



AGPT EXTENSION OF TRAINING TIME POLICY 2017

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Responsible Section:	GP Selection and Education Section, Health Training Branch
Supporting documents, procedures and forms:	AGPT Application - Further Extension of Training Time
Audience:	Registrars enrolled on the AGPT Program, Regional Training Organisations and Stakeholders

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1 Purpose of Policy

- 1.1 The purpose of this policy is to enable registrars to apply for an extension to their Training Time on the Australian General Practice Training (AGPT) Program.

2 Definitions

Word/Term	Definition (with examples if required)
Academic Post	The Academic Post is a 12 month (0.5 FTE) Department of Health approved training term taken in conjunction with 0.5 FTE clinical practice as part of a registrar's training on the AGPT Program.
ACRRM	Australian College of Rural and Remote Medicine
Chief Executive Officer (CEO)	The CEO of the Regional Training Organisation (RTO) or equivalent or their nominated delegate.
Core Vocational Training	Core Vocational Training refers to GPT1, GPT2, GPT3, Mandatory Elective and Extended Skills Training for FRACGP registrars and Primary Rural and Remote Training and Advanced Specialised Training for FACRRM registrars.
Education and Training Requirements	The requirements placed on a registrar working towards fellowship of the RACGP, ACRRM or both. These requirements are specified by the Relevant College(s), the RTO and the Department of Health.
Extenuating and Unforeseen Circumstances	<p>Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the AGPT Program. Examples of extenuating circumstances may include:</p> <ul style="list-style-type: none"> • Ill-health (other than minor illnesses); • Deterioration of an existing medical condition that can no longer be managed in the current location; • Bereavement; • Acute personal/emotional circumstances; • Hospitalisation; • Illness of an Immediate Family Member; or • An involuntary change in a spouse's employment. <p>It does not include, for example:</p> <ul style="list-style-type: none"> • A change in relationship status from single to partnered or married, • A change in Family circumstances (including starting a family and children's schooling).
FARGP	Fellowship in Advanced Rural General Practice through the RACGP. Registrars must be enrolled in FARGP to undertake Advanced Rural Skills Training.
Full-Time Equivalence (FTE)	Under this policy the term FTE is defined to mean 38 hours per week and includes all practice time, AGPT education and Program activities – the composition of which will vary depending upon a registrar's stage of training and College requirements.
Immediate Family Member	Immediate Family Member means the registrar's parents (mother, father, and step parents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.
Mandatory Elective	Where a registrar training towards FRACGP receives Recognition of Prior Learning (RPL) without time credit they are required to undertake training commensurate to that length of time. Training must be recorded by RTOs as Mandatory Elective. It is not an extension of training term. Mandatory Elective terms are considered to be

Word/Term	Definition (with examples if required)
	Core Vocational Training and are still bound by pathway requirements.
RACGP	Royal Australian College of General Practitioners
Relevant College	The GP College to which the registrar is enrolled, RACGP, ACRRM or both.
RIDE	Registrar Information Data Exchange – the information management system used to record the training and education of registrars on the AGPT Program.
Training Facility	Includes any facility accredited by the Colleges to provide training under the AGPT Program.
Training Time	The length of time required to complete training on the AGPT Program as specified by the Relevant College.

3 Application and Scope

- 3.1 This policy applies to all registrars enrolled on the AGPT Program.
- 3.2 This policy supersedes the previous *AGPT Extension of Training Time Policy 2016* and will come into effect as of 1 January 2017.

4 Policy Principles

- 4.1 The Department of Health recognises that during the course of training on the AGPT Program circumstances may arise that require registrars to extend their Training Time.
- 4.2 As specified in the *AGPT Training Obligations Policy 2017*, it is expected that all registrars training on the AGPT Program will achieve fellowship within the specific training time cap relevant to the fellowship program they are enrolled in.
- 4.3 The training time cap includes all training terms as required by the Relevant College with an additional 12 FTE months to allow for Category 2 Leave and extensions of training time if required.
- 4.3.1 The training time cap excludes Category 1 and Category 3 Leave as specified in the *AGPT Program Leave Policy 2017*.

