



Australasian College
for Emergency Medicine

Policy for Recognition of Prior Learning Towards Training in the ACEM Emergency Medicine Certificate, Diploma and Advanced Diploma Training Programs

v1 NSTP869

Document Review

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Revision History

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v1	Feb-2023	Draft for consideration of Council of Education

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1. Purpose and scope

This policy describes the principles and processes by which a prospective trainee may seek Recognition of Prior Learning (RPL) gained during formal training for the purpose of obtaining credit towards the ACEM Emergency Medicine Certificate (EMC), Emergency Medicine Diploma (EMD) or Emergency Medicine Advanced Diploma (EMAD) training programs.

Trainees who are transitioning from the FACEM Training Program into the EMC, EMD or EMAD training program(s) should refer to the [Policy for Transition from the FACEM Training Program to the Emergency Medicine Certificate, Emergency Medicine Diploma and Emergency Medicine Advanced Diploma Training Programs](#).

2. Recognition of prior learning

Recognition of Prior Learning (RPL) refers to the assessment and acceptance of evidence of relevant knowledge, skills and competencies attained through formal training in another medical education program or jurisdiction as defined by the Committee of Presidents of Medical Colleges (*Statement on Recognition of Prior Learning for Training Programs*, 2009).

RPL may be available in the following situations:

- trainees wishing to receive RPL for knowledge, skills and competencies obtained from experience or training in a recognised structured training program.
- trainees wishing to transfer from one ACEM training program to another, either part-way through that training or on its completion as an additional qualification.

Applicants may receive credit for their previous training (knowledge, skills, and competencies) in emergency medicine, in order to be recognised as having partially met the requirements for completion of the applicable EMC, EMD or EMAD training program.

The RPL process will assess an individual's previous training against the learning outcomes and assessment of the applicable EMC, EMD and EMAD training program. This is achieved through a comparison of evidence supplied by the applicant against the requirements of the applicable training program, to determine the extent to which that individual has achieved and maintained required learning and performance outcomes.

RPL granted by another provider is not transferable to ACEM.

3. Principles for assessment

Validity

The evidence of knowledge, skills and other competencies should be relevant to the applicable EMC, EMD or EMAD training program(s). Validity of the knowledge, skills and other competencies is assessed through alignment with the learning outcomes of the training program(s), and consideration of content, level of training and clinical/medical experience.

Authenticity

The evidence of knowledge, skills and other competencies must clearly be those of the applicant and the information supplied in the application must be true and accurate.

Currency

The evidence of knowledge, skills and other competencies obtained should be relevant to the EMC, EMD or EMAD training program(s). The application must also contain evidence that these have been maintained and further developed.

Reliability

Reliability refers to the consistency or reproducibility of the competency(ies) in question. The assessment tools used to provide evidence of possession of competency(ies) should be reliable and comparable to that used in the EMC, EMD or EMAD training program(s).

Equivalence

Equivalence requires that the evidence of knowledge, skills and other competencies must have substantial comparability to that associated with the EMC, EMD or EMAD training program(s). The evidence of knowledge, skills and other competencies should be such that it demonstrates comparability in terms of content, breadth of experience, level of responsibility, rigour of training requirements, assessment process, supervision, and credibility of training setting.

Timelines

Unless otherwise specified in this policy, applications for RPL may be submitted on or after the date of submission of an enrolment into a training program(s), as applicable, and no later than one (1) calendar month of commencement in the applicable training program(s). Applications for RPL received after this time will not be accepted. Applications for RPL may refer only to evidence of demonstrated competencies achieved within the five (5) years prior to the date of the enrolment application.

Maximum RPL

The maximum RPL available for the Emergency Department training time requirement of each program is fifty per cent of the requirement. RPL for work-based assessments and procedures will be assessed individually and dependent on the evidence supplied by the applicant, within the limits set by ACEM and described within this policy and any other relevant policies and regulations. RPL will not be given for examinations.

4. Applications

Applications for RPL must be submitted to the ACEM Emergency Medicine Certificate and Diploma Committee (EMCD) using the appropriate application form and be accompanied by the required information and supporting documentation.

