1. PURPOSE AND SCOPE

The purpose of this policy is to describe the process for enrolment in the FACEM Training Program for applicants invited to enrol following completion of the College’s Selection into training process. This policy pertains to applicants applying to enrol for the first-time and applicants re-enrolling in the FACEM Training Program.

2. TERMINOLOGY

Certified copy

A certified copy is one which bears on its face an attestation by either a FACEM or a Justice of the Peace that he/she has seen the original document and certifies it to be a true copy of the original. The document is to be signed by the FACEM or Justice of the Peace immediately below the attestation, and include his/her printed name and qualifications.

3. ENROLMENT IN THE FACEM TRAINING PROGRAM

3.1 Eligibility

To apply to enrol in the FACEM Training Program applicants must first be invited by the Selection into Training Subcommittee to enrol in the training program following completion of the College’s selection process.

At the time of applying to enrol, applicants must also hold current general medical registration with the Medical Board of Australia (MBA) or hold registration in a general scope of practice with the Medical Council of New Zealand (MCNZ) as applicable.

3.2 Applying to Enrol

Invitations to enrol in the FACEM Training Program are valid for a period of 12 months for the date of issue.

Applicants invited to enrol in the FACEM Training Program, will be provided with access to the enrolment application and advised of the date by which the application, together with all necessary information specified therein, must be submitted to the College. Applications received after the date and time specified by the College for the country in which the applicant intends to train and incomplete applications will not be considered and the offer to enrol in the FACEM Training Program will be forfeited. Incomplete applications will not be accepted and will result in forfeiture of the offer to enrol in the FACEM Training Program.

As part of an application to enrol, applicants must provide:

- evidence of completion or current status of Post Graduate Year (PGY) 2;
- evidence of all necessary approvals to commence training in Australia or New Zealand as applicable, including any visa requirements;
- evidence of attainment of a training position in an appropriately accredited Emergency Department;
- all other information and documentation specified on the enrolment form and by the College; and
- payment of the annual training fee for the applicable training year and the enrolment fee.
Conditional Enrolment

Applicants who, at the date of applying to enrol, are unable to provide evidence of completion of PGY2, may be permitted to conditionally enrol as a trainee. Trainees conditionally enrolled in the FACEM Training Program are required to provide a verified work history confirming completion of PGY2 by the date specified by the College for the country in which the trainee is training; ordinarily, the end of the first term (ITA period) of the training year.

3.3 Enrolment Process

The enrolment process begins following receipt of an invitation from the Selection into Training Subcommittee to enrol in the FACEM Training Program. The invitation to enrol will include detailed information regarding the enrolment process for the applicable training year.

Applicants may elect to defer their invitation to enrol to the start of the following training year (refer Section 5 below).

Following receipt by the College of a complete application to enrol, submission of the Trainee Agreement, and payment of all applicable fees by the applicable deadline(s) specified by the College, an applicant has successfully enrolled and is thus a FACEM Training Program trainee. At this time, eligible trainees may apply for recognition of prior learning and/or credit transfer pursuant to the provisions of the ACEM Policy on Recognition of Prior Learning and Credit Transfer. Trainees should also ensure they familiarise themselves with the eligibility requirements for and timeframe for applications to sit the Primary Written Examination and Primary Clinical Examination as applicable.

4. FORFEITURE AND REFUSAL OF ENROLMENT

Forfeiture of enrolment in the FACEM Training Program for any reason will require application through the College’s selection process in any future year.

Additionally, ACEM reserves the right to refuse any application for enrolment in the FACEM Training Program. Where an application for enrolment is refused for reason(s) other than those specified in this policy, the applicant will be given due notice of the intention to refuse enrolment and provided with an opportunity to respond in writing before a decision is made, in accordance with the provisions of the College’s Policy on Procedural Fairness.

5. DEFERING COMMENCEMENT OF TRAINING

5.1 Applications to Defer Commencement of Training

Applicants who are invited to enrol in the FACEM Training Program may apply to defer commencement of training by 12 calendar months; that is, to the start of the training year immediately following the training year for which they were invited to enrol. Applications must be made in writing using the applicable form and be received by the College by not later than the date and time specified for receipt of applications to enrol in the FACEM Training Program, together with appropriate supporting materials. An application fee may be payable to the College.

Applications to defer commencement of training will be considered by the Selection into Training Subcommittee.

5.2 Grounds for Applying to Defer Commencement of Training

Acknowledging the potentially significant impact on a newly selected trainee’s ability to commence training at the designated commencement date, the College will consider applications to defer commencement of training on the following grounds:

(a) parental leave
(b) temporary impairment or disability (e.g. treatment for serious illness);
(c) family or carer responsibilities;
(d) compassionate grounds not covered by (a) to (c) above, such as the special needs of ageing parents, or family crisis.

Applications for deferral due to delays in relevant work visas being processed will not be accepted.

5.3 Deferred Commencement of Training

Where an application to defer commencement of training is approved, the applicant will be advised of the revised date by which they must complete the enrolment process. Applicants who defer commencement of training and subsequently fail to apply to enrol in the FACEM Training Program by the specified deadline will forfeit the invitation to enrol. For the purposes of the maximum permitted number of applications under the selection into training process, where an invitation to enrol is forfeited following deferral of commencement of training, will constitute one (1) unsuccessful application.

In exceptional circumstances an applicant may seek to extend deferral of commencement of training for a further 12 month period. Any such application must be received by the College prior to the expiry of the original deferral period.

6. RECONSIDERATION, REVIEWS AND APPEALS

As with all College decisions, applicants for have the right to seek reconsideration, review and/or appeal of a decision pursuant to the College’s Reconsideration, Reviews and Appeals Policy, and associated processes, as applicable. These processes are handled confidentially and are conducted in accordance with the principles of natural justice and procedural fairness. Additionally, they serve to provide a mechanism by which any individual who is dissatisfied with a College decision can seek redress without fear of reprisal.

7. REFERENCES

- Regulation B1.1 – Eligibility for the FACEM Training Program
- Regulation B1.2 – Enrolment as a Trainee
- Exceptional Circumstances and Special Consideration Policy (TA79)
- Policy on Recognition of Prior Learning and Credit Transfer (TA113)
- Trainee Agreement

8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: Council of Education
Document implementation: Executive Director, Education and Training
Document maintenance: Governance and Standards Manager

8.2 Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of Version</th>
<th>Pages revised / Brief Explanation of Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>v1</td>
<td>Jul-2012</td>
<td>Approved by Council</td>
</tr>
<tr>
<td>v2</td>
<td>Nov-2012</td>
<td>Approved by Council</td>
</tr>
<tr>
<td>v2-1</td>
<td>Mar-2014</td>
<td>Consequential changes as per governance review – ‘Board of Education’ to ‘Council of Education’.</td>
</tr>
<tr>
<td>v2-2</td>
<td>Sept-2014</td>
<td>Removal of moratorium period and link to website for Primary Exam deadlines.</td>
</tr>
<tr>
<td>v3</td>
<td>May 2018</td>
<td>Revisions to align with introduction of Selection into FACEM Training processes</td>
</tr>
</tbody>
</table>