

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 registrars enrolled in the Australian General Practice Training (AGPT) Program.
- 2.2. This procedure is effective from 1 August 2021.

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 Medical Education and Training (DMET).
- 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
- 3.4. Registrars who are undertaking vocational training towards Fellowship, FACRRM must refer to the Fellowship Training Handbook and related policies available on their website at www.acrrm.org.au/resources
- 3.5. The DMET, in consultation with a senior medical educator, will only support an application for RPL if it is determined 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. Options for recognition of RPL with time credit are available for:
 - 4.3.1. FRACGP – registrars may be granted up to 12 months RPL:
 - A minimum of three months and a maximum one year of clinical hospital training, or a combination of hospital and extended skills
 - A maximum of six months in any one discipline
 - Registrars who can demonstrate diverse clinical experience in a range of Emergency Medicine settings may be eligible to apply for more than 26 weeks, refer to RACGP Recognition of Prior Learning Policy for conditions.
 - 4.3.2. FARGP – registrars may be granted 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.
 - 4.3.3. ACRRM – the maximum training time that may be credited through RPL is:
 - Two years, inclusive of Core Generalist and Advanced Specialised training,
 - Under exceptional circumstances, where a doctor has undertaken a comparable training and/ or academic program, RPL beyond these maximums may be awarded.
 - Primary care minimum training program requirement cannot be credited through RPL; it must be completed in training to allow completion of work place assessments.

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- 4.4. RPL granted for comparable clinical training experience with ACRRM may not necessarily result in a reduction of training program requirements. Training program requirements may only be credited when evidence of meeting requirements and recency of practice are provided.
 - 4.4.1. Recency of practice for Core Generalist paediatrics, anaesthetics and O&G is five years;
 - 4.4.2. Recency of practice for Core Generalist secondary care, emergency care and rural and remote practice is two years;
 - 4.4.3. Recency of practice for Advanced Specialised disciplines is two years.

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 – [Recognition of Prior Learning Policy](#)
- 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 beyond these maximums 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 training program requirements 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 no later than **three months** from the commencement date in the AGPT program.
 - 4.10.2. Applications should be submitted using the relevant College RPL form along with the required portfolio of evidence. For RACGP, an online form can be accessed from Pivotal.
 - 4.10.3. For ACRRM, applications must be submitted at least 10 weeks prior to enrolling in assessment, if the RPL outcome is required to meet assessment eligibility.
- 4.11. RACGP registrars who are assessed as not having achieved appropriate credit towards completion of the hospital year must complete this Fellowship requirement through completion of further hospital experience or community based posts. Up to three months of the hospital year can be undertaken in general practice posts, at the discretion of the RACGP Censor. These posts can be undertaken at any stage of training.
- 4.12. ACRRM registrars not demonstrating satisfactory performance during training may be required to undertake training program requirements that have previously credited through RPL.
- 4.13. 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.
- 4.14. EV will assess the application for RPL and if deemed appropriate, the DMET 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.
- 4.15. The respective College Censor will make a final assessment and confirm the decision in writing to EV and the registrar.
- 4.16. RPL is a complex process which requires approval by the respective College Censor taking into consideration the recommendation of the DMET and may require an extended period of time to complete.
- 4.17. Once RACGP applications have been submitted, RPL outcomes may not be amended, augmented or revoked.

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 be able to demonstrate that the training in their RPL application:
 - 5.2.1. was relevant to the speciality of general practice,
 - 5.2.2. included relevant educational activities and formative assessment processes.
- 5.3. Registrars must complete all sections of the RACGP *Application for RPL* online form:
 - 5.3.1. A list of clinical Hospital and/or Extended Skills experience for up to 12 months.
 - 5.3.2. 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](#).
 - 5.3.3. 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.
 - 5.3.4. 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.
 - 5.3.5. 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.
- 5.4. 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.
- 5.5. The portfolio must include the following evidence sources:
 - 5.5.1. An up to date curriculum vitae (CV).
 - 5.5.2. Evidence of attainment of general registration.
 - 5.5.3. 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.
 - 5.5.4. Details of how supervision was undertaken.
 - 5.5.5. 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.
 - 5.5.6. For hospital or community posts undertaken more than **five years** up to a maximum of 10 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.
- 5.6. EV may take reasonable steps to confirm the information submitted is valid. This may include, but not limited to, contacting signatories to confirm validity or checking for text similarity.
- 5.7. Submission of any false, plagiarised or misleading information is handled as per the RACGP Educational Misconduct Policy.

ACRRM

- 5.8. 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.
- 5.9. Registrars must complete and submit the ACCRM RPL application form electronically (MS Word):
 - 5.9.1. Personal details – include an up to date CV
 - 5.9.2. Core Generalist Training requirements
 - 5.9.3. Core Generalist Training Time

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- 5.9.4. Advanced Specialised Training requirements and training time
- 5.9.5. Registrar Declaration
- 5.10. 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.
- 5.11. RPL applications are assessed with consideration of authenticity, currency, quality, relevance, transferability and comparability.
- 5.12. The portfolio must include the following evidence sources:
 - 5.12.1. Verification of employment through **one** of the following:
 - Letter from hospital confirming rotations, dates and location of placement
 - 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 ACRRM pro-forma
 - 5.12.2. Confirmation of satisfactory performance in clinical work through one of the following:
 - Supervisor report
 - Reference, or
 - Verification of clinical experience using the ACRRM pro-forma
 - 5.12.3. Certified copies of original certificates for medical qualifications and courses.
- 5.13. EV may take reasonable steps to confirm the information submitted is valid. This may include, but not limited to, contacting signatories to confirm validity or checking for text similarity.
- 5.14. Registrars must complete and submit an ACRRM training plan to demonstrate how outstanding clinical training, education and assessment requirements will be met within the timeframe available on the AGPT Program.

6. Additional Information

- 6.1. ED-Org-8.3 Prior Learning Assessment
- 6.2. ACRRM Recognition of Prior Learning Policy
- 6.3. ACRRM Training Placements Policy
- 6.4. ACRRM Fellowship Training Program Handbook
- 6.5. RACGP Recognition of Prior Learning Policy
- 6.6. RACGP Applying for Recognition of Prior Learning Guidance
- 6.7. RACGP Applying for Recognition of Prior Learning (FAQ)
- 6.8. RACGP Educational Misconduct Policy

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