Training Program
- ✓ General Medical Registration
- ✓ Eligibility Criteria
- ✓ Primary Training Position Details
- Additional Information Requested
- Declarations
- Summary

**Additional Information Requested**

**What additional info is required from Trainee?**

Julian - Please provide evidence of the confirmed position above.

**Additional info Submitted by Trainee**

Please find attached evidence of my Basic Training position.

Click here

Previous Save and Next

Figure 41

6. Click on **Resubmit Application**. Refer to **Figure 42**.

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.

—

**Attachments**

Add files

There are no folders or files to display.

Previous Resubmit Application

Click here

Figure 42

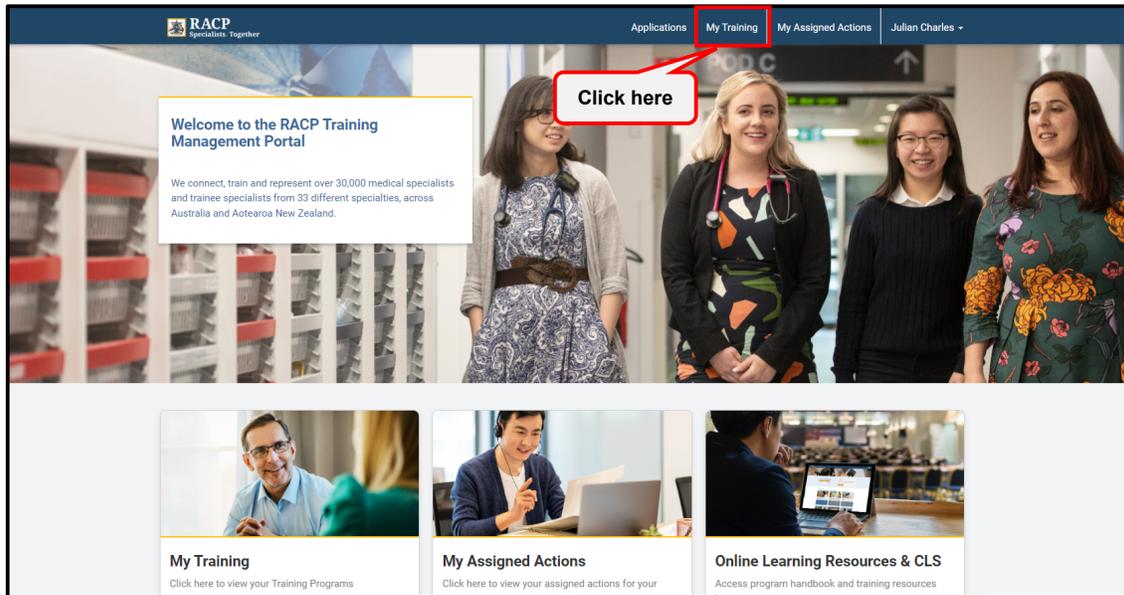


## Section 7: Nominate Education Supervisor

**Context:** This section is only applicable to Basic Trainees

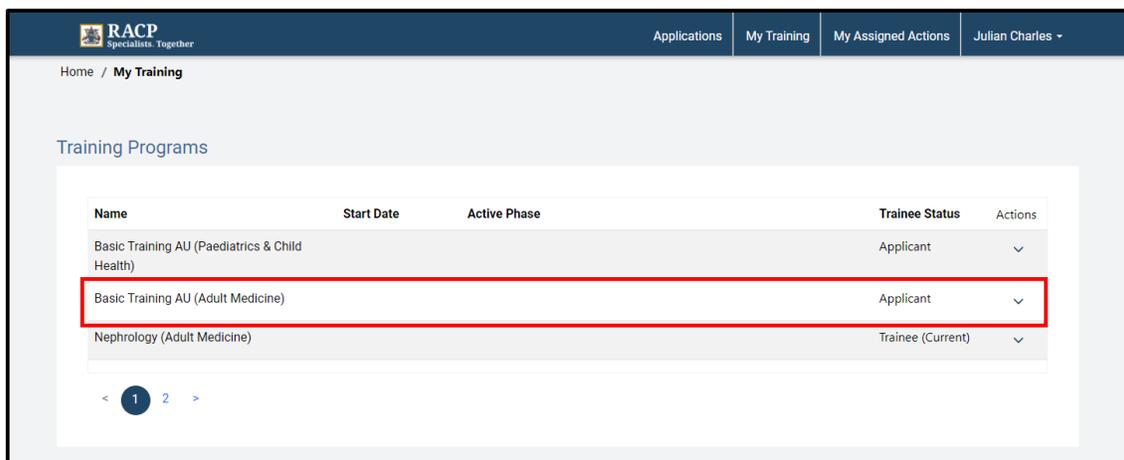
Use these instructions as a Basic Trainee to nominate an Education Supervisor who will be overseeing your training. This can be done after you submit your application form. Action the below when you know your Education Supervisor will be (e.g. has been confirmed by your setting / network).

