

## 1. Policy Statement

- 1.1. To inform registrars of the requirements and guidelines for the application and assessment of Recognition of Prior Learning (RPL) by the Royal Australian College of General Practitioners (RACGP), the Australian College of Rural and Remote Medicine (ACRRM) and EV GP Training (EV).

## 2. Application and Scope

- 2.1. This procedure applies to all registers enrolled in the Australian General Practice Training (AGPT) Program.
- 2.2. This procedure is effective from 1 August 2018.

## 3. Principles

- 3.1. RPL is the process by which registrars may apply to have some of their previous hospital training experiences taken into consideration when determining their training and learning framework.
- 3.2. RPL is granted by the RACGP and/or ACRRM taking into consideration the recommendation of the Director of Training (DoT).
- 3.3. Registrars who are undertaking vocational training towards Fellowship, FRACGP must refer to the policies and guidelines available on their website at [www.racgp.org.au](http://www.racgp.org.au)
- 3.4. Registrars who are undertaking vocational training towards Fellowship, FACRRM must refer to the Fellowship Training Handbook available on their website at [www.acrrm.org.au/training-towards-fellowship/](http://www.acrrm.org.au/training-towards-fellowship/)
- 3.5. The DoT, in consultation with a senior medical educator, will only support an application for RPL if it is considered that the RPL experience is equivalent to the required training experience and that the registrar will achieve the required standard for independent general practice with a shorter training time.
- 3.6. An application or approval of RPL is not a guarantee that the registrar can commence a general practice placement.
- 3.7. Any late applications will affect the registrar's ability to be eligible to sit the relevant College assessments.

## 4. Procedure

### RPL outcomes

- 4.1. RPL may be granted with time-credit in accordance with the relevant College policies.
- 4.2. RPL granted with time-credit reduces the total time in the AGPT Program by the amount of time recognised.
- 4.3. RPL granted for comparable clinical training experience with ACRRM may not necessarily result in a reduction of education requirements.
- 4.4. Options for recognition of RPL with time credit are available for:
  - 4.4.1. FRACGP – registrars may claim up to 12 months RPL:
    - A minimum of three months and a maximum one year of hospital training, or a combination of hospital and extended skill
  - 4.4.2. FARGP – registrars may claim up to 12 months RPL:
    - A maximum of one year Advanced Rural Skills Training (ARST) for registrars who have completed a relevant training program prior to enrolling in FARGP.
  - 4.4.2. ACRRM – registrars may claim up to 24 months RPL through a combination of the following:
    - A maximum of 12 months Primary Rural and Remote Training (PRRT). However, registrars must consider how they plan to meet the education and assessment requirements if applying for more than 6 months towards this component of training; and
    - A maximum of 12 months Core Clinical Training (CCT); or
    - A maximum of 12 months Advanced Specialised Training (AST) (24 months for Surgery) and have met the training and assessment requirements for the AST.

## Eligibility requirements

- 4.5. Registrars must refer to the relevant College policy for specific eligibility requirements:
  - 4.5.1. RACGP – [Recognition of Prior Learning Policy](#)
  - 4.5.2. RACGP – [Applying for Recognition of Prior Learning Guidance](#)
  - 4.5.3. ACRRM – [Fellowship Training Handbook](#)
- 4.6. It is the registrar’s responsibility to provide sufficient evidence that these requirements have been met and RPL will only be approved for training time supported by documentation as outlined in the relevant College RPL policies and guidelines.
- 4.7. Registrars must provide current, full and verifiable information in their application as outlined in the Application process. The Colleges will take reasonable steps to verify the information provided.
- 4.8. Registrars who are undertaking dual fellowship are required to submit two separate RPL applications. The outcomes may vary between Colleges.
- 4.9. ACRRM Registrars who are seeking RPL for 12 months or more should discuss their application with the Manager of Rural Pathway Training in advance. This is because reduced training time can have implications in terms of completing assessments and timing of when to sit exams.

## Timing of RPL applications

- 4.10. RPL applications must be submitted to EV:
  - 4.10.1. All applications must be submitted to EV **within three months** of the training start date in the AGPT program.
  - 4.11. If an RPL application is not approved, EV may require the registrar to complete further hospital terms after the completion of their current general practice placement.
  - 4.12. If applications are not submitted in the required timeframe, it will not be possible to continue training beyond that calendar year in general practice placements and registrars will not be eligible to enter the practice match for the following year.
  - 4.13. EV will assess the application for RPL and if deemed appropriate, the DoT will make a recommendation regarding the application to the relevant College Censor for consideration. This may be for part of or all of the time requested by the registrar.
  - 4.14. The respective College Censor will make a final assessment and confirm the decision in writing to EV and the registrar.
  - 4.15. RPL is a complex process which requires approval by the respective College Censor taking into consideration the recommendation of the DoT and may require an extended period of time to complete.
  - 4.16. RPL application forms and guidelines are available to download from EV online information management system.

