



SUMMATIVE ASSESSMENT ENROLMENT APPLICATION FORM (2012) FOR ADVANCED SPECIALISED TRAINING

Assessment Requirements for Each Discipline

This form is to be used only for enrolments in summative assessment for Advanced Specialised Training (AST). The table below indicates what summative assessment is required to be successfully completed for each AST discipline:

DISCIPLINE	AST SUMMATIVE ASSESSMENT REQUIREMENTS				
	MiniCEX	StAMPS	Project	Supervisor Report	Logbook
Aboriginal & Torres Strait Islander Health			✓	✓	
Adult Internal Medicine	✓			✓	
Anaesthetics	Please refer to the JCCA Curriculum				
Emergency Medicine		✓		✓	✓
Mental Health	✓			✓	
Obstetrics	Please refer to the DRANZCOG Advanced Curriculum				
Paediatrics	✓			✓	
Population Health			✓	✓	
Remote Medicine			✓	✓	
Surgery		✓		✓	✓

More comprehensive information is contained in the curriculum for each individual AST discipline.

Assessment Dates and Costs

Modality	Assessment Date	Enrolment Closing Date	Cost (GST Inclusive)
Project	Progressive during the AST. A Project Proposal Form for any project must accompany this Enrolment Form	Can enrol at any time subject to meeting the eligibility stated below	\$1,100.00
MiniCEX	To be undertaken during the second half of the AST	Can enrol at any time subject to meeting the eligibility stated below	\$1,700.00
StAMPS (Emergency Medicine)	10 & 11 November 2012 (delivered face to face in Brisbane)	3 August 2012	\$1,800.00

Enrolment Eligibility

You must meet the following criteria to enrol in any ACRRM AST assessment:

1. be enrolled as an ACRRM candidate in the ACRRM Independent Pathway (IP), the Vocational Preparation Pathway or the Remote Vocational Training Scheme (RVTS)
2. have current medical registration; and
3. be a current financial member of ACRRM

Please complete all relevant sections. Incomplete enrolments will not be processed.

Demographic Details

First Name:		Surname:	
Mailing Address: (This is the address to which your assessment results will be mailed)			
State:		Postcode:	
Mobile:		Work Phone:	
Home Phone:		ACRRM Membership Number:	
Email: (Please provide an email address that you access regularly)			
Date of Birth:		Gender:	Male/Female

Category of Enrolment / Pathway to Fellowship

Please indicate (✓) which category/pathway is applicable to you.

- Vocational Preparation Pathway
- Remote Vocational Training Scheme
- Independent Pathway

Assessment Enrolment Selection

Please indicate (✓) in which assessment you wish to enrol:

- Project** – Please indicate (✓) which discipline
 - Aboriginal and Torres Strait Islander Health
 - Population Health
 - Remote Medicine
- MiniCEX** – Please indicate (✓) which discipline
 - Mental Health
 - Adult Internal Medicine
 - Paediatrics
- StAMPS** – Please indicate (✓) which discipline
 - Emergency Medicine
 - Surgery

Project Enrolments

A completed Project Proposal Form for a project must accompany this AST Assessment Enrolment Form. Your proposal will be presented for approval and you will be informed of the outcome via email. Projects must be submitted for marking by the end of AST.

MiniCEX Enrolments

Information will be emailed to you shortly after your enrolment has been accepted. The miniCEX is expected to take approximately three to four hours to complete. If you wish to undertake the miniCEX in a location with difficult or expensive access for the examiner, additional costs may be payable. You must be working in a post appropriate to your relevant AST discipline at the time of undertaking the miniCEX.

The miniCEX can be undertaken at more than one venue. Travel time between venues must be less than 15 minutes. At least four possible patients from whom the examiner can choose must be present at each venue.

Please note below any dates that will not be convenient for the miniCEX to be conducted.

To enable us to source an appropriate examiner to conduct your miniCEX, please provide information in the space below regarding the practice at which you will be working during your miniCEX. If this information changes before your miniCEX has been scheduled, it is essential that you inform ACRRM accordingly.

