



ACRRM AGPT Flexible Funds Policy

1. Purpose

- 1.1. To describe the incentives and eligible support payments offered as Flexible Funds to accredited supervisors, training posts and registrars participating in delivery of the ACRRM Fellowship training through the Australian General Practice Training (AGPT) pathway.
- 1.2. To define the process for administration of payments
- 1.3. To define the scope of discretionary funding use

2. Application and Scope

This policy applies to all ACRRM AGPT registrars, accredited supervisors, and practices.

3. Context

- 3.1. ACRRM Flexible Funds are designed to recognise the additional costs of training for registrars, supervisors, and training posts in remote and rural Australia. Applicants may apply for additional financial support such as:
 - 3.1.1. additional costs associated with training in rural and remote locations
 - 3.1.2. building and supporting training capacity and capability building in areas of need
 - 3.1.3. incentivising training in areas identified as workforce need
 - 3.1.4. supporting registrars to undertake and remain in rural training placements.
- 3.2. Eligible payment amounts under this policy can be found in [Appendix 2](#).
- 3.3. Conditions around payments can be found in [Appendix 1](#).

4. Principles

- 4.1. Flexible Funds are administered in accordance with the NCPF guidelines.
- 4.2. Flexible Funds assistance is only available to AGPT registrars, supervisors, and accredited training posts supporting the ACRRM Fellowship Program.
- 4.3. ACRRM will approve payments at its' absolute discretion to address training and workforce priorities and achieve an efficient use of available government funds.
- 4.4. Payments will be determined based on relative merits in terms of need, rurality, training capacity and priority.

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- 4.5. Community need will be informed using the best available data resources including geographical classifications and a range of workforce data.
- 4.6. During the 2023 training year, ACRRM registrars whose training arrangements present a financial disadvantage relative to those that would have previously been available under their Regional Training Organisation will be eligible to apply for additional funding under this policy to bridge that funding gap.

5. Responsibilities

5.1. ACRRM will:

- 5.1.1. be fund holder and take responsibility for administration, management, and acquittal of Flexible Funds
- 5.1.2. provide communication and information on Flexible Funds to stakeholders
- 5.1.3. ensure that funds are only utilised to support AGPT program participants
- 5.1.4. ensure funds management is in line with NCPF guidelines and Department of Health and Aged Care policies
- 5.1.5. ensure appropriate application and approval processes for these payments are available for all ACRRM AGPT pathway participants
- 5.1.6. reserve the right to determine payment types and levels in a manner that best supports Fellowship outcomes.

5.2. Registrars will be responsible for:

- 5.2.1. applying for funds and providing relevant evidence for support of the application
- 5.2.2. ensuring they have read the relevant documents and policies for the administration of training funds
- 5.2.3. reporting extended periods of leave/ absence directly to ACRRM
- 5.2.4. immediately notifying ACRRM if they do not take up an approved placement or activity that has been funded under this policy
- 5.2.5. meeting ACRRM Fellowship requirements
- 5.2.6. reporting directly to ACRRM when they move from a training location.
- 5.2.7. any movements across training placements should be managed in line with College training policies and in consultation with college staff
- 5.2.8. participate actively in the approved placements process to ensure eligibility.

5.3. Practices/ Training Posts will be responsible for:

- 5.3.1. applying for funds through the application process and providing supporting documentation
- 5.3.2. reading and understanding the relevant policies for administration of Flexible Funds
- 5.3.3. reporting the absence / exit of a registrar from their training post
- 5.3.4. notifying the College if a registrar does not take up an approved placement
- 5.3.5. notifying the College when a registrar leaves the training post

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- 5.3.6. participating actively in the approved placements process to ensure eligibility
- 5.3.7. notifying the College if the training post can no longer meet accreditation standards.

