



# Variation of Training Policy

## PURPOSE

The purpose of this policy is to outline the process of applying for, and situations in which, candidates may apply for variations to their training from a Training Program run by the Australasian College of Dermatologists.

## SCOPE

This policy applies to all candidates accepted into or enrolled in any course run by the ACD and outlines the application rules and regulations, application process and appeals process.

## DEFINITIONS/KEY WORDS/ABBREVIATIONS

*ASC* refers to the Academic Standards Committee.

*Candidate* refers to any person who has accepted an offer of a position in any Training Program run by the ACD and has paid fees.

*DoT* refers to the Director of training

*Hon Sec* refers to the Honorary Secretary

*Interrupted* refers to periods requiring leave of more than six consecutive weeks.

*Training Position* refers to an accredited position for training.

*NTC* refers to the National Training Committee

## THE POLICY

Candidates may apply for variations to their Training pattern throughout the course of their training. These variations include:

1. INTERRUPTED TRAINING
2. PART TIME STUDY TRAINING
3. STATE TRANSFER
4. SUPPORTING DOCUMENTATION/ EVIDENCE
5. VARIATION OF TRAINING APPLICATION FORM
6. APPEALING DECISIONS

Successful applicants into the ACD Training Program are expected to commence their training at the start of the next academic year in which they were offered a position.

The commencement of training may not be delayed or deferred except in exceptional circumstances and unless specifically authorised. Any request to defer a starting date by 6 months or 12 months must be submitted to the ACD within three months of the training start date as per the **Variation of Training**

**Application Form** provided at the end of this policy. Supporting documentation outlining the reasons for the request must be included.

Candidates who are offered a training position with certain provisos regarding their start date in the training program are not able to delay or defer.

Approval is at the discretion of the Academic Standards Committee, after review by the National Training Committee and State Faculty on a case by case situation. The applicant will be informed of the decision within 1 month of applying.

Candidates who are successful in their application for deferment for 6 or 12 months, must commence at the agreed time, or lose their place in the program and be required to reapply via the selection process.

Candidates who are unsuccessful in their application for deferment may, within two weeks of notification of being unsuccessful:

- withdraw their application for deferment and take up the position
- decline the offer of a position in the Training Program and reapply in a subsequent year.

Since each year is a new selection process, it cannot be assumed that having been offered a place in a previous year, they will automatically be successful in obtaining a place again. Applicants will need to compete afresh in the selection process each year and be successful in order to be offered a training position.

Applications for deferment of non-training program courses will be managed on a case by case situation.

## **1. INTERRUPTED TRAINING**

*Interrupted* refers to periods requiring leave of more than six consecutive weeks. For shorter periods of leave from the program (e.g. 5 weeks), trainees should refer to the Training Program Leave Policy.

Interrupted training is only available for Trainees who are currently enrolled in the Training Program and have commenced their clinical rotation. Requests for leave are assessed on a case by case situation.

A candidate may be allowed 3, 6, 9 or 12 months of Interrupted Training in situations including, but not limited to:

- Parental leave (according to the individual's statutory employment rights)
- Ill health
- Family leave
- Extension of overseas placement

The resumption of training will be dependent upon available training positions commencing at the start of a clinical rotation.

Any interrupted training may impact on a trainees eligibility in the Training Program. Trainees should be aware of the following impacts:

- A Trainee's ability to complete at least half their rotation in order for training time to be counted (i.e. 3 months for a 6 month rotation, 6 months for a 12 month rotation).
- A Trainee's eligibility to proceed to the next year of training
- A Trainee's eligibility to sit the Fellowship exams including the curriculum that is examinable.
- Interrupted training contributes to the overall duration of training, which may cause trainees to exceed the 10 year maximum time.

Any request for Interrupted Training must be made to the College by **15 August** of the year preceding the leave via the **Variation of Training form** provided at the end of this policy, or as soon as possible once the candidate identifies that leave will be sought. Supporting documentation outlining the reasons for the request must be included. Please section 5 of this policy for acceptable forms of evidence.

While Trainees will have access to the E-Learning portal and other ACD facilities during their Interrupted Training, any training or assessments undertaken during an approved Interrupted Training will not be accredited, nor be subject to Recognition of Prior Learning unless granted by the relevant committee prior to completion.

