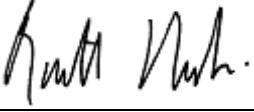


## EDU018 Recognition of Prior Learning (RPL) Policy

<b>Description</b>			
Domain:	Educational		
Policy Number:	EDU018		
TRIM Folder Number:	14/3149		
Owner/ Responsible Area	Director of Training (DoT) and Chief Executive Officer (CEO)		
Date Originally Adopted:	19/3/2014		
Author:	Susie Lehmann, GP Registrar Program Manager		
<b>Distribute to:</b>	Program Participants <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Board X
Via:	Information Bulletin <input checked="" type="checkbox"/>	Email <input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>
<b>This Policy includes:</b>	Procedure		<input checked="" type="checkbox"/>
	Instrument(s) or Delegation(s)		X
	Attachment(s)		<input checked="" type="checkbox"/>
<b>Approval Process:</b>			
DoT Approved to Progress	YES	Signature: 	Date approved: 11/01/2016
Board Committee Approved to Progress:	Not Required		
Final Authorisation	CEO		
Review Cycle:	Annually and as required		
<b>Signature:</b>		15/01/2016	
Title	Dr Brett Dale / CEO	Date	

<b>Year Reviewed</b>			
2014	<b>Comment</b> Alignments with ACRRM and RACGP policies, introduction of process for AST/ARST RPL		
	Signature: 		09/06/2014
	Name & Title: Dr Brett Dale / CEO		Date
2016	<b>Comment</b> Reviewed in line with updated RACGP policy. Reviewed in line with comments from ACRRM. Definitions updated.		
	Signature 		15/01/2016
	Name & Title: Dr Brett Dale, CEO		Date

2016	<b>Comment</b> Updated RACGP evidence requirements.		
	Signature 	02 / 02 / 2016	
	Name & Title: Dr Brett Dale, CEO	Date	
2018	<b>Comment</b> Updated in line with RACGP policy changes, corrected ACRRM RPL allowance in line with ACRRM policy (2 years), clarified roles and responsibilities, minor grammatical updates		
	Signature 	24/01/2018	
	Name & Title: Mr Stephen Pincus, CEO	Date	

# Policy

## 1.0 Purpose

This policy describes the requirements and guidelines for the application and assessment of Recognition of Prior Learning (RPL) by NTGPE staff for GP registrars enrolled in the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural & Remote Medicine (ACRRM) training pathways.

## 2.0 Scope

### 2.1 Application

- 2.1.1 This policy applies to NTGPE's GP registrars enrolled in the AGPT program who wish to have their previous training in hospital or community posts recognised as credit towards the training time requirements of their chosen vocational training pathway.

## 3.0 Acronyms & Definitions

- 3.1 **ACRRM** – Australian College of Rural and Remote Medicine.
- 3.2 **AGPT** – Australian General Practice Training Program.
- 3.3 **DoT** – Director of Training is responsible for overseeing all NTGPE medical education and training programs.
- 3.4 **GP registrar** – a general practice registrar training under the AGPT training program.
- 3.5 **GP registrar PM** – GP registrar program manager is the senior administrative program representative.
- 3.6 **GP supervisor** – A vocationally registered General Practitioner accredited to train NTGPE's program participants. GPSs are responsible for clinical education, supervision and placement management of program participants.
- 3.7 **RACGP** – The Royal Australian College of General Practitioners.
- 3.8 **RPL** – Recognition of prior learning.
- 3.9 **Training Team** – a team of NTGPE staff who oversee the training journey of each GP registrar. The team consists of a named medical educator, program manager and pastoral care officer who hold different responsibilities but work as a team supporting an individual GP registrar.

## 4.0 Responsibilities

### 4.1 Responsibilities of GP registrar

- 4.1.1 Disclose any pre-approved RPL at time of application to NTGPE for training and discuss its relevance to any training offer from NTGPE.
- 4.1.2 Discuss their intended RPL and their training plan with their training team prior to making a decision on what RPL to apply for.
- 4.1.3 Read relevant college RPL policy.  
Submit all documentation required within the first three months of GPT1/PRRT1.

#### **4.2 Responsibilities of training team**

- 4.2.1 Discuss with the GP registrar their long term plans for training and how RPL fits into their training plan.
- 4.2.2 Review formative assessments when making recommendations about RPL.
- 4.2.3 Stay up to date with current RPL policies of both colleges.
- 4.2.4 Bring to the attention of the DoT any discrepancies or concerns about RPL requested by a GP Registrar.

#### **4.3 Responsibilities of GP registrar program manager**

- 4.3.1 To inform GP registrars of the RPL process.
- 4.3.2 Review GP registrar's application and ensure that appropriate and complete supporting documentation is provided that allows the DoT and College's Censor to make a clear judgement about the requested RPL
- 4.3.3 Make recommendation to the DoT.
- 4.3.4 Track and monitor all GP registrar applications for RPL to ensure a recommendation is decided within 2 months of submission and completion of 6 months of GPT1/PRRT1.
- 4.3.5 Inform GP registrars of the appeal process.
- 4.3.6 To inform the GP registrar of the RPL decision when confirmed by the relevant College.