1. Navigate to the **My Training** area in the **navigation bar**. Refer to **Figure 43**.



*Figure 43*

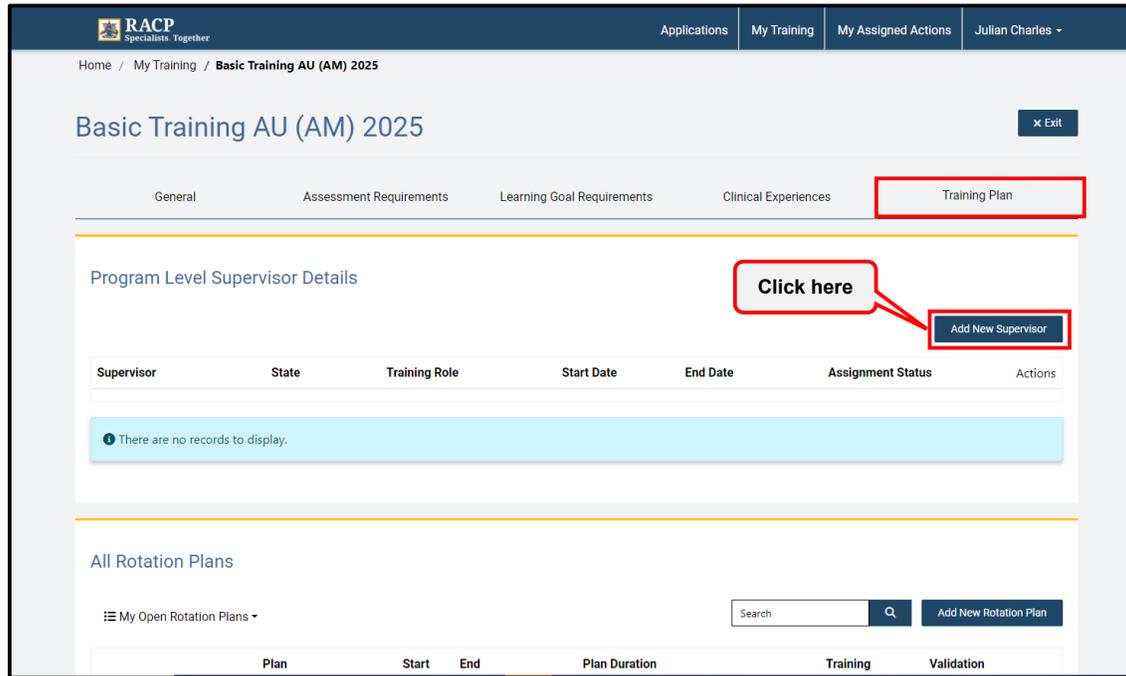
2. Under the **Training Programs** heading, click on your Training Program **hyperlink** to open it. You can also expand the downward arrow and click **View details** to open the Training Program. Refer to **Figure 44**.



*Figure 44*



3. Navigate to the **Training Plan** tab on the far righthand side of the screen. Click on the **Add New Supervisor** button in the Program Level Supervisor Details section. Refer to **Figure 45**.