### **Conditions of Interrupted Training in ACD Training Program**

#### **Prior to taking Interrupted Training**

Prior to commencing their period of interrupted training, trainees will be required to upload all assessments and logs to their portfolio. This includes a SITA Summary and Rotation Placement Form that must be completed prior to going on leave.

#### **Returning from Interrupted Training**

Trainees returning from interrupted training are required to complete the remainder of the 52-week clinical training year which they interrupted.

Trainees are entitled to any of the remaining provisioned weeks of leave for that training year when they resume their clinical training. If a trainee has exceeded the 6 weeks of provisioned leave prior to going on interrupted training, trainees will be allocated additional leave on a pro rata basis as determined by College. Trainees will be required to remain in their training year for the additional weeks of leave before progressing to the next training year or completion of clinical training.

Trainees are required to complete a new Rotation Learning Plan when returning from interrupted training

Candidates who choose not to return from Interrupted Training at the agreed upon time, or who do not engage in preparations for their return from Interrupted Training with the College and the relevant DoT, may be removed from the program and access to resources blocked.

#### **Requests for additional time of Interrupted training**

College believes that Interrupted Training of more than continuous twelve months may significantly affect the learning process of a candidate. Only in exceptional circumstances will a candidate who has applied for and been granted Interrupted Training for 12 months be permitted to request a further extension.

Any request for additional time must be made to the College at least **three months** before the proposed return date, via the Variation of Training form. Supporting documentation outlining the reasons for the request must be included.

#### **Request to return early from Interrupted Training**

Requests for resumption of training prior to the end of the approved Interrupted Training period will only be granted in exceptional circumstances, and only then when there is a vacancy available in the training Program.

Any request for early resumption must be made in writing to the College no later than **three months** before the proposed return date, via the Variation of Training form. Supporting documentation outlining the reasons for the request must be included.

### **Approval process**

All applications for Interrupted Training, early return or extension of time will be considered by the State Faculty and the NTC. Further information may be sought from Supervisors of Training and the decision is expected to be given to the candidate in writing within **one month** where possible of the application being received, or as otherwise notified to the candidate. Such a decision is made at the discretion of the NTC and in consultation with relevant employers.

If the NTC approves the application, then the candidate is expected to return to the training program at the next available rotation immediately following the period of approved leave, or as otherwise directed/approved.

Trainees should be aware return dates from interrupted training are based on the availability of training positions. Returning to the training program on the requested date may not be possible and as such an alternative date will be determined.

Upon receipt of an outcome, trainees have 5 days in which they must confirm acceptance or withdrawal of their application for interrupted leave.

Applications for interrupted training for non-training program courses will be managed on a case by case situation.

### **Fees**

A fee is payable during the period of Interrupted Training. This allows continued receipt of College communications, including the journal and access to the members' section of the website. Trainees should refer to the Training Fee Policy and Schedule.

## **2. PART TIME STUDY TRAINING**

The College will consider applications for part-time training on a case by case situation. All requests will be carefully considered but approval of the request cannot be guaranteed.

Trainees may only request part time training for a maximum of **12 months** at a time, and any requests to extend part time training must be submitted via a new application.

Any request for Part Time training must be made to the College by **15 August** of the year preceding the leave via the **Variation of Training form** provided at the end of this policy, or as soon as possible once the candidate identifies that leave will be sought. Supporting documentation outlining the reasons for the request must be included. Please section 5 of this policy for acceptable forms of evidence.

### **Conditions of a part time position in ACD Training Program**

- A part-time position must be allocated 50% of the full-time workload.
- The part-time position may be for up to two consecutive years.
- A part time position candidate is expected to work continuously during their part time position (with the usual provisions for leave). Unless there are exceptional circumstances, long blocks of time off are not allowed.
- Trainees who are granted part time over 12 months will work days determined by the faculty and what is required by the hospital.
- A part-time position candidate is expected to attend at least 50% of tutorials, clinical meetings and other educational meetings held at their training institutions or organized by their State Faculty. NB: Where a shared position candidate is sharing two positions (i.e. equivalent full-time), they are expected to attend 100% of tutorials, clinical meetings and other educational meetings.