#### **4.4 Responsibilities of the DoT**

- 4.4.1 Assess and approve the GP registrars RPL application prior to it being forwarded to the relevant College Censor for assessment.

### **5.0 Inclusions to this Policy**

#### **5.1 Procedure for applying for RPL**

### **6.0 Related Documents, Policies and Legislation**

- 6.1 [RACGP Recognition of Prior Learning \(RPL\) Policy](#)
- 6.2 [FOREDU003 Application for Recognition of Prior Learning – RACGP Form & Pro-forma](#)
- 6.3 [RACGP Applying for Recognition of Prior Learning Guidance Document](#)
- 6.4 [RACGP Applying for Recognition of Prior Learning FAQs](#)
- 6.5 [ACRRM Recognition of Prior Learning Policy and link to application form](#)
- 6.6 [NTGPE EDU003 Education and Training Complaints and Appeals Policy](#)

## Procedure for applying for RPL

### 1.0 Overview

NTGPE has in place a process to ensure that assessment of a GP registrar's recognition of prior learning application is carried out in a fair and timely manner to support optimal training planning and outcomes for all GP registrars. The process requires the matching of prior experience and training of a particular GP registrar to their abilities and competencies displayed in the General Practice context.

### 2.0 Timing of Application

**2.1** To ensure RPL is appropriately applied to the individual GP registrar's learning and training needs the following timings for discussion and application are to be followed:

Timing	Component
Acceptance by NTGPE for training	<ul style="list-style-type: none"><li>Discussions with training team about possible RPL and appropriate terms to complement.</li><li>Pre-approved provisional RPL (ACRRM) is to be disclosed at the time of acceptance to NTGPE.</li></ul>
3 months into GPT1/PRRT1	<ul style="list-style-type: none"><li>RPL for Hospital/CCT and ESP/PRRT, AST training should be submitted to NTGPE.</li><li>The recommendation will be made once formative assessment has been undertaken by GP supervisors and NTGPE medical educators to ensure that the RPL is matched to the individual GP registrar's learning needs and training plan.</li></ul>

**2.2** GP registrars training towards FRACGP are required to have their RPL application submitted to the RACGP by the end of their GPT1 term but they have to consider leaving enough time prior to this deadline for NTGPE to assess and approve their application prior to submission to the College censor. For this reason, NTGPE requires that registrars submit their application 3 months into GPT1.

### 3.0 RACGP Recognition of Prior Learning

#### 3.1 What is available?

**3.1.1** Registrars may apply for recognition of a minimum of three months and a maximum of 12 months (52 weeks) training time. RPL may be granted for:

- 12 months of hospital rotations post general medical registration
- 6 months extended skills training (ESP)
- Or combined hospital rotations and extended skills training up to a maximum of 12 months (52 weeks).

If RPL is awarded for 26 weeks ESP, then only a maximum of 6 months RPL can be granted for hospital terms, this means 6 months of hospital terms must be completed prospectively in the training program.

**3.1.2** RACGP recognises a maximum of 26 weeks RPL for any one discipline.

3.1.2.1 Registrars who can demonstrate diverse clinical experience in a range of emergency medicine settings may be eligible to apply for more than 26 weeks of emergency medicine, refer to RACGP RPL policy for further details of when this may be applicable

**3.1.3** RPL will not be granted for experience completed more than ten years prior to the receipt of the application by RACGP however this experience may contribute to the determination of an applicant's breadth of experience.

- 3.1.4 For hospital or community posts undertaken more than five years prior to the application for RPL, registrars must provide additional supporting documentation as outlined in the RACGP RPL Policy
- 3.1.5 Once submitted, RPL outcomes may not be amended, augmented or revoked.

### **3.2 How to apply**

#### **3.2.1 RACGP –**

Complete the [Application for Recognition of Prior Learning RACGP Form and Pro Forma](#) found on our website and include:

- 3.2.1.1 List the experience (hospital terms) you are seeking recognition for;
- 3.2.1.2 Include your date of first general registration (i.e. end of Intern year or equivalent) and provide evidence of attainment;
- 3.2.1.3 Include an up to date curriculum vitae;
- 3.2.1.4 Include a Statement of Service from the hospital/s to confirm all of your Australian and or New Zealand hospital experience (pre-and post full registration) and dates of terms;
- 3.2.1.5 Complete [an education pro-forma for each discipline](#) signed by a suitable witness (e.g. if you would like to apply for 12 months of RPL then you must include documentation for 12 months of appropriate hospital disciplines);
- 3.2.1.6 Provide term assessment or supporting letter from your supervisor for each post to be considered for RPL;
- 3.2.1.7 Detail how supervision was undertaken;
- 3.2.1.8 List referees; and
- 3.2.1.9 Once complete send your application and attachments to the NTGPE GP registrar program manager via [registrar@ntgpe.org](mailto:registrar@ntgpe.org) or fax (08) 8946 7077.

