

Training Program Application

TMP Portal Guide for Trainees

Purpose	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.
Intended Audience	All Trainees
Context	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 \blacktriangleright and then the 'bookmark' icon \square .

Contents

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

★ testuser1@racp.edu.au	
Enter password	
Password	
Forgot my password	Sign in
Welcome to the RACP login page.	

Figure 3



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**.

	E RACP			Applications	My Training	My Assigned Actions	Julian Charles -	Â
ŀ	Home / Applications / New	v Training Application						
١	New Training	Application					× Exit	
	Training Program	General Medical Registration	Eligibility Criteria	Primary Training Position Details	Declar	ations	Summary	
	Select your Training	g Program					Click he	ere
	Training Program *						<u>م</u>	
							Save and Next	
	About us MVRACP MVCPD	RACP Benefits Careers at RA	ср			۹		Ţ



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**.

÷	Lookup r	ecords	×	
			Search Q	
1	Choose one re	cord and click Select to continue	<u>^</u>	
	~	Name 个		
		Basic Training AU (Adult Medicine)		
		Basic Training AU (Paediatrics & Child Health)		
_		Basic Training NZ (Adult Medicine)		
		Basic Training NZ (Paediatrics & Child Health)		
		Cardiology (Adult Medicine)		
		Gastroenterology (Adult Medicine)		
	< 1	2 >		
			Click here	

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**.



RACP Specialists Together			Applications	My Training	My Assigned Actions	Julian Charles +
Home / Applications / Nev	v Training Application					
New Training	Application					× Exit
Training Program	General Medical Registration	Eligibility Criteria	Primary Training Position Details	Decla	rations	Summary
Select your Training	g Program					Click here
Basic Training AU (Adult M	edicine)					×q
						Save and Next
About us MyRACP MyCPD	RACP Benefits Careers at RA(CP) 🛛 🖸
We acknowledge and pay respect	to the Traditional Custodians and Ele	ders – past, present and emerging	- of the lands and waters on which	RACP members	and staff live, learn and work	k. RACP acknowledges

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**.

RACP Specialists. Together			Applications	My Training	My Assigned Actions	Julian Charles -	^
Home / Applications / No	w Training Application						
New Training	Application					× Exit	
Training Program	General Medical Registration	Eligibility Criteria	Primary Training Position Details	Decla	rations	Summary	
Select your Trainin Training Program *	ng Program						
Basic Training AU (Adult	Medicine)					×	
						CI	lick here
						Save and Next	
About us MyRACP MyCP	D RACP Benefits Careers at RA	ACP			() 🛞 🗩 🖻	
We acknowledge and pay respe Mãori as tangata whenua and T	ct to the Traditional Custodians and E e Tiriti o Waltandi nartners in Actearo	Elders – past, present and emerging	- of the lands and waters on which	RACP members	and staff live, learn and wo	rk. RACP acknowledges	



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, ge	eneral medical registration with	the Medical Board of Australia i	is required.		
If applying in Aotearoa Ne	ew Zealand, a medical registrati	on with a general scope of prac	tice with the Medical Council o	f New Zealand and a practicing	certificate is required.
General Medical Re	egistration				
Medical Registration Auth	ority *				
Australia (AHPRA)					~
First Name *					
Julian					
Last Name *					
Charles	Charles				
Medical Registration Num	ber *				
MED0001202663					
Velidete Desistation Numbe					
validate Registration Numbe					

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, get If applying in Aotearoa Network	eneral medical registration with aw Zealand, a medical registrat	the Medical Board of Australia ion with a general scope of pra	is required. ctice with the Medical Council of	f New Zealand and a practicing	certificate is required.
General Medical R	egistration				
Medical Registration Auth	ority *				
Australia (AHPRA)					~
First Name *					
Julian					
Last Name *					
Charles					
Medical Registration Num	Click here	•			
Validate Registration Number	R				



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





Validate Registration Number	
General Medical Registration Validation - Information Received	ed
Registration Category	
General Registration	~
Registration Status	
Registered	~
Your Medical Registration Number Validation is successful, please click 'Save and Next' bu	utton to Proceed.
Application Elizibility Oritoria	
Application Englishing Criteria	
Name 1	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**.