**Figure 45**

4. Populate the following fields:
  - **Contact:** Click on the **magnifying/search icon** and search for your supervisor by entering their name. Click **Select** once found. Refer to **Figure 46**.



**Note:** The **'Search'** field only searches on **'starts with'**, hence search by typing in the first name of the Supervisor. If you want to search by last name, add an asterisk at the beginning.

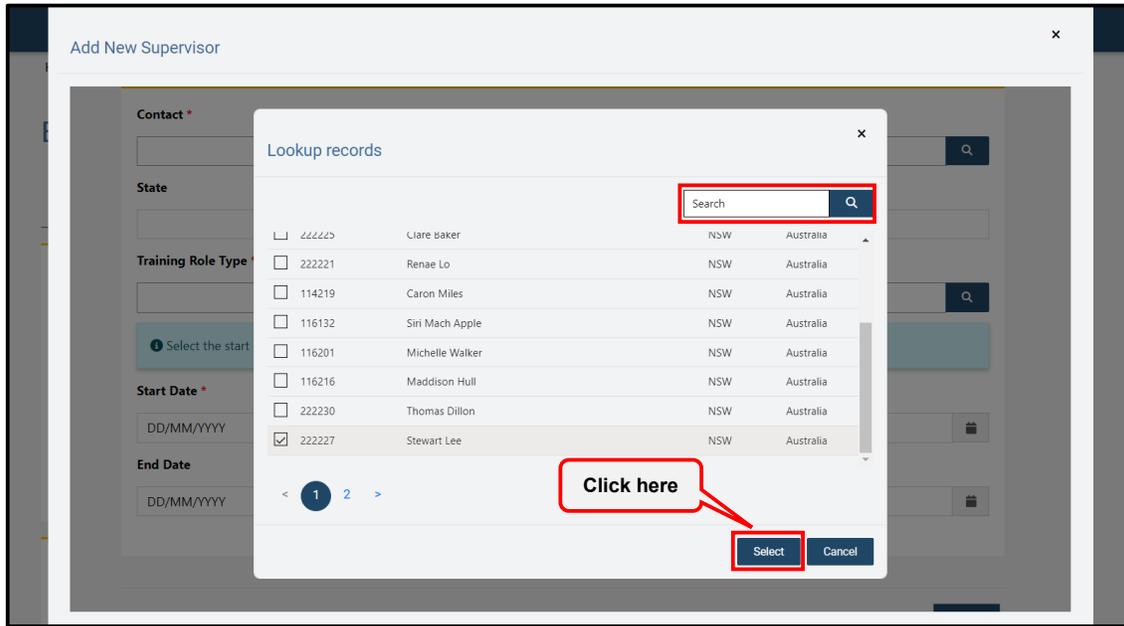


Figure 46

- **State** (optional): Type in the State e.g. NSW, SA. Refer to Figure 47.