5.4. Supervisors will be responsible for:

- 5.4.1. applying for Flexible Funds through the application process and providing supporting documentation
- 5.4.2. ensuring they maintain AHPRA registration and PDP compliance
- 5.4.3. reading and understanding the relevant policies for administration of flexible funds
- 5.4.4. notifying the College when a registrar leaves their supervision
- 5.4.5. participating actively in the approved placements process to ensure eligibility
- 5.4.6. the continued delivery of supervision responsibilities
- 5.4.7. notifying the College if the supervisor leaves the accredited training post

6. Available Support

- 6.1. ACRRM's financial support for its registrars under this policy is intended primarily to encourage and support registrars to undertake an AGPT placement in a rural or remote community. There are five main supports available to ACRRM Registrars, with further details on the scope and eligibility available in the [Flexible Funds Factsheet](#):
 - 6.1.1. Reimbursements and Support for mandatory AST requirements
 - 6.1.2. Rurality incentive - including travel costs and course attendance
 - 6.1.3. Wellbeing Support
 - 6.1.4. Housing Support
 - 6.1.5. Priority Placement Incentives - for placement in an approved area of workforce priority

- 6.2. ACRRM's financial support for supervisors under this Policy is intended primarily to encourage and support their quality training and supervision of ACRRM registrars in AGPT placements. The following supports are available to ACRRM Supervisors with further details on the scope and eligibility available in the [Flexible Funds Factsheet](#):
 - 6.2.1. Payments associated with ACRRM AST work-based assessment requirements and progression reports
 - 6.2.2. Travel and accommodation payments for ACRRM approved training and assessment activities
 - 6.2.3. Professional development support
 - 6.2.4. Reimbursement for work-based assessment site visits
 - 6.2.5. Remote supervision teaching allowance
 - 6.2.6. Additional teaching and supervision allowance - for support of registrars in difficulty

- 6.3. ACRRM's financial support for a Training Posts under this Policy is primarily to encourage and support their facilitation of quality training of ACRRM registrars in AGPT placements. The following supports are

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available to ACRRM accredited and approved Training posts with further details on the scope and eligibility available in the [Flexible Funds Factsheet](#):

- 6.3.1.** Payments for rural practice training support to support staff training, recruitment, and infrastructure development
 - 6.3.2.** Additional support allowance for support of registrars in difficulty on receipt of a targeted support and remediation plan
- 6.4. Management and timing of funds release**
- 6.4.1.** Flexible Funds will be available to registrars, supervisors, and practices while part of an accredited, ACRRM-approved training placement.
 - 6.4.2.** Flexible Funds applications will be reviewed in line with confirmation of placement twice annually. The schedule for these application periods is included at [Appendix 3](#).
 - 6.4.3.** Registrars, supervisors, and practices will be notified in advance of FLEXIBLE FUNDS application periods, key dates, and forms.
 - 6.4.4.** ACRRM registrars also training with RACGP who have already received Flexible Funds through RACGP in a calendar year will not be eligible for these funds.
- 6.5. Application and Payment**
- 6.5.1.** Flexible Funds applications will be available on the ACRRM website at: <https://www.acrrm.org.au/fellowship/pathways/agpt>
 - 6.5.2.** Flexible Funds applications will require an ACRRM approval
 - 6.5.3.** Flexible Funds applications must be accompanied by the relevant supporting documentation
 - 6.5.4.** Applications must be submitted on the approved [ACRRM Flexible Funds form](#) available electronically on the ACRRM website. It is the responsibility of the user to verify that they have the latest version.
 - 6.5.5.** Examples of claimable reimbursements are included in [Appendix 1](#) of this document.
- 6.6. Terms and conditions**
- 6.6.1.** Reimbursement payments are conditional and approved at the discretion of ACRRM within the NCPF guidelines.
 - 6.6.2.** Reimbursements are subject to the outlay of expenses being related to registrars' training or being incurred within the community or surrounds in which the registrar is employed.
 - 6.6.3.** Claims under this policy are to be submitted along with adequate supporting evidence by no later than the final day of the application period. Unclaimed amounts as at the close of application periods will be forfeited.
 - 6.6.4.** Claims under this policy are to be submitted along with adequate supporting evidence by no later than the final day of the application period.
 - 6.6.5.** ACRRM reserves the right to request additional information from the registrar/ supervisor/ practice should this be deemed necessary.
 - 6.6.6.** Registrars who do not commence their training in a rural location and subsequently relocate to a placement in a rural location may be entitled to reimbursement support on application to ACRRM.