## 5. Application Process

### RACGP

- 5.1. All applications for RPL will be assessed by EV and must be accompanied by a portfolio which provides sufficient evidence that the learning outcomes for the posts being applied for have been met as outlined the RACGP’s [Applying for Recognition of Prior Learning](#) guidance document.
- 5.2. Registrars must complete all sections of the RACGP *Application for RPL* form:
  - 5.2.1. A list of Hospital and/or Extended Skills experience for up to 12 months.
  - 5.2.2. A written essay of 500 words explaining how the training experience has helped registrar meet the learning objectives of the relevant disciplines. The essay should address the experience with reference to the [domains of general practice](#).
  - 5.2.3. An educational pro-forma **for each rotation** listed in 5.2.1 which provides sufficient evidence of the learning outcomes defined in clause 1a to d above.
  - 5.2.4. A list of up to three referees relevant to the rotations listed in 5.2.1. The referees must be able to discuss the registrar’s knowledge and skills, with particular reference to training for general practice.

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- 5.2.5. A log of educational activities undertaken by the registrar if applying for RPL in exceptional circumstances as defined in the Recognition of Prior Learning guidance document.
- 5.3. Documentation should be provided for each appropriate hospital discipline (even if undertaken in the same hospital). It is the registrar's responsibility to obtain the required documentation which must be submitted at the same time as the RPL application.
- 5.4. The portfolio must include the following evidence sources:
  - 5.4.1. An up to date curriculum vitae (CV).
  - 5.4.2. Evidence of attainment of general registration.
  - 5.4.3. A statement of service from all hospitals or community posts listed in 5.2.1 above that confirms Australian and/or New Zealand hospital experience including the dates of rotations.
  - 5.4.4. Details of how supervision was undertaken.
  - 5.4.5. Assessment forms for each post. If unavailable, the following evidence may be considered:
    - An EV *hospital supervisor report* from the relevant supervisor detailing the registrar's performance in the post.
    - Communication between EV and the post supervisor verifying performance.
  - 5.4.6. For hospital or community posts undertaken more than **five years** prior to the application for RPL, registrars must also provide the evidence sources below:
    - A description of the experience and how it relates to general practice training;
    - Learning activities and professional development demonstrating how skills have been maintained.

### ACRRM

- 5.5. All applications for RPL will be assessed by EV and must be supported by independent, verifiable documentation relevant to each period of experience, training or assessment for which recognition is being sought.
- 5.6. Registrars must complete and submit the ACCRM RPL application form electronically (MS Word):
  - 5.6.1. Applicant details – include an up to date CV.
  - 5.6.2. Section 1 CCT – a list of hospital experience
  - 5.6.3. Section 2 PRRT - a list of PRRT posts/experiences
  - 5.6.4. Section 3 AST– a list of eligible AST experience
  - 5.6.5. Section 4 and 5 – complete the applicant checklist and declaration as requested.
- 5.7. Documentation should be provided for each post or training stage for which recognition is being sought. It is the registrar's responsibility to obtain the required documentation which must be submitted at the same time as the RPL application.
- 5.8. The portfolio must include the following evidence sources:
  - 5.8.1. Verification of employment through **one** of the following:
    - Hospital record of employment including rotations covered;
    - Statement of service;
    - For applicants in VMO positions, a letter from the employer confirming length of employment, patient numbers, demographics and diagnostic categories;
    - Letter demonstrating clinical privileges at a local hospital (if applicable); or
    - Verification of clinical experience using the ACCRM pro-forma.
  - 5.8.2. Confirmation of satisfactory performance in clinical work through one of the following:
    - Supervisor report;
    - Reference; or
    - Verification of clinical experience using the ACCRM pro-forma.
  - 5.8.3. Certified copies of original certificates for medical qualifications and courses.
- 5.9. Registrars must complete and submit an ACCRM training plan to demonstrate how outstanding clinical training, education and assessment requirements will be met within the timeframe available on the AGPT Program.

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### 6. Additional Information

- 6.1. [ED-Org-8.3 Prior Learning Assessment](#)
- 6.2. [ACRRM Fellowship Training Handbook](#)
- 6.3. [RACGP Recognition of Prior Learning Policy](#)
- 6.4. [RACGP Applying for Recognition of Prior Learning Guidance](#)

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