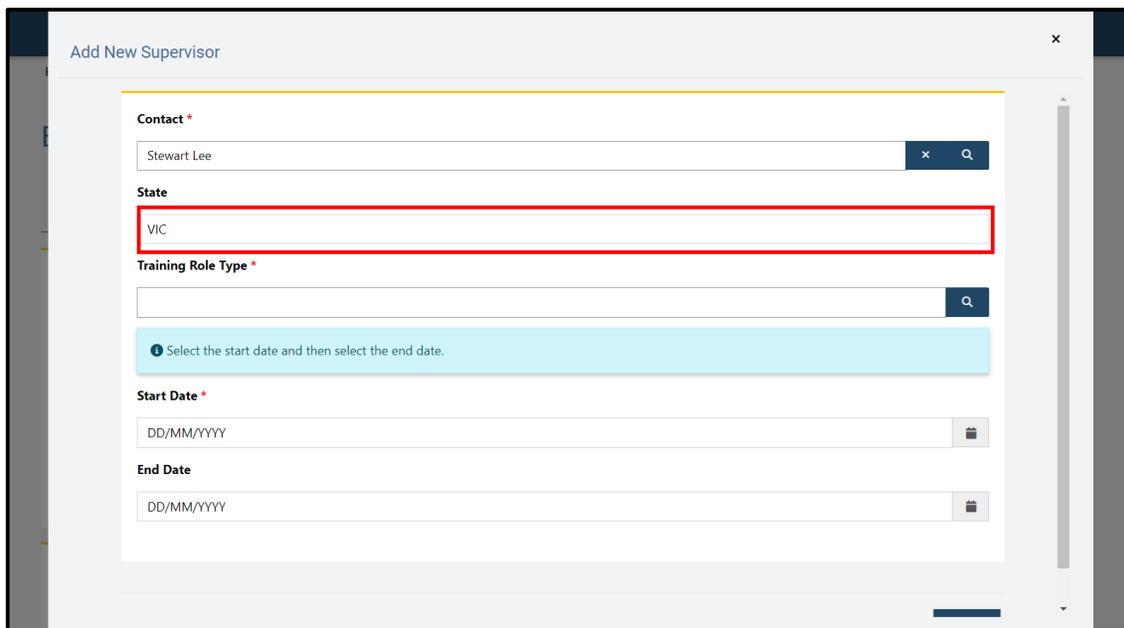


Figure 47

- **Training Role Type**: Click on the **magnifying glass/search icon** and select from the list. Click **Select**. Refer to Figure 48.

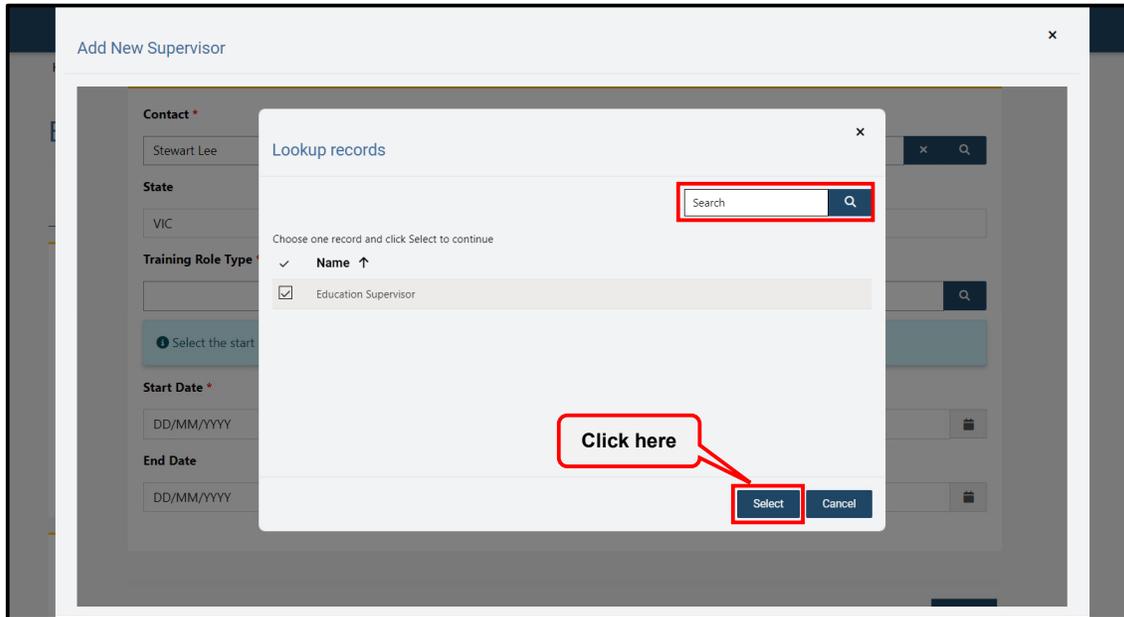


Figure 48

- **Start Date:** Populate the start date by clicking on the **calendar icon** and selecting a date. Refer to **Figure 49**.
- Populate an **End Date** (optional). Refer to **Figure 49**.

