



CREDIT TRANSFER/RECOGNITION OF PRIOR LEARNING – ADVANCED TRAINING

Please read [TA113 Policy on Recognition of Prior Learning & Credit Transfer](#) before completing this form.

This form is to be used to provide evidence of completion prevocational training and is to be submitted in conjunction with the application to enrol as a trainee.
All documents of evidence must be original or certified copies of the original. If a photocopy is submitted it will not be accepted and returned to the applicant.

Name of Applicant:

An applicant enrolling as a trainee who can demonstrate that, within the five years immediately prior to application for enrolment, he/she undertook training as enrolled advanced trainee (or equivalent) of another specialist training College may apply to ACEM for a credit transfer in respect of certain of that advanced training as part of the advanced training program of the College. Applicants who cannot establish that all of the above criteria have been met, you are NOT ELIGIBLE to apply for credit transfer.

Plase answer ALL of the following questions:

- 1) Discipline in which the training was undertaken:
- 2) Dates between which training was undertaken: from to
- 3) Hospital at which training was undertaken (*specify city/country*):
- 4) Level at which training was undertaken: (*eg. PHO, Registrar, SpR etc*)
- 5) Name of Supervising Consultant:

Qualifications:

Email: Telephone:

- 6) Name of College responsible for specialist training in the discipline specified in (1) above:.....
- 7) At all relevant times, were you formally enrolled as an advanced trainee of the College specified in (6) above? Yes No
- 8) Was the training undertaken as part of the advanced training program of the College specified in (6) above? Yes No
- 9) Was the training formally accredited towards attainment of the specialist qualification awarded by the College specified in (6) above? Yes No

The application will not be considered if all of the following are not provided: *Check if attached*

- 10) A statement from the College specified in (6) detailing your status in relation to the matters addressed in (7) to (9) above inclusive.
- 11) A certified copy of ALL written in-training evaluations relating to the period in question.
- 12) Full details of the training program in question from the College specified in (6).

When to make application:

An application to be granted a pass MUST be submitted together with the application to enrol as an ACEM trainee.

Authorisation:
I hereby authorise the College signified in question (6) above and the supervisor named in (5) above to provide to ACEM all such information and documentation as may be required by ACEM in connection with this application.

Signature:

Date:

NOTES FOR COMPLETION OF THIS FORM

This form is to be completed only by the applicant requesting credit transfer/recognition of prior training for Advanced Training.

- 1) The purpose of this form is to verify training undertaken by an applicant when enrolling to the ACEM specialist training program for the purpose of credit transfer/retrospective recognition for advanced training.
- 2) The form may be used only in respect of a wholly completed training which –
 - (a) Was wholly completed prior to ACEM enrolment.
 - (b) Within 5 years of enrolling with ACEM.

A new form is required for each training period.

- 3) A training period will not be considered for credit transfer/recognition of prior learning unless all of the following prerequisites are met –
 - (a) The training must have been undertaken within the five year period immediately prior to enrolling as an ACEM trainee.
 - (b) The training must have been undertaken as part of the “advanced training” program (or equivalent) of another specialist College and have achieved minimum accreditation requirements.
 - (c) The training must have been undertaken in the discipline for which the College in question has responsibility for specialist training.

Documentation Required

Application for Advanced Training credit transfer/recognition of prior learning must be submitted in conjunction with application to enrol as a trainee for the specialist training program in Emergency Medicine.

- 4) **Certification:** Certified copies of all written in-training assessments relating to the period of training in question must accompany the application. This includes the signature and name of the Supervisor of Training who should also appear on all assessments. Assessments should also clearly show the start and end dates, the site, and the hours per week worked during the term in question. The term should be clearly identified and defined in all respects.
- 5) **A statement from the relevant College verifying that:**
 - (a) At all relevant times, the applicant was formally enrolled as an advanced trainee of the relevant College
 - (b) The training in question was satisfactorily completed and formally accredited towards attainment by the applicant of the specialist qualification.
 - (c) Full details of the relevant training program.

If any of the supporting documentation cannot be provided at the time the application form is submitted or if further documentation is required, it must be received at the College office within 2 weeks of the date the application to enrol as a trainee was submitted.

- 6) If a photocopy (rather than the original) of any documentation is submitted, it must be certified by a FACEM as being a true copy of the original.
- 7) Please ensure that any additional information to be annexed to this document is –
 - (a) printed on letterhead; and
 - (b) signed and dated in the same manner as this document.
- 8) Any alternative documentation which does not fulfil all the above requirements will NOT be accepted.

COMPARISON TABLE OF ELIGIBILITY CRITERIA FOR CREDIT TRANSFER OR RECOGNITION OF PRIOR LEARNING.

Credit Transfer	Recognition of Prior Learning
Training in question must have been undertaken within 5 years prior to enrolling as an ACEM Trainee.	Training in question must have been undertaken within 5 years prior to enrolling as an ACEM Trainee.
The training must have been undertaken as part of the “advanced training” program (or equivalent) of another specialist college and have achieved minimum accreditation requirements.	The onus is incumbent upon the trainee to demonstrate that the training undertaken was appropriately supervised, that there were pre-determined learning objectives for the term and that these were achieved, and that all other requirements of this process are met.
The training must have been undertaken in the discipline for which the College in question has responsibility for specialist training.	An application for RPL will be considered only if all of the following criteria are met: <ul style="list-style-type: none"> • The training in question must have been undertaken for a period <i>five years or more</i>. • The training must have been undertaken at PGY4 level or above. It must therefore have been undertaken at registrar level or equivalent.
Documentation required for Credit Transfer or Recognition of prior learning to occur	
<ol style="list-style-type: none"> 1. Trainee to complete and submit TA165 Advanced Training Credit Transfer 	<ol style="list-style-type: none"> 1. Trainee to complete and submit TA165 Advanced Training Credit Transfer
<ol style="list-style-type: none"> 2. A certified copies of all written in-training assessments relating to the period of training in question. 3. A statement from the relevant College verifying that: <ul style="list-style-type: none"> • at all relevant times, the applicant was formally registered as an advanced trainee of the relevant College; • the training in question was satisfactorily completed and formally accredited towards attainment by the applicant of the specialist qualification. 4. Full details of the relevant training program 	<p>The RPL application must contain all of the following:</p> <ol style="list-style-type: none"> 2. A statement from the trainee outlining the comparability between the training undertaken and the ACEM training program. As a minimum, the applicant must demonstrate comparability to ACEM program in all of the following: <ol style="list-style-type: none"> (i) structure (ii) environment for teaching and learning (iii) supervision <ul style="list-style-type: none"> • To ensure consistency among all trainees, a successful RPL application should demonstrate supervision levels consistent with ACEM’s published guidelines. • If the training was experiential training only with no clearly-defined learning objectives or supervision, it will not be considered. (iv) level of responsibility 3. A supervising clinician’s assessment report. Ideally this should be a contemporaneously completed term assessment. Where this is not available, the supervisor will be asked to complete a standardized evaluation of the trainee’s performance that is aligned to ACEM’s current assessment processes. 4. Any additional documentation or information which may be specifically required by the Council of Education for whatsoever purpose in association with the application.