### **3.3 Decision Making Process**

- 3.3.1 Applications will be reviewed by the GP registrar program manager, who will provide a recommendation to the DoT.
- 3.3.2 The DoT will assess and approve the application prior to it being submitted to the RACGP Censor for assessment.
- 3.3.3 GP registrars will be notified in writing (via email) of the outcome of the application once the College notifies NTGPE.

### **3.4 Recognition of Prior Learning for Advance Rural Skills Term (RACGP)**

- 3.4.1 For completion of the FARGP requirements there is a requirement to complete either a full year ARST or 2 x 6 months ARST (FARGP).
- 3.4.2 Where a GP registrar has previously undertaken the JCCA Certificate for Anaesthetics or DRANZCOG Advanced Certificate for Obstetrics and Gynaecology they have met the training and assessment requirements for ARST if they seek RPL.
- 3.4.3 Where a GP Registrar is seeking recognition of other skills (6 month minimum for FARGP) they will be assessed on an individual basis looking specifically at:
  - Specialty training accreditation of the post in which they undertook the skills training.
  - Recency of undertaking the training.
  - Employment level.
  - Evidence to demonstrate skills are current in discipline for which recognition is being sought.
  - Whether an academic curriculum/qualification was undertaken in that skill.
  - Completion of comparable assessment or project.

### **3.5 Application process for ARST RPL:**

#### **3.5.1 FARGP**

The GP registrar will forward relevant evidence to satisfy the above criteria together with the FARGP ARST Exemption Form (link at the bottom of this policy) to their training team (via [registrar@ntgpe.org](mailto:registrar@ntgpe.org)) as part of their application for FARGP.

## **4 ACRRM Recognition of Prior Learning**

### **4.2 What is available?**

- 4.2.1 ACRRMs RPL process is designed to flexibly recognise prior learning and experience across all training terms i.e. CCT, PRRT and AST.
- 4.2.2 ACRRM allows up to two years of RPL awarded across the whole training period.
- 4.2.3 GP registrars are strongly encouraged to discuss their training plan with their training team prior to applying for RPL to ensure any training time reduction they receive from RPL does not impact on their ability to achieve all mandatory education, training and assessment requirements.
- 4.2.4 RPL outcomes may be reviewed by the ACRRM Censor if progress in training and assessment is not satisfactory
- 4.2.5 ACRRM may recognise for overseas trained doctors experience gained while on limited registration and may consider posts undertaken overseas on a case by case basis.
- 4.2.6 ACRRM also recognises time spent in junior doctor general practice placements where they are taken in the PGY2 or later years.
- 4.2.7 Registrars who hold the JCCA Certificate for Anaesthetics or DRANZCOG Advanced Certificate for Obstetrics & Gynaecology are deemed to have met their training and assessment requirements for these AST.

### **4.3 Prior Approval of RPL for ACRRM training**

- 4.3.1 ACRRM facilitates a two-step process of RPL when applied for prior to training:
  - 1) Desktop assessment and provisional determination of RPL.
  - 2) Assessment of training needs by training organisation.
- 4.3.2 To allow the second step to be undertaken by NTGPE, GP registrars must declare their provisional RPL determination at the point of application to training. NTGPE will then facilitate a discussion about what training the GP registrar requires to complete in the NTGPE program.

### **4.4 How to apply**

- 4.4.1 Access ACRRM's RPL policy and RPL application form from their website; <https://www.acrrm.org.au/recognition-prior-learning-rpl>
- 4.4.2 Complete the ACRRM RPL application form;
- 4.4.3 Include a statement of service from the hospital/s to confirm all of your hospital experience (pre and post full registration) and dates of terms;
- 4.4.4 Include confirmation of satisfactory performance in clinical work by supplying either; a supervisors report, reference or verification of clinical experience pro-forma;
- 4.4.5 Include certified copies of original certificates for medical qualifications and courses;
- 4.4.6 Registrars applying for RPL are required to include an [ACRRM training plan](#) that is endorsed by NTGPE to demonstrate how outstanding clinical training, education and assessment requirements will be met within their remaining timeframe available.
- 4.4.7 Once complete, send your application and attachments to the NTGPE GP registrar PM via [registrar@ntgpe.org](mailto:registrar@ntgpe.org) or fax (08) 8946 7077.

#### **4.5 Decision Making Process**

- 4.5.1 Applications will be reviewed by the GP registrar program manager, who will provide a recommendation to the DoT.
- 4.5.2 The DoT will assess and endorse the application and training plan prior to submission to the ACRRM Censor for assessment.
- 4.5.3 GP registrars will be notified in writing (via email) of the outcome of the application by ACRRM.

#### **5.0 Related Documents**

- 5.1** [RACGP Recognition of Prior Learning \(RPL\) Policy](#)
- 5.2** [FOREDU003 Application for Recognition of Prior Learning – RACGP Form & Pro-forma](#)
- 5.3** [RACGP Applying for Recognition of Prior Learning Guidance Document](#)
- 5.4** [RACGP Applying for Recognition of Prior Learning FAQs](#)
- 5.5** [FARGP Exemption from ARST form](#)
- 5.6** [ACRRM Recognition of Prior Learning Policy and link to application form](#)