

ACRRM Training Plan

Purpose of the Training Plan

The Training Plan is a practical tool that helps plan fellowship requirements and learning goals, keep track of and document progress in training.

The plan provides a structured framework for completing training requirements, including education, courses, assessments and Advanced Specialised Training (AST), while allowing flexibility to adapt to changing circumstances. It must be reviewed regularly and updated as needed to support progression towards Fellowship.

The training plan is a training requirement as defined in the Performance and Progression Policy and must be developed and reviewed annually, in consultation with a Medical Educator (ME).

How to Use This Training Plan Template

Section 1: Registrar Details.

Complete all sections including planned AST if known.

Section 2: Fellowship Requirements.

Use this section to keep track and mark off completed requirements including where it has been awarded through RPL.

The table lays out all the CGT training requirements, plus support and preparation programs for assessment and a section of AST requirements this can be modified according to your chosen AST.

All mandatory training, education, assessment and AST requirements must be successfully completed to be eligible for Fellowship.

Section 3: Training Plan.

Record the year and semester.

Document your training post/s and the type of placement e.g. Primary Care (PC), Rural and Remote Practice (RR)

In consultation with a Medical Educator, map out when you intend to complete specific Fellowship requirements.

Use the additional comments to record any relevant information e.g. actions agreed with your Medical Educator (ME) or Training Program Advisor (TPA)

Section 4: Review History.

Use the Review History section at the bottom of the template to document.

- Date of review
- ME or TPA involved.
- Summary of changes or reasons for updates

Finally: Your Training Program Advisor (TPA) will create a PDF version of your training plan including a version with any subsequent reviews or updates. A copy will be provided to you and a copy retained on file.

You are encouraged to share the plan with your supervisors

Important

Progression through Fellowship should align with your plan where possible.

Your training plan is a living document and should be reviewed with a medical educator at least every 12m. The plan can be updated whenever there are significant changes to your training pathway, requirements, goals, or circumstances.

If your circumstances change, update the plan discussing any significant changes with your Medical Educator (ME) and/or Training Program Advisor (TPA) to ensure you remain on track to meet Fellowship requirements.

Should your training extend beyond 4years a copy and paste the training plan table will be added to the your plan.

Useful Resources /Information

- Education dates / enrolment links for education and courses [HERE](#)
- ACRRM Fellowship Training Program Handbook [HERE](#)
- ACRRM Handbook for Fellowship Assessment and enrolment dates [HERE](#)
- Course dates [HERE](#)
- Link to [Assessment Eligibility Policy](#) and the
- [Progression and Performance Policy](#)
- [Policies](#)
- AST handbook for each ASTs requirements, education & assessments. These can be found [HERE](#)

Section One: REGISTRAR DETAILS

Registrar Name:	Training Start Date:
Medical Educator:	Planned AST:
Training Program Advisor:	Planned Completion Year:

Section Two: FELLOWSHIP REQUIREMENTS

Use this section to mark off completed Requirements:

RPL - RPL Policy	☐ RPL application submitted	☐ RPL Outcome Letter received
CGT requirements	☐ Anaesthetics ☐ Primary Care <i>(12 months)</i>	☐ Paediatrics ☐ Rural & Remote <i>(MMM 4-7 :12 months)</i>
Education Program	☐ Semester A <i>(online and face to face)</i> ☐ Primary Care Orientation F2F	☐ Semester B <i>(online and face to face)</i> ☐ Cultural Education F2F
Emergency Courses	☐ REST <i>(Rural Emergency Skills Training)</i> ☐ ALS2 <i>(Advanced Life Support 2)</i>	
CGT Assessments	☐ MCQ ☐ CGT Logbook	☐ MSF ☐ CGT StAMPS Examination
Preparation and Support	☐ Mock StAMPS ☐ Study Group StAMPS	☐ FASP (MCQ, CBD, StAMPS) ☐ Online assessment prep
AST Requirements	☐ Training Time ☐ Courses	☐ MiniCEX ☐ Logbook
AST Assessment	☐ StAMPS ☐ CBD	☐ Project
Refer to the handbook for your specific AST discipline for detailed information on training requirements, educational components & assessment processes. AST Handbooks are available - HERE		

Section Three: TRAINING PLAN								
	YEAR:		YEAR:		YEAR:		YEAR:	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
Training Post								
Placement Type								
CGT requirement								
Education Program								
Emergency Courses								
CGT Assessments								
AST Training Requirement								
AST Assessments								
Preparation and Support								
Other or Additional Comments								

Section Four: REVIEW HISTORY			
REASON FOR REVIEW/CHANGE	DATE	TPA/ME	SUMMARY OF CHANGES

****TPA Administration only:** ☐ Update Aptify with planned dates for training requirements, education, courses, and assessments to ensure these are visible to the registrar and Medical Educator in RGHub.