Application Eligibility Criteria	
	Number
Name 'T' 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.
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.

- 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**.



Application Eligibility Criteria			Click he	ere
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	to Requirement
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	~

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

Respoi	nding 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.



	× Add files	11
Eligibility Criteria Status Not Assessed	Choose files Letter of Apntment.docx	
Evidence	Click here Add files Cancel	
Accepted File Types are: PDF, DOC, I Maximum File Size: Each file must n Please ensure your documents mee	DOCX, XLS, XLSX, PP1, PP1X, JPEG, JP45, PN6, WEBP GF, BMP and TFF of exceed 50 MB. these requirements before uploading to avoid any issues.	

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.**

nding to Requirement			×
Provided		~	•
Evidence			
Accepted File Types are: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPEG, JPG, PNG, V Maximum File Size: Each file must not exceed 50 MB. Please ensure your documents meet these requirements before uploading to avoid	VEBP, GIF, BMP and TIFF any issues.		
Name ↑	Modified		- 1
Letter of Appointment.docx (19 KB)	21/10/2024.4:03.PM		



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	~
the previous section				С

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 D	vetails				
Training Setting *					
Bayside - Peninsula Conso	ortium (Vic) - Alfred Hospital				~
Training Setting De	atails				
Training Setting De Training Setting Details	etails				
Training Setting De Training Setting Details Country	etails				
Training Setting De Training Setting Details Country Australia	etails				
Training Setting Det Training Setting Details Country Australia State/Territory	etails				
Training Setting De Training Setting Details Country Australia State/Territory	etails				
Training Setting Det Training Setting Details Country Australia State/Territory — City	etails				

Figure 19

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



EDUCATE ADVOCATE INNOVATE

Bayside - Peninsula Consortium (Vic) - Alfred Hospital	~
Training Setting Details	
Training Setting Details	
Country	
Australia	
State/Territory	
_	
City	
MELBOURNE	
	Click t
	Olick
Previous	Save and Next

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.

	New Training Application							
Tick	✓ Training Program	General Medical Registration	✓ Eligibility Criteria	 Primary Training Position Details 	Declarations	Summary		
the boxes	CK DECLARATION By submitting this application, I certify that:							
	 a contracting that approximately receively nume. b contracting that approximately receively nume. c contr							

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**.



Attachments Accepted Fire Types are: PDF. DOC, DOCX, XLS, XLSX, PPT, PF Maximum Fire Saze: Excitific must not exceed 50 MB. Please ensure your documents meet these requirements befo	Add files Choose files Confirmationtment.docx Overwrite existing files Concel Circu backdada any issues: Click here Add files Add files Choose files Confirmationtment.docx Click here	
There are no folders or files to display.	See and Ver	
Abouture MaRACE MaCED BACE Benefite Concerns		

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.

	*
Attachments	
Accepted File Types are: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPEG, JPG, PNG, WEBP, G Maximum File Size: Each file must not exceed \$0 MB. Please ensure your documents meet these requirements before uploading to avoid any issu	IF, BMP and TIFF lee.
	Acid files
Name 个	Modified
Click here to move to	21/10/2024 4:38 PM
the previous section	Click here
Previous	Save and Next

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.**

RACP Specialists. Together EDUCATE ADVOCATE INNOVATE

New Training	Application				× Exit				
Training Program	General Medical Registration	 Eligibility Criteria 	Primary Training Position Details	✓ Declarations	Summary				
Your selected Train	Your selected Training Program								
Training Program * Basic Training AU (Adult Me	dicine)								
Medical Registration	on Validation								
Medical Registration Auth	Medical Registration Authority * Medical Registration Number *								
Australia (AHPRA)	lia (AHPRA)			MED0001202663					
First Name *	Name *			Registration Category					
Julian			General Registration						
Last Name *			Registration Status						
Charles Registered									
Application Eligibil	Application Eligibility Criteria								
		Figu	ıre 24						
I acknowledge that it i	s my responsibility as a self-c	lirected learner to be aware o	of the curricula and training req	uirements; and to comply wit	h training deadlines.				
I confirm that I have control	ompleted this application in I	ine with the Academic Integr	ity in Training Policy and am aw	are of the Education Policies I	must comply with.				
I consent to the RACP	and training program superv	isors accessing my training ir	formation via RACP systems.						
I understand I may be	asked to participate in workp	lace accreditation undertake	n by the RACP.						
I make the following comm	ents to support my applicati	on.							
_									

