



TRAINEE ENROLMENT POLICY

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

Date of enrolment/Enrolment Due Date

Date a successful applicant is required to advise ACEM of their intention to enrol or defer via the form provided. Failure to advise ACEM by the enrolment due date will result in the application being forfeited and the application will be considered as one (1) unsuccessful application for Selection into FACEM Training.

Date of training commencement

Date an enrolled applicants' training time begins which will be the start of the relevant medical training year as published on the College website.

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;
- have no suspension, condition, restriction or undertaking imposed that limit their having unconditional medical registration in Australia or New Zealand as applicable; and
- have ceased enrolment (through completion or withdrawal) in any vocational medical training program other than one recognised by ACEM for the purposes of joint training (i.e. CICM or RACP Paediatrics), pursuant to Regulation B1.2.6.

3.2 Applying to Enrol

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.

As part of an application to enrol, applicants must provide all information and documentation specified on the enrolment form and payment of the entrance registration fee and annual training fee for the applicable training year.

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 relevant medical 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 medical training year.

Applicants may elect to defer their invitation to enrol to the start of the following medical 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. All trainees must commence their training at the start of the relevant medical training year.

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 and timeframe for applications to sit the Primary Written Examination and Primary Clinical Examination (Viva) as applicable, particularly if they wish to sit the first Primary Written Examination of the medical training year.

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 to the start of the relevant medical training year immediately following the training year for which they were invited to enrol. Applications to defer must be made 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.

5.2 Approved Deferral of Training

Following an application for deferral, the applicant will be advised of the revised date by which they must complete the enrolment process for the following medical training year. 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 made via the *Exceptional Circumstances and Special Consideration Policy* and 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: General Manager, Governance and Standards

8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Jul-2012	Approved by Council
v2	Nov2012	Approved by Council
v2-1	Mar-2014	Consequential changes as per governance review – 'Board of Education' to 'Council of Education'.
v2-2	Sept-2014	Removal of moratorium period and link to website for Primary Exam deadlines.
v3	May-2018	Revisions to align with introduction of Selection into FACEM Training processes
v4	May-2019	Revisions to align with aspects of online application processes