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This eligibility is discretionary to ACRRM and subject to availability of funds. Registrars may submit a letter of request for consideration of payment of financial entitlements for rural placements that are outside of the placements outlined in this policy.

7. Related documentation

- [Access to Training Policy](#)
- [ACRRM Withdrawal Policy](#)
- [ACRRM Registrar in Difficulty Policy](#)
- [ACRRM Performance and Progression Policy](#)
- [ACRRM Financial Hardship Policy](#)
- [ACRRM Training Placements Policy](#)
- [ACRRM Eligibility for Training Policy](#)
- [ACRRM Training Time Policy](#)
- [ACRRM Training Program requirements Policy](#)

8. Definitions

Flexible Funds (FP)	A designated pool of funding to support training needs for AGPT participants managed by the Colleges.
National Consistent Payments Framework (NCPF)	The National Consistent Payments Framework and guidelines provide information on how supervisors, practices and registrars associated with the AGPT receive support payments.
MMM	The Modified Monash Model is a geographic classification system that categorises metropolitan, regional, rural, and remote areas. For more information on the MMM system see: http://www.doctorconnect.gov.au
Training Placements	Accredited and approved placements that count towards Training Time and may meet Training Program Requirements.
Training Post	Facilities accredited by the ACRRM to provide training on the ACRRM Fellowship Training Program.
Training Program Requirements	Requirements that must be met to complete the ACRRM Fellowship Training Program.

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9. Revision History

9.1 Policy information

Policy Contact and Author	Kyra Moss	Approving Body:	Board
Status:	Draft	Review period:	3 years
Policy No and Version:	O15 V1.1	Next review date:	Dec 2025
Effective Date:	18 Sep 2023	Document Location:	ACRRM Admin/Policies/Program Policies/Training Program polices and regs
Responsible Officer:	K Moss	Policy System Manager:	Mary Jane Streeton

9.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.1	Sep 2023	K Moss	Correction to Append 2 only MMM 4-7 eligible for Housing Support (not MMM 3)	Sep 23	ELT, OCEO

Appendix 1: ACRRM Flexible Funds Policy Payment Examples

Payment type	Examples of claimable items and expenses are inclusive of but not limited to the following
Relocation expenses	(Including removalist fees, packing, and shipping)
Housing supports	Bond Payments Percentage of communications setup and monthly expenses (up to 50% phone/internet etc) Rental agreements Home services security deposits (e.g. electricity and water)
AST support	Mobile communication and electronic devices Clinical equipment necessary for practice College and Professional membership costs (RACGP/ACRRM or specialist colleges) Professional development costs (may be eligible for travel and accommodation costs also) Conference registration costs (may be eligible for travel and accommodation costs also) AST supervision support AST funding support will be available to registrars undertaking their primary AST associated with the Fellowship.
Wellbeing Support	Psychological and Counselling Support

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Appendix 2: ACRRM Flexible Funds Payment table

Registrars

Support type	MMM 2	MMM 3&4	MMM 5	MMM 6&7	Eligibility and Scope
Mandatory Training					
AST mandatory requirements	Up to maximum \$6000 per registrar				<p>Registrars undertaking accredited and approved AST training.</p> <p>Support cost of mandatory education and training to meet AST requirements</p> <p>Pre-approval application required</p> <p><i>Application required</i></p>
Rural Support					
Support type	MMM 2-3	MMM 4	MMM 5	MMM 6&7	Eligibility and Scope
Rurality Incentive	Nil	\$3,000	\$4,500	\$6,000	<p>Rural Placement MMM4-7 including:</p> <ul style="list-style-type: none"> • Travel and Accommodation • Family support • Respite • Rural, preplacement visit in an MMM 4 – 7 location visits, including interview <p>Pre-approval application required</p> <p><i>Application required</i></p>
Wellbeing support	\$1,000				<p>Professional Psychological Support</p> <p>Pre-approval</p> <p><i>Application as required</i></p>
Housing support	50% of the weekly rental cost up to a max \$1,500 per month				<p>Available to registrars in an MMM 4-7.</p> <p>Paid monthly for the term of the approved placement on submission of a rental agreement.</p> <p><i>Application required</i></p>