5 Categories of Extension

- 5.1 There are four categories under which an extension of Training Time may be considered:
- 5.2 Extension Awaiting Fellowship
- 5.2.1 Where a registrar has met their fellowship requirements, but has yet to submit their fellowship application to attain their fellowship award, they can apply to their Regional Training Organisation (RTO) for a one-off extension of up to 12 calendar weeks.
- 5.2.2 This must be in accordance with the RTO's registrar placement policy for submitting fellowship applications and awarding of fellowship.
- 5.2.3 All registrars are expected to pursue fellowship and submit their applications to attain their fellowship award to the Relevant College as soon as possible following the successful completion of their Training Time and fellowship exams and/or assessments.
- 5.2.4 Extension Awaiting Fellowship must only be approved when:
- 5.2.4.1 Registrars have completed all of the Education and Training Requirements of the AGPT Program; and

- 5.2.4.2 Registrars have successfully completed their Training Time and passed the required fellowship exams and/or assessments.
- 5.2.5 Extension Awaiting Fellowship must only be used for registrars to submit their applications to attain their fellowship award, while waiting for the review of the fellowship application and the awarding of the fellowship certificate.
- 5.2.6 Extension Awaiting Fellowship will not be granted to:
 - 5.2.6.1 Fulfil the training obligations specified in the *AGPT Training Obligations Policy 2017*;
 - 5.2.6.2 To sit or re-sit College assessments;
 - 5.2.6.3 To successfully complete the Education and Training Requirements of the AGPT Program, including making up required Training Time; or
 - 5.2.6.4 To attain FARGP.
- 5.2.7 If a registrar wishes to have access to an AGPT Medicare Provider Number in order to access Medicare during an Extension Awaiting Fellowship, they will be required to continue to practice in an accredited Training Facility within their RTO's Training Region.
 - 5.2.7.1 Registrars wishing to undertake practice in a location that does not require access to Medicare or wishing to not practice at all during an Extension Awaiting Fellowship may do so.
 - 5.2.7.2 This time will still need to be recorded in RIDE as Extension Awaiting Fellowship with the facility data field left blank.
- 5.3 Extension for Assessment Purposes
 - 5.3.1 Where a registrar requires an extension of their Training Time to satisfactorily meet the Education and Training Requirements for their stage of training or to sit or re-sit College required assessments, Training Time can be extended up to 12 calendar months as follows:
 - 5.3.1.1 Initially a total of up to six calendar months can be approved by the RTO; and
 - 5.3.1.2 If more Training Time is needed, an application for an additional period of up to six calendar months can be submitted to the RTO in writing. This will only be considered if there are extenuating and unforeseen circumstances.
 - 5.3.2 Training Time can be extended for the following purposes:
 - 5.3.2.1 Where a registrar requires an extension of their Training Time to satisfactorily meet the Education and Training Requirements for their stage of training;
 - 5.3.2.2 Where a registrar requires an extension of their Training Time to sit or re-sit College required exams and/or assessments and await the results of College required exams and/or assessments; or
 - 5.3.2.3 Where a registrar requires an extension of their Training Time following an extended period of leave to allow them to regain an appropriate level of competence prior to recommencing their training.
 - 5.3.3 The Director of Training and Medical Educators from the RTO will determine which registrars require additional Training Time as per Clauses 5.3.2.1 and 5.3.2.3 and will discuss this with the registrar.
 - 5.3.4 The RTO must inform the registrar of the additional Training Time and the Education and Training Requirements the registrar needs to fulfil in order to satisfactorily meet the requirements for their stage of training.
 - 5.3.5 An Extension for Assessment Purposes cannot follow an Extension Awaiting Fellowship.

- 5.4 If the registrar fails to complete the required College exams and/or assessments at the end of the Extension for Assessment period and the registrar has exhausted all available training time, the RTO may withdraw the registrar from the RTO's training program under Category 4 of the *AGPT Withdrawal Policy 2017*.
- 5.5 Extension to undertake an approved Academic Post
- 5.5.1 Extensions to undertake an approved Academic Post are capped at a maximum of 6 FTE months.
- 5.5.1.1 An approved Academic Post training term is to be taken over 12 FTE months as 0.5 FTE extension to undertake an approved Academic Post in conjunction with 0.5 FTE clinical practice as a part of the registrar's training on the AGPT Program.
- 5.5.2 Registrars must apply to their RTO in writing, and have the support of their RTO, for an extension of Training Time to undertake an approved Academic Post where required.
- 5.5.3 Extension to undertake an approved Academic Post can only be commenced once the registrar has successfully completed at least GPT1 and/or PRRT training of their Core Vocational Training and before they complete their Core Vocational Training.
- 5.5.4 Where an extension to undertake an approved Academic Post is approved, a rural pathway registrar must continue to meet their pathway obligations for the 0.5 FTE clinical component.
- 5.6 Extension for Rural Generalist Additional Skills Training
- 5.6.1 Extensions for Rural Generalist Additional Skills Training are capped at a maximum of 12 FTE months (52 FTE weeks).
- 5.6.2 In certain circumstances, registrars will be eligible to apply for an Extension for Rural Generalist Additional Skills Training above that which is required to meet the core requirements of the Relevant College's fellowship awards.
- 5.6.3 Eligibility for this extension of training time will be restricted to registrars enrolled in state or territory rural generalist programs.
- 5.6.4 The need for an Extension for Rural Generalist Additional Skills Training must be documented in the registrar's learning plan and supported by their RTO.
- 5.6.5 Registrars must apply in writing to their RTO for an Extension for Rural Generalist Additional Skills Training. All applications must be approved in advance by the RTO.
- 5.6.6 The Extension for Rural Generalist Additional Skills Training can be used at any time during a registrar's training on the AGPT Program.
- 5.6.7 For registrars undertaking an approved Extension for Rural Generalist Additional Skills Training, their training time cap will be extended by a maximum of 12 FTE months (52 FTE weeks) above the training time caps specified in clause 5.14 of the *AGPT Training Obligations Policy 2017*.

