

AGPT 2011 Referee Reports Information and Instruction for Applicants

All applicants for the 2011 AGPT program must have two (2) valid and complete referee reports in support of their application in order for the application to proceed beyond the eligibility stage.

A referee ideally should be a medical practitioner who has directly supervised the applicant for at least a period of 10 weeks within the past three years. Applicants need to select referees who are able to confidently make judgments about the applicant's professional capabilities and suitability for general practice. Referees can include AGPT registrars, but should not include other doctors who are applying for AGPT.

If an applicant is unable to provide references from two referees who meet these criteria, approval must be sought from the Manager AGPT Selection before references can be considered valid and complete by GPET. Approval requests should include the name and professional position of the proposed referee and full details of the referee's relationship with the applicant. Approval requests should be emailed to selection@gpet.com.au

References **MUST** be submitted on the approved GPET proforma and applicants should take the following steps:

1. Print the referee report from <http://www.agpt.com.au/ApplyforAGPT/NewApplicants/>
One copy of the seven-page document should be printed for each of your 2 referees.
2. Complete the Applicant name and applicant Id (if known) and the referee details on page 1 of the referee report.

It is important to ensure that all details are **printed clearly**, as illegible details will prevent the report from being input by GPET as valid and complete. The information given on the referee report must correspond with the information to be provided by the applicant on their online application form and must be current and up to date.

3. Provide the report to the referee for completion. (The referee will have the option of returning the completed reference to the applicant or sending it directly to GPET)
NOTE: Whilst references can be collected prior to applications for the 2011 intake of AGPT opening, these reports cannot be actioned nor can confirmation of receipt of the report be provided by GPET until the applicant has actually lodged an application.

When selecting referees, please ensure that they are willing and able to act as referees during the specified key dates (see AGPT website) and that they are accessible by telephone during business hours.

IMPORTANT: GPET does not despatch references directly to a referee or follow up outstanding references on the applicant's behalf.

Referee reports must be returned to the **AGPT selection team before 10:00 am AEST Wednesday 30 June 2010** - any reports received after this may not be processed in time for applicant ranking and interview allocation. Advice of any outstanding reports will be sent to applicants via email 7 days prior to the due date.