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Priority Placement	up to \$5,000 per term	<p>Registrar training in a preapproved priority placement/area of workforce need</p> <p>Priority placements as outlined by GPWPP and endorsed by ACRRM data through priority matrixes and scoring.</p> <p>Priority placements may also be identified and endorsed by ACRRM for priority training needs.</p> <ul style="list-style-type: none"> • Relocation cost • Prior approval required <p><i>Application required</i></p>
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Supervisors

Payment Type	MMM 2	MMM3 & 4	MMM 5	MMM6 & 7	Eligibility and Scope
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Specialised Training

AST - work based formative assessment, progress reports	\$2,000 per term	<p>Approved AST Supervisor for registrars actively undertaking AST training.</p> <p>Required work-based assessment as per the AST curriculum.</p> <p>Quarterly registrar progress reports (two per term)</p> <p>Payment on pre-approved activity and evidence of submission</p> <p><i>Application required</i></p>
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Rural Support

Payment Type	MMM 2	MMM 3&4	MMM5	MMM6 & 7	Eligibility and Scope
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Travel and Accommodation	\$500	\$1,200	\$1,500	\$2,000	<p>ACRRM Accredited Supervisors</p> <p>ACRRM professional development training and education</p> <p>Site visits for work-based assessment, accreditation, supervision</p> <p><i>Application required</i></p>
Professional Development	Up to \$2,000 per annum				<p>ACRRM Accredited/Approved GP Supervisors, with an approved registrar placement</p> <p>Provided to reimburse costs relating to maintaining minimum CPD requirements for accreditation</p> <p>Payment made in arrears at the end of the placement term</p> <p><i>Application required</i></p>
Work based assessment /site visit	\$300 per activity				<p>Accredited and approved supervisor as requested by ACRRM to</p> <p>undertake work-based assessment and provide progress reports</p> <p>undertake training post site visit and provide outcome report</p> <p>Payment made within 30days on evidence of completion and submission</p>
Remote Supervision Teaching Allowance	\$150phr				<p>ACRRM Accredited and or Approved Remote Supervisors</p> <p>Pre-approved teaching plan</p> <p>Hourly rate paid monthly in arrears as per approved supervision and teaching plan per registrar</p>
Additional supervision/teaching	\$150phr				<p>Approved Supervisor -additional supervision/ teaching/respice for registrars in difficulty - professional support</p> <p>Pre-approved teaching plan</p> <p>Hourly rate paid monthly in arrears as per approved supervision and teaching plan per registrar</p>

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Training Posts

Training posts funded by federal and state funding will not be eligible for these payments.

Support type	MMM 2	MMM 3 &4	MMM 5	MMM 6 &7	Conditions
Rural Practice Training Support	\$3,000	\$6,000	\$10,000	\$15,000	<p>Identified and accredited priority placement/area of workforce need</p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> - Recruitment - Training and education for staff - Develop training capability and capacity - Infrastructure <p>Payment subject to prior approval of planned activities</p> <p><i>Post activity report and outcome required</i></p> <p><i>Application required</i></p>
Additional support allowance	\$3,500	\$5,000	\$6,500	\$8,000	<p>Approved training posts providing additional supervision/ teaching/respite for registrars in difficulty - professional support</p> <p>One off payment per approved plan</p> <p><i>Application required</i></p>

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Appendix 3: Preapprovals and Release of Payments

The following timeframes will guide the management and release of Flexible funding.

ACTIVITY	TIMEFRAME for APPLICATION	PAYMENT RELEASE
Pre - approval applications registrar and supervisor categories	minimum of 4 week prior to the commencement of the training term	30 days after commencement of the training term
ACRRM requested activity	Minimum of 4 weeks prior to proposed activity	Payment within 30 days of evidence of completion/submission
All other applications	Ongoing application - outcome within 30day of completed submission	Payment within 30 days of evidence of completion/submission

Training start dates

State	Semester 1 start date	Semester 2 start date
WA	16 Jan	17 July
QLD	23 Jan	24 July
TAS	23 Jan	24 July
VIC	6 Feb	7 Aug
SA	6 Feb	7 Aug
NSW/ACT	6 Feb	7 Aug
NT	6 Feb	7 Aug

* Placement confirmations will be checked as evidence at process of applications

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