



Policy on Training Time

1. Purpose

The purpose of this policy is to outline the ACRRM requirements regarding training time, including:

- how training time is recorded;
- requirements for part-time training;
- the maximum time allowed to complete training; and
- training provider responsibilities for approving and notifying ACRRM of registrar training time.

To fulfil the requirements for award of the FACRRM qualification, all registrars are required to successfully complete a period of training, assessment and experience which typically takes four years in full-time practice.

ACRRM recognises that flexibility of training is important to assist registrars to match their personal needs and professional objectives with the requirements for training and assessment approved by the College.

2. Related documentation

This policy should be read with reference to the following related documents:

- ACRRM Fellowship Vocational Training Handbook;
- ACRRM Standards for Training Providers;
- ACRRM Standards for Supervisors and Teaching Posts;
- ACRRM Assessment Handbook for Fellowship Training;
- ACRRM Leave policy;
- AGPT and RVTS policies; and
- Local training provider policies and procedures.

3. Policy

3.1 Definitions of part-time and full-time training

For the purposes of this policy, the following definitions will be used:

- Full time: 38 or more hours per week including any administration, and educational activities.
- Part time: Less than 38 hours per week including any administration, and educational activities.

3.2 Counting training time

Training may be undertaken in a full-time or part-time capacity, or a combination of both.

Whether training is undertaken full or part-time, the minimum requirement of the equivalent of four years' full-time training must be completed. The length of training is not reduced if working more than 38 hours per week. Part-time training is counted on a pro-rata basis.

3.3 Maximum training time allowed

FACRRM must be achieved within 10 years from the time of enrolment into ACRRM training. Registrars are required to work with training providers to complete training within this time frame. Registrars who are not able to meet completion of training requirements in this time frame are required to contact ACRRM to discuss options. Decisions will be made on a case by case basis but may require an additional refresher period of training and/or repetition of some assessments modalities.

3.4 Part-time training

Part-time training must be based on an agreed minimum proportion of the equivalent full-time training position. Part-time training which is less than 50% of full-time is not encouraged. The duration of the training program must be extended appropriately for registrars undertaking part-time training.

Part-time training must include proportionate exposure and experience in all aspects of the relevant training post. Clinical contact hours, rosters and educational programs associated with training must be accommodated as part of any part-time training arrangement. The standard of knowledge and competence required is the same regardless of training mode.

4. Responsibilities

Registrars must make a formal application and receive prospective approval from their training provider to undertake part time training.

The training provider is responsible for managing training time in accordance with this policy.

The training provider must advise ACRRM prospectively of changes to training arrangements that affect training duration.

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