6 Where Extensions Will Not Be Granted

- 6.1 Extensions of Training Time will not be granted for the following:
- 6.1.1 Remediation terms;
- 6.1.2 To allow a registrar to meet their training location obligations; or
- 6.1.3 Mandatory Elective.
- 6.2 No additional extensions are available for registrars seeking dual fellowship of RACGP and FARGP or RACGP and ACRRM, beyond the extensions available to registrars seeking a single fellowship of RACGP or ACRRM.
- 6.2.1 No additional extensions are available for registrars seeking an additional fellowship outside of the AGPT Program.
- 6.3 No additional extensions are available for registrars to complete FARGP.

- 6.4 Only registrars on an approved Academic Post, and enrolled in FARGP, can seek an extension in accordance with Clauses 5.5.1 to 5.5.4.

7 Further Extensions of Training Time

- 7.1 Registrars who require further extensions of Training Time, beyond the allowances specified in Clause 5 of this policy, can apply, through their RTO, to the Department of Health for additional extensions to their Training Time.
- 7.2 Further extensions of Training Time must be applied for in writing by submitting a fully completed AGPT Application - Further Extension of Training Time to the RTO. The application can then be submitted by the RTO to the Department of Health via email to AGPTManagement@health.gov.au.
- 7.3 A registrar through their RTO, or a RTO on behalf of a registrar, can lodge a written submission to the Department of Health seeking consideration for a further period of extension.
- 7.4 Reasons for consideration for additional extensions of Training Time include, but are not limited to:
- 7.4.1 Cultural circumstances for Aboriginal and Torres Strait Islander registrars; and
 - 7.4.2 Extenuating and Unforeseen changes in the personal circumstances of the registrar or their Immediate Family Member(s).
- 7.5 Additionally, if Recognition of Prior Learning (RPL) with time credit was granted to a registrar, reducing their training time cap, and it is found during training that the registrar is struggling to meet their Education and Training Requirements, then they can request a further extension of training time to enable them to access further training time.
- 7.5.1 This request must be supported by the registrar's RTO and the Censor of the Relevant College.
 - 7.5.2 The maximum amount of further extension of training time that the registrar's can receive in this instance is 12 FTE months (52 FTE weeks).
- 7.6 Any submissions for the Department of Health's consideration must be supported by the registrar's RTO.
- 7.6.1 If the RTO does not support the registrar requesting further extensions of training time, then the registrar can appeal this decision through the RTO's dispute resolution and appeals policies and procedures.
 - 7.6.2 If the registrar is unsuccessful in their appeal to the RTO, they can then submit an application for appeal to the Department of Health as per the *AGPT Appeals Policy 2017*.
- 7.7 Submissions will require details of the additional extension requested, the reasons for the additional extension, any supporting documentation and evidence, and any further information as requested by the Department of Health.
- 7.8 Decisions can only be made on the evidence available and failing to respond to a request for further information may lead to a determination to decline the request for a further extension of training time.
- 7.9 Registrars and RTOs will be notified in writing by the Department of Health of the outcome of submissions for further extension within 20 business days, including the reasons if the submission is declined.
- 7.10 Registrars are not automatically entitled to further extensions above those specified in Clause 5 of this policy.
- 7.11 Further extension above the allowances specified in this policy will only be considered when all provisions allowed under this policy have been exhausted. For example, additional Extension for Assessment Purposes will only be considered if the available allowance for Extension for Assessment Purposed has been exhausted.