VENUE 1			
Practice Name:		Tel:	
Contact Person:		Position:	
Email:			

Address:	
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Enrolment Terms and Conditions

1. Fees cover the provision of the assessment in which you have enrolled.
2. The assessment in which you are enrolling must be:
 - relevant to the AST discipline that you are undertaking; or
 - a requirement specified by the College Censor in a Recognition of Prior Learning outcome to support a previous AST.
3. You are not permitted to postpone your enrolment to in any assessment to a future session.
4. An application for enrolment in a particular assessment does not guarantee that you will be able to undertake the nominated assessment(s). ACRRM reserves the right to decline an application for enrolment in any assessment.
5. If your application is declined or you withdraw from any assessment, you must submit a new Assessment Enrolment Application Form in the future to re-apply for enrolment in that assessment. Declined or withdrawn enrolments will not be reinstated.
6. Limited places are available for the StAMPS. In the event that an examination session is over subscribed, places will be awarded to those candidates who have successfully completed other assessments and who have also completed the most training time. StAMPS enrolments cannot be confirmed until after the enrolment closing date. Payment for the StAMPS will not be taken until enrolments can be confirmed after the enrolment closing date.
7. StAMPS enrolments must be received by the ACRRM office by the enrolment closing date. Late enrolments will not be accepted.
8. For enrolment applications submitted on an enrolment closing date, you must contact the Assessment Team to confirm that this has been received. For all other enrolments, if no email has been received to acknowledge an enrolment within seven days, we recommend that you contact the Assessment Team. ACRRM accepts no responsibility for enrolments not processed where the College has not acknowledged confirmation receipt.
9. The miniCEX and StAMPS can only be attempted three times, after which time the Candidate Review Policy will be implemented.
10. A completed Project Proposal Form for a project must accompany this AST Assessment Enrolment Form.
11. For the miniCEX and StAMPS, all documentation requested must be provided to ACRRM by the dates specified in the information email which we send to you. In the case of StAMPS, you will receive this email immediately after the enrolment closing date. For miniCEX, this will be contained in the email acknowledging your enrolment.
12. ACRRM reserves the right not to process an enrolment or to withdraw you from enrolment in an assessment.
13. The Declaration section on this Assessment Enrolment Application Form must be completed. This Declaration incorporates a statement to provide authority for ACRRM to inform your training provider of your enrolment and to share your summative assessment results with your training provider. This ensures that training providers are informed of your ongoing progress throughout your training, enabling a co-ordinated approach to remediation where this is required. ACRRM plays a key role in facilitating and supervising this process to ensure that your needs are addressed in a timely and appropriate fashion.

Enrolment Refund Policy

This policy details information relating to assessment and the circumstances under which refunds are paid.

1. For the miniCEX and StAMPS, failure to provide ACRRM with requested information/documentation by the dates specified will result in your being denied participation in the examination and you will not receive a refund.

2. Where you withdraw from any assessment a request for refund must be made in writing to the ACRRM CEO.
3. Refunds approved in accordance with this policy will be paid within four weeks of the CEO receiving a written claim from you.
4. Refunds will be issued to you unless you provide written direction to pay the refund to a third party.
5. A full refund of fees will be payable to you in the unlikely event that the College is unable to provide the assessment in which you have enrolled.
6. If you withdraw from a miniCEX or project at any time, no refund will be made.
7. A full refund will be made to you if you withdraw in writing from StAMPS, prior to the enrolment closing date.
8. If you withdraw from StAMPS after the enrolment closing date, no refund will be made unless extenuating circumstances prevail. In extenuating circumstances, a written explanation is required for a partial or full refund to be considered. This will be considered on a case by case basis and will be dependant upon the administrative time spent in organising the assessment prior to the withdrawal by the registrar.

Declaration

I, _____ (*please print full name*), wish to enrol in the assessment(s) indicated on this AST Assessment Enrolment Application Form. I declare that the information I have provided is true and accurate. I have read this AST Enrolment Application Form in full and agree to abide by the conditions stated. If I am a VPP or RVTS candidate, I agree for my training provider to be advised of my participation in, and results of, assessment. I understand that for miniCEX enrolments, additional costs may be payable.

Signature:	Date:
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Please return completed applications to the ACRRM Assessment Team:

Post:	ACRRM GPO Box 2507 Brisbane QLD 4001	Fax:	07 3105 8299
		Email:	assessment@acrrm.org.au

Please do not email this completed form to us if it contains your credit card details, as email is not considered to be a secure method of transmission. If you want to scan and email rather than fax this application to us, please leave the credit card details blank and we will telephone you to obtain this information.