5. Click on **Submit**. Refer to **Figure 49**.

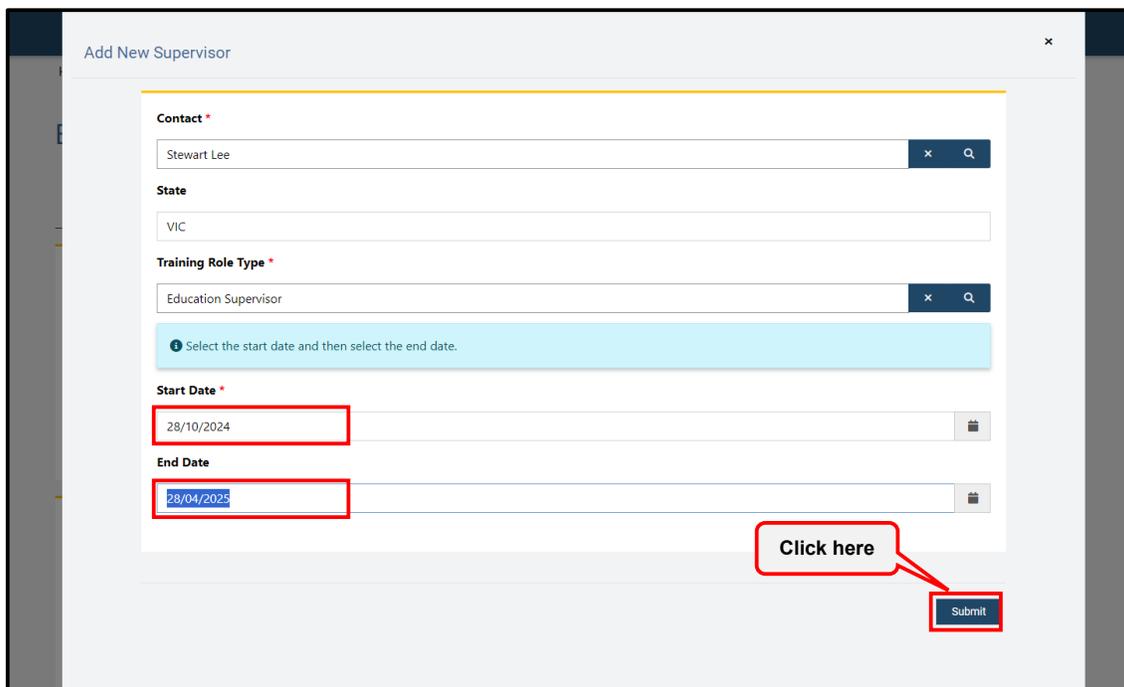


Figure 49



6. In the **Program Level Supervisor Details** grid, observe that your newly nominated supervisor has an **Assignment Status** of **'Submitted for Approval'**. The Assignment Status will change once your supervisor has either approved or declined their nomination. Refer to **Figure 50**.

**Note:**

- *TMP automatically provides the supervisor access to trainee's records. Hence, it is not dependent on the nominated supervisor 'approving' the assignment.*
- *The supervision 'start date' is for display only, and upon nomination, supervisor's access to trainee's records is created in TMP automatically. It is not related to the start date.*

The screenshot shows the 'Basic Training AU (AM) 2025' page with the 'Training Plan' tab selected. Under 'Program Level Supervisor Details', there is a table with the following data:

Supervisor	State	Training Role	Start Date	End Date	Assignment Status	Actions
Stewart Lee	VIC	Education Supervisor	28/10/2024	28/04/2025	Submitted for Approval	⌵

Below this, the 'All Rotation Plans' section is visible, including a search bar and a table with columns: Name, Plan Status, Plan Type, Start Date, End Date, FTE, Plan Duration (Month), Phase, Training Program Setting, Validation Status, and Actions.

**Figure 50**



**RACP**

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## Section 8: Summary of Outcomes

The **Training Program Application for Trainees** End-user guide is now complete. You now have the instructions to:

- Login to the Training Management Platform (TMP) Portal
- Create a new Training Application for a Training Program
- View the list of your Training Applications for a Training Program
- Edit / Amend your Training Application for a Training Program
- View Outcome of your Training Application for a Training Program
- Submit additional information for your Training Application for a Training Program
- Nominate Education Supervisor for your Training Application for a Training Program