- ACD Training Program candidates must meet any requirements in the handbook in relation to eligibility to sit Fellowship examinations or other assessment items.
- For candidates in the ACD Training Program, the overall duration of training must not exceed the 10 year maximum time.
- For candidates in other College courses, the overall duration of the course may not extend beyond double the full time completion time of the course

### **Approval process**

Applications will be considered by the Faculty and NTC. Further information may be sought. If the part-time and/or shared training is approved, the following must be ensured:

- There is no compromise to, or disruption of, patient care.
- There must be no disruption to the orderly running of the Department of Dermatology in the institute where the part-time or shared position is undertaken.
- Sufficient overlap time for transfer of responsibilities must be organized.

Trainees should be aware that requested dates for part-time training are based on the availability of training positions. Requested dates within an application may not be possible and as such an alternative date will be determined.

The decision is made at the discretion of the NTC and in consultation with relevant employers and is expected to be given to the candidate in writing within 1 month of application, or as otherwise notified. Upon receipt of an outcome, trainees have 5 days in which they must confirm acceptance or withdrawal of their application for part time training.

### **Fees**

Training fees will be pro-rata during the period of part time training. Trainees should refer to the Training Fee Policy and Schedule.

## **3. STATE TRANSFER**

When a Trainee nominates their training States of preference at the time of application to the program they are making a decision to spend their entire training program in that State.

Trainees may only apply for consideration of state transfer in extraordinary circumstances. Prior submitting an application for state transfer, trainees may wish to consider applying for an interrupted leave or part time training.

**Non-valid** reasons for transfer may include, but are not limited to:

- Ill family member who is not solely dependent upon the trainee
- Transfer of a spouse or partner to another state for their work for a period of less than twelve months
- Family and/or partner live in the state they wish to transfer to
- The trainee entered the program from another state and wishes to return to that state

Extraordinary circumstances may include, but are not limited to:

- Primary carer for immediate family member
- Medical treatment not available in the state in which the trainee currently resides
- Transfer of a spouse or partner to another state for their work for a period of more than twelve months
- Ill health requiring carer's support only available in another state

Any request for a transfer must be made to the College by **15 August** of the year preceding the leave via the **Variation of Training Application form** provided at the end of this policy, or as soon as possible once the candidate identifies that leave will be sought. Supporting documentation outlining the reasons for the request must be included. Please section 5 of this policy for acceptable forms of evidence.

### **Conditions for State Transfers**

- State transfers do not guarantee allocation of a particular training position or site. Whilst preferences will be considered, the faculties allocate positions based on hospital needs, and other relevant factors.
- Certain placements may involve secondments (e.g. rural and private components). STP funding allows College to create several training positions that would otherwise not be available. It is a requirement of these positions that the trainee fulfils the rural and private requirements.
- All training positions need to be filled. This may mean you will be allocated to a rural or regional position outside the major metropolitan areas.

### **Approval process**

All applications for state transfers will be considered by the State Faculty and the NTC. Further information may be sought from Supervisors of Training and the decision is expected to be given to the candidate in writing within **one month** where possible of the application being received, or as otherwise notified to the candidate. Such a decision is made at the discretion of the NTC and in consultation with relevant employers.

Upon receipt of an outcome, trainees have 5 days in which they must confirm acceptance or withdrawal of their application for interrupted leave.

## **4. SUPPORTING DOCUMENTATION/ EVIDENCE**

All variation of training applications must be submitted with supporting documentation.

Acceptable supporting documentation includes, but are not limited to:

- Detailed medical specialist letter
- Detailed GP letter and other non-GP specialist or Allied Health professionals in very exceptional circumstances
- Statutory Declarations with supporting evidence
- Letter/contract from employer regarding spouse/partner transfer

College may request to speak with or seek further evidence from the above-mentioned medical specialists, non-GP specialist or Allied Health professionals.

## **5. VARIATION OF TRAINING APPLICATION FORM**

Applications should be completed and submitted online: [Variation of Training Application Form](#)

## **6. APPEALING DECISIONS**

Refer to the College Reconsideration, Review and Appeals Policy for information.

## CONTROL REQUIREMENTS

Policy Number:	TPED018
Approval Authority:	National Training Committee
Responsible Officer:	Director, Training Program
Designated Officer:	Director, Training Program
First Approved:	January 2022
Effective Start Date:	January 2024
Review Date:	January 2025
Contact:	Director Training Program

## HISTORY

We reserve the right to vary, replace or terminate this policy from time to time.

Version	Date	Summary of changes
2	January 2004	Application form, part time training

## RELATED DOCUMENTS

- Training Program Handbook
- Trainee Candidate Agreement