An application submitted under this policy must address the following:

- a. Predefined and explicit learning outcomes in the relevant curriculum or component of a training program for which RPL is sought, which align with the outcomes of the applicable EMC, EMD or EMAD training program.
- b. A statement of evidence (defined as assessment data) from the applicant providing details of assessment undertaken that shows the equivalence between the training completed for which the RPL is being sought and the applicable EMC, EMD or EMAD training program.
- c. Evidence of equivalent program/course structure and learning environment (clinical) for teaching and learning contained in the RPL application and with the applicable *EMC, EMD or EMAD* training program.
- d. A statement of supervision issued by a doctor at a level equivalent to the supervision requirement of the program being applied for (see ACEM [Regulation D](#)) that confirms the applicant's ability to perform in the role of trainee at a level consistent with the learning outcomes of the applicable EMC, EMD or EMAD training program.
- e. Any additional documentation or information that may be specifically required by the EMCD Committee.

4.1 Eligibility

Unless an applicant can demonstrate the existence of exceptional circumstances to the satisfaction of the EMCD Committee, the following criteria must be met for applications to proceed under this policy:

- a. The training and/or experience that forms the basis of the RPL application must have been completed in the past five (5) years from the date of the enrolment application.
- b. The applicant must hold current medical registration with the Medical Board of Australia or Medical Council New Zealand appropriate for the training program in which they seek RPL.

4.2 Documentation required

An application submitted under this policy must be accompanied by the following supporting documentation:

- a. A certified copy of any written in-training assessments or workplace-based assessment (WBA) forms relevant to the application, clearly showing the name and signature of the Supervisor of Training, details of the term, and site. If the applicant is seeking RPL for Procedures, the relevant programs' checklist can be found on the ACEM website. If not available, evidence of competency in the learning outcomes as set out in the *Emergency Medicine Certificate, Diploma and Advanced Diploma Curricula* and a summary of training undertaken, including relevant dates, supervisors, and sites.
- b. Details of the relevant training course/program, if applicable, including the objectives, content, and outcomes of the associated curriculum.
- c. The training for which RPL is sought was satisfactorily completed and formally accredited towards the requirements to be met by the applicant in the training program.
- d. The applicant's Curriculum Vitae.
- e. Any additional documentation or information that may be required by the EMCD Committee (additional documentation required by the EMCD Committee must be received at the College within two (2) weeks of the date of the request being sent to the applicant).

4.3 Notification of outcome to applicant

The EMCD Committee ordinarily meets three (3) times per year. Applications will be considered at the next scheduled meeting of the Committee. Applications for RPL may be considered by the EMCD Committee via electronic means, as deemed appropriate by the Chair of the EMCD Committee.

All applicants will be notified in writing of the outcome of their application.

4.4 Outcomes

An applicant will be awarded one of two outcomes:

- no RPL
- partial RPL with the requirement to complete an additional supervised placement in an approved EMCD training site and the examination and if required any specific WBAs, Procedures, or meetings.

5. When recognition will not be considered

The circumstances in which applications for RPL will not be considered include, but are not limited to, the following:

- a. The application is incomplete (e.g., supporting documentation is not provided).
- b. The application is submitted after the required timeframe of one (1) calendar month after the commencement of the training program.
- b. The recognition being sought does not comply with the necessary eligibility requirements described in this policy.
- c. The applicant has outstanding fees due and payable to ACEM.

6. Associated documents

- Regulation D – Emergency Medicine Certificate, Diploma and Advanced Diploma Training Programs
- *Emergency Medicine Certificate, Diploma and Advanced Diploma Curricula* Exceptional Circumstances and Special Consideration Policy (TA79)
- Reconsideration, Review and Appeals Policy (COR355)
- Policy for Transition from FACEM Training Program to the Emergency Medicine Certificate, Emergency Medicine Diploma and Emergency Medicine Advanced Diploma Training Programs (NSTP587)
- Emergency Medicine Certificate, Diploma and Advanced Diploma Curricula



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