8 Roles and Responsibilities

- 8.1 Registrars are responsible for:
 - 8.1.1 Applying in writing to their RTO for all extensions of Training Time, except where Clause 5.3.2.1 applies and the RTO requires the registrar to undertake additional training to that outlined in Clause 5.10 in the *AGPT Training Obligations Policy 2017*;
 - 8.1.2 Ensuring that when applying for an extension under Clause 5.2 (Extension Awaiting Fellowship) the registrar:
 - 8.1.2.1 Seeks an extension of a maximum of 12 calendar weeks;
 - 8.1.2.2 Agrees to actively pursue fellowship;
 - 8.1.2.3 Confirms that they are eligible for College fellowship and are awaiting confirmation of their fellowship;
 - 8.1.2.4 Confirms they have successfully completed all of their College summative assessment requirements; and
 - 8.1.2.5 Confirms they have successfully completed the AGPT Program Education and Training Requirements.
 - 8.1.3 Continuing to train in a College-accredited Training Facility if they require access to an AGPT Medicare Provider Number where an extension of Training Time is approved, including a facility that meets their pathway requirements;
 - 8.1.4 Applying to their RTO for up to six calendar months for an extension of Training Time when applying for an extension under Clause 5.3 (Extensions for Assessment Purposes). RTOs may grant a further six calendar months, or balance of extension of Training Time remaining under Clause 5.3.1.2, if required; and
 - 8.1.5 For extensions sought under Clause 5.3 (Extension for Assessment Purposes), the registrar must work with the RTO's Medical Educator to develop a learning plan to address the registrar's assessment needs. Learning plans should be informed by feedback provided to the registrar by the Relevant College, their supervisor and the RTO.
- 8.2 RTOs are responsible for:
 - 8.2.1 Managing a registrar's Training Time;
 - 8.2.2 Considering applications for extensions of Training Time;
 - 8.2.3 Ensuring that all extensions of Training Time are approved by the RTO's CEO;
 - 8.2.4 Documenting decisions regarding registrar extension of Training Time requests and retaining evidence provided;
 - 8.2.5 Discussing with the registrar any additional Training Time required to satisfactorily meet the requirements for their stage of training in accordance with Clause 5.3.3;
 - 8.2.6 Notifying the registrar of an extension of Training Time request determination within 20 business days of the request being submitted and, if declined, provide the reasons for declining, the considerations factored into the decision and information on the registrar's right to appeal the decision;
 - 8.2.7 Ensuring that any approved extensions do not lead to a registrar's Training Time exceeding the training time cap without written approval from the RTO's CEO as per clause 5.19 of the *AGPT Training Obligations Policy 2017*; and
 - 8.2.8 Notifying the Relevant College of any approved extensions of Training Time and updating RIDE within ten business days of approval.
- 8.3 The Department of Health is responsible for:
 - 8.2.9 Assessing any submissions for further extensions beyond those specified in clause 5 of this policy and advising the registrar and RTO of the outcome.

9 Compliance and Monitoring

- 9.1 The Department of Health will monitor:
 - 9.1.1 The number of enrolled registrars exceeding the allowed time for any extension of Training Time.
- 9.2 The Department of Health will send a written request for response to RTOs in the event that data discrepancies are found during monitoring activities. The RTO will be expected to reply to the Department of Health's request within 20 business days with reasons for the discrepancies and the actions that will be taken to prevent them from recurring.
- 9.3 Where RTOs fail to address discrepancies found by the Department of Health during monitoring activities, the Department of Health reserves the right to take over the management and approval of all registrar extensions until such time as the Department of Health is satisfied that the RTO has addressed all concerns.

10 Entering Data into RIDE

- 10.1 Entering training units into RIDE:
 - 10.1.1 For registrars who have been granted RPL without time credit, record the unit to make up this time in RIDE as 'Mandatory Elective'.
 - 10.1.2 For registrars undertaking an Academic Post:
 - 10.1.2.1 'Advanced Academic – Extended Skill' should be recorded in RIDE if the placement is to count towards the registrar's Extended Skills term; and
 - 10.1.2.2 'Advanced Academic' should be recorded in RIDE if the placement is occurring as an approved Extension to undertake an approved Academic Post.
 - 10.1.3 For registrars undertaking Extension Awaiting Fellowship, record this in RIDE as 'Extension Awaiting Fellowship – Administrative'.
 - 10.1.3.1 For registrars undertaking Extension Awaiting Fellowship and who choose not to work during this time, record this in RIDE as 'Extension Awaiting Fellowship – Administrative' and leave the facility data field blank.

11 Related Documents

- 11.1 *AGPT Program Policies 2017 Overarching Document*
- 11.2 *AGPT Training Obligations Policy 2017*
- 11.3 *AGPT Academic Posts Policy 2017*
- 11.4 *AGPT Withdrawal Policy 2017*
- 11.5 *AGPT Complaints Policy 2017*
- 11.6 *AGPT Appeals Policy 2017*
- 11.7 AGPT Application - Further Extension of Training Time \
- 11.8 ACCRM Handbook for Fellowship Assessment
- 11.9 RACGP Exam Handbook for Candidates
- 11.10 *Health Insurance Act 1973*

12 Version Control and Change History

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