I understand I may be asked to participate in workplace accreditation understand I may be asked to participate in workplace.	ndertaken by the RACP.
I make the following comments to support my application.	
_	
Attachments	
	Add files
Name 1	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.**



	Specialists Togethe	r			Applications	My Training	My Assigned Actions	Julian Charle	s •
	 Your application Application ID: Application Sta Submission Dat Based on the inform While we process you 	has been successfully : TMP-TA000065 tus: Submitted te: 21/10/2024 nation provided, we hav our application, click on	submitted! e forwarded your application My Training Programs to su	to your Director of Physic	tian Education for revio	ew and approval art completing y	our assessments.		
	While we process yo	our application, click on	My Training Programs to su	bmit your rotation and su	pervisor details and st	art completing y	our assessments.		
,	About us MyRACP I	MyCPD RACP Benefits	Careers at RACP				6	× •	in

Figure 26



0

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.**





0

	Specialists. Together			Applications	My Training	My Assigned Actions	Julian Charles 🗕
н	ome / Applications						
Д	pplications						
1	My Applications						
						Apply for Tra	iining 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 2:2	2 PM	11/10/2024	~
	Basic Training AU (Adult Medicine)	TMP-TA001095	Cancelled	11/10/2024 3:2	3 PM	16/10/2024	~
	Basic Training AU (Adult Medicine)	TMP-TA001122	Cancelled	16/10/2024 4:5	0 AM	16/10/2024	~
	Basic Training AU (Adult Medicine)	TMP-TA000006	In Review	16/10/2024 8:4	7 PM	16/10/2024	~
	Basic Training AU (Adult Medicine)	TMP-TA000007	Draft	17/10/2024 3:2	5 AM		~
	< 1 2 3 >						
							pute 👘

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.





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

	Specialists. Together			Applications	My Training	My Assigned Actions	Julian Charles -
Hon	ne / Applications						
Ap	oplications						
M	y Applications						
						Apply for Tra	ining Program
	Name	Application ID	Application Status	Created On ↑		Submission Date	Actions
	Basic Training AU (Paediatrics & Child Health)	TMP-TA000008	Cancelled	17/10/2024 3:2	9 AM	16/10/2024	~
	Nephrology (Adult Medicine)	TMP-TA000045	Draft	21/10/202	Click bo	r0	~
	Basic Training AU (Adult Medicine)	TMP-TA000048	Draft	21/10/20	CHICK HE		~
	Nephrology (Adult Medicine)	TMP-TA000058	Draft	21/10/2024 12:	47 PM		w details
	Basic Training AU (Paediatrics & Child Health)	TMP-TA000061	Draft	21/10/2024 2:5	9 PM	© Ca	ncel
	Basic Training AU (Paediatrics & Child Health)	TMP-TA000062	Draft	21/10/2024 3:0	0 PM		~



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 - Ec	lit				
Training Ap	plication - Eo	dit				× Exit
Training Program	General Medical Registration	Eligibility Criteria	Primary Training Position Details	Additional Information Requested	Declarations	Summary
Select your Trai	ning Program					
Training Program						
Basic Training AU (Adul	t 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.	
-	
Attackmente	
Add files	
There are no folders or files to display.	
Click here	
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.



2	RACP Specialists. Together			Applications	My Training	My Assigned Actions	Julian Charles -
Hom	e / Applications						
Ap	plications						
My	y Applications			C		_	
					Click he	ere	
						Apply for Tra	aining Program
	Name	Application ID	Application Status	Created On ↑		Submission 🖪 Vie	ew details
	Basic Training AU (Adult Medicine)	TMP-TA000065	Approved	21/10/2024 3:2	6 PM	21/10/2024	~
	< 1 2 3 >						
			E _				
						APR STATE	New York Cone

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 个	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.	
L	

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.**

Specialists Together		Applications	My Training	My Assigned Actions	Julian Charles -
Home / My Communication History					
My Communication	History				
Date Sent on 16/10/2024 845 PM	RACP → Julian Charles Your Learning Course RACP Communication Skills completion re	ecord requires so	me additional inf	ormation for further review.	
Date Sent on 16/10/2024 8/02 AM	RACP → Julian Charles Your Basic Training AU (Adult Medicine) application has been ap Application.	pproved. View th	e full application	details and outcome in the 1	'MP Portal - My
Date Sent on 16/10/2024 7/28 AM	$RACP \rightarrow Julian Charles$ More information is required for your Basic Training AU (Adult & Portal - My Applications.	Vledicine) applici	ition. View the ful	l application details and out	come in the TMP
Date Sent on 16/10/2024 2:11 AM	$\rm RACP \rightarrow Julian Charles$. Your Rotation Plan for the period of 03/02/2025 to 04/08/2025 is	at Alfred Hospit:	il has been assess	ed and has been given the :	status of Certified.
Date Sent on 16/10/2024 1:33 AM	$RACP \rightarrow Julian Charles$ Your Rotation Plan for the period of 03/02/2025 to 04/08/2025 to Certification Required.	at Alfred Hospit.	I has been assess	ed and has been given the s	status of
Late Sent on 15/10/2024 11:16 AM	RACP → Julian Charles Your Rotation Plan review has been completed. Your Supervisor	has completed t	he review of your	Rotation Plan	

Figure 37



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.**



ACP Specialists. Together			Applications	My Training	My Assigned Actions	Julian Charles
lome / Applications						
Applications						
My Applications						
					Apply for Tra	aining 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 2:2	22 PM	11/10/2024	~
Basic Training AU (Adult Medicine)	TMP-TA001095	Cancelled	11/10/2024 3:2	23 PM	16/10/2024	~
Basic Training AU (Adult Medicine)	TMP-TA001122	Cancelled	16/10/2024 4:5	60 AM	16/10/2024	~
Basic Training AU (Adult Medicine)	TMP-TA000006	In Review	16/10/2024 8:4	17 PM	16/10/2024	~
, () () () () () () () () () (

Figure 39

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

	Specialists. Together			Applications	My Training	My Assigned Actions	Julian Charles -
Ho	ome / Applications						
А	pplications						
Ν	Ay Applications						
						Apply for Tra	ining 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 2:2	2 PM	11/10/2024	~
	Basic Training AU (Adult Medicine)	TMP-TA001095	Cancelled	11/10/2	Click he	ere 2024	~
	Basic Training AU (Adult Medicine)	TMP-TA001122	Cancelled	16/10/202		2024	~
	Basic Training AU (Adult Medicine)	TMP-TA000006	In Review	16/10/2024 8:4	7 PM	16/10/2014 C Ed	ew details it
	Basic Training AU (Adult Medicine)	TMP-TA000007	Additional Information Requested	17/10/2024 3:2	!5 AM	21/10/2024	~
	< 1 2 3 >						

Figure 40

- 4. Progress through each application step until you are at the stage of 'Additional Information Requested'. Refer to Figure 41.
- 5. 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.



BRACP Specialists. Together					Applications	My Training	My Assigned Actions	Julian Charles -		
Home / Applications /	Training Application - Ed	it								
Training Ap	plication - Ec	lit						× Exit		
✓ Training Program	General Medical Registration	✓ Eligibility Criteria	aining letails	Additional Information Requested		Declarations	Summary			
Additional Infor	mation Requested									
What additional info i	s required from Trainee?		Additional info Submitted by Trainee							
Julian - Please provide e	evidence of the confirmed p	osition above.	Ple	ease find a	attached evidence	e of my Basic Tr	aining position.			
						L	Click here			
Previous								Save and Next		



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.
	-
-	
	Attachmente
	Add files
	There are no folders or files to display.
	Click here
	Previous Resubmit Application

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 who 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.**

EACP Specialists. Together			Applications	My Training	My Assigned Actions	Julian Charles
lome / My Training						
raining Programs						
Name	Start Date	Active Phase			Trainee Status	Actions
Basic Training AU (Paediatrics & Child Health)					Applicant	~
Basic Training AU (Adult Medicine)					Applicant	~
Nephrology (Adult Medicine)					Trainee (Current	

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**.

Specialists. Together				Applications	My Training	My Assigned Actions	s Julian Charles -
Home / My Training / B	Basic Training AU (AM)	2025					
Basic Trainir	ng AU (AM)	2025					× Exit
General	Assessn	nent Requirements	Learning Goal Requirements	Cli	nical Experience	s T	Training Plan
Program Level S	Supervisor Detail	s			Click h	ere	
				l			Add New Supervisor
Supervisor	State	Training Role	Start Date	End Date		Assignment Status	Actions
Supervisor There are no record	State ds to display.	Training Role	Start Date	End Date		L.	Actions
Supervisor There are no record	State ds to display.	Training Role	Start Date	End Date		Lassignment Status	Actions
Supervisor There are no record	State ds to display.	Training Role	Start Date	End Date		Assignment Status	Actions
Supervisor There are no record	State ds to display.	Training Role	Start Date	End Date		Assignment Status	Actions
Supervisor There are no record All Rotation Plan III My Open Rotation F	State ds to display.	Training Role	Start Date	End Date	Search	Assignment Status	Actions

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.



Contact *				×	
	Lookup record	ds			Q
State			Search	٩	1
	LJ 222225	Clare Baker	NSW	Australia	
Training Role Type	222221	Renae Lo	NSW	Australia	
	114219	Caron Miles	NSW	Australia	Q
	116132	Siri Mach Apple	NSW	Australia	
Select the start	116201	Michelle Walker	NSW	Australia	
Start Date *	116216	Maddison Hull	NSW	Australia	
	222230	Thomas Dillon	NSW	Australia	=
	222227	Stewart Lee	NSW	Australia	_
End Date			Click here		_
DD/MM/YYYY	< 1 2	>			

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

lew Supervisor				;
Contact *				
Stewart Lee			×Q	
State				
VIC				
Training Role Type *			_	
			Q	
Select the start date and t	nen select the end date.			
Start Date *				
DD/MM/YYYY				
End Date				
DD/MM/YYYY			=	
			_	

Figure 47

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



Contact *		v	
Stewart Lee	Lookup records	Â	× Q
State		Search Q	
VIC	Choose one record and click Select to continue		
Training Role Type	' √ Name ↑		
	Education Supervisor		۹
Select the start			
Start Date *			
DD/MM/YYYY			=
End Date		Click here	
DD/MM/YYYY		Select Cancel	=

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.**

contact • Stewart Lee Stee VC Taining Role Type • Education Supervisor I Select the start date and then select the end date. Start Date • 20/10/204 I Click here I Click here	Add	New Supervisor ×
Stewart Lee × Q State VtC Training Role Type * Education Supervisor × Q © Select the start date and then select the end date. Start Date * 28/10/2024 End Date 28/00/2025		Contact *
Sate VC Training Role Type * Education Supervisor I Select the start date and then select the end date. Start Date * 28/10/2024 I Dabe 20/04/2025 Click here		Stewart Lee X
VIC Taining Role Type * Education Supervisor I Select the start date and then select the end date. Start Date * 28/10/2024 End Date 28/00/2025		State
Training Role Type * Education Supervisor Select the start date and then select the end date. Start Date * 28/10/2024 End Date 28/04/2025	-	VIC
Education Supervisor Select the start date and then select the end date. Start Date * 28/10/2024 End Date 28/04/2022 Click here Sumt		Training Role Type *
Select the start date and then select the end date. Start Date Z8/10/2024 End Date Click here Sumt		Education Supervisor × Q
Start Date * 28/10/2024 End Date 28/04/2025 Click here Sumit		Select the start date and then select the end date.
28/10/2024		Start Date *
End Date		28/10/2024
28/04/2025		End Date
Click here		28/04/2025
Submit		Click here
		Submit



- 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.

General	Assess	sment Requirements	earning Goal Requirements	Clinical Experi	iences Training	g Plan
Program Level Sur	pervisor Deta	ils				
r rogram zever oa					Add N	ew Supervisor
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	~

Figure 50



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