



Variation of Training Policy

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Policy Author:	National Training Committee
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Related Policies/Regulations	
Contact:	Director Education Services

PURPOSE

The purpose of this policy is to outline the process of applying for, and situations in which, candidates may apply for variations to their training from a Training Program run by the Australasian College of Dermatologists.

SCOPE

This policy applies to all candidates accepted into or enrolled in any course run by the ACD and outlines the application rules and regulations, application process and appeals process.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

ASC refers to the Academic Standards Committee.

Candidate refers to any person who has accepted an offer of a position in any Training Program run by the ACD and has paid fees.

DoT refers to the Director of training

Hon Sec refers to the Honorary Secretary

Interrupted refers to periods requiring leave of more than four consecutive weeks.

Training Position refers to an accredited position for training.

NTC refers to the National Training Committee

THE POLICY

Candidates may apply for variations to their Training pattern throughout the course of their training. These variations include:

1. DEFERMENT OF COURSE START DATE
2. INTERRUPTED TRAINING
3. PART TIME STUDY TRAINING
4. STATE TRANSFER

1. DEFERMENT OF COURSE START DATE

Successful applicants into the ACD Training Program are expected to commence their training at the start of the next academic year in which they were offered a position.

The commencement of training may not be delayed or deferred except in exceptional circumstances and unless specifically authorised. Any request to defer a starting date by 6 months or 12 months must be submitted to the ACD by 30 November of the year the offer was made as per the **Variation of Training form** provided at the end of this policy. Supporting documentation outlining the reasons for the request must be included.

Approval is at the discretion of the Academic Standards Committee, after review by the National Training Committee and State Faculty on a case by case situation. The applicant will be informed of the decision within 1 month of applying.

Candidates who are successful in their application for deferment for 6 or 12 months, must commence at the agreed time, or lose their place in the program and be required to reapply via the selection process.

Candidates who are unsuccessful in their application for deferment may, within two weeks of notification of being unsuccessful:

- withdraw their application for deferment and take up the position
- decline the offer of a position in the Training Program and reapply in a subsequent year. Since each year is a new selection process, it cannot be assumed that having been offered a place in a previous year, they will automatically be successful in obtaining a place again. Applicants will need to compete afresh in the selection process each year and be successful in order to be offered a training position.

Applications for deferment of non-training program courses will be managed on a case by case situation.

2. INTERRUPTED TRAINING

Interrupted training is only available for Trainees who are currently enrolled in the Training Program and have commenced their clinical rotation and is assessed on a case by case situation. A candidate may be allowed 6 or 12 months of Interrupted Training in situations including, but not limited to:

- Parental leave (according to the individual's statutory employment rights)
- Sick leave and extended sick leave
- Family leave

Any Interrupted Training taken may impact on the trainee's clinical time in the Training Program and impact on the ability to complete a rotation and subsequent SITA. Trainees who choose to take Interrupted Training prior to the completion of a clinical rotation they are currently in may be ineligible to complete a SITA for that rotation if they do not complete the minimum clinical hours for that rotation (up to 80%). While any hours completed in that clinical rotation prior to leave may be counted towards their clinical hours the rotation must be completed at a later date in order for the Trainee to complete the SITA.

Any request for Interrupted Training must be made to the College by **November 1** of the year preceding the leave via the **Variation of Training form** provided at the end of this policy, or as soon as possible once the candidate identifies that leave will be sought. Supporting documentation outlining the reasons for the request must be included.

Shorter periods of leave from a program (e.g. 4 weeks) should be discussed with the DoT and College. These may impact on the Trainees ability to complete the minimum hours of a clinical rotation. Trainees who do not complete the minimum hours of a clinical rotation will be ineligible to complete a SITA for that rotation until those hours have been completed.

While Trainees will have access to the E-Learning portal and other ACD facilities during their Interrupted Training, any training or assessments undertaken during an approved Interrupted Training will not be accredited, nor be subject to Recognition of Prior Learning unless granted by the relevant committee prior to completion.

Requests for additional time of Interrupted training

College believes that Interrupted Training of more than twelve months may significantly affect the learning process of a candidate. Only in exceptional circumstances will a candidate who has applied for and been granted Interrupted Training for 12 months be permitted to request a further extension.

Any request for additional time must be made to the College at least **three months** before the proposed return date, via the Variation of Training form. Supporting documentation outlining the reasons for the request must be included.

Request to return early from Interrupted Training

Requests for resumption of training prior to the end of the approved Interrupted Training period will only be granted in exceptional circumstances, and only then when there is a vacancy available in the training Program.

Any request for early resumption must be made in writing to the College no later than **three months** before the proposed return date, via the Variation of Training form. Supporting documentation outlining the reasons for the request must be included.

Approval process

All applications For Interrupted Training, early return or extension of time will be considered by the State Faculty, DoT, NTC and the ASC. Further information may be sought and the decision is expected to be given to the candidate in writing within **one month** of the application being received, or as otherwise notified to the candidate. Such a decision is made at the discretion of the ASC and in consultation with relevant employers.

If the ASC approves the application, then the candidate is expected to return to the training program at the next available rotation immediately following the period of approved leave, or as otherwise directed/approved.

Leave without approval

Candidates who choose not to return from Interrupted Training at the agreed upon time, or who do not engage in preparations for their return from Interrupted Training with the College and the relevant DoT, may be removed from the program and access to resources blocked.

Applications for interrupted training for non-training program courses will be managed on a case by case situation.

3. PART TIME STUDY TRAINING

The College will consider applications for part-time training on a case by case situation. All requests will be carefully considered but approval of the request cannot be guaranteed.

Any request for Part Time training must be made to the College by **August 1** of the year preceding the leave via the **Variation of Training form** provided at the end of this policy, or as soon as possible once the candidate identifies that leave will be sought. Supporting documentation outlining the reasons for the request must be included.

Conditions of a part time position in ACD Training Program

- A part-time position must be allocated 50% of the full-time workload.
- The part-time position may be for up to two consecutive years.
- A part time position candidate is expected to work continuously during their part time position (with the usual provisions for leave). Unless there are exceptional circumstances, long blocks of time off are not allowed.
- The usual expectation for trainees who are granted part time over 12 months is that they will work 2-3 days a week or alternate weeks, unless otherwise agreed to by the DoT and NTC.
- A part-time position candidate is expected to attend at least 50% of tutorials, clinical meetings and other educational meetings held at their training institutions or organized by their State Faculty. NB: Where a shared position candidate is sharing two positions (i.e. equivalent full-time), they are expected to attend 100% of tutorials, clinical meetings and other educational meetings.
- A suitable timetable for the part time position is to be developed by the DoT in consultation with the trainee/s, relevant SoT and HoD of the training institution. This should occur as soon as practical after selection and position allocation is completed. The proposed timetable is to be approved by the NTC.
- ACD Training Program candidates must meet any requirements in the handbook in relation to eligibility to sit Fellowship examinations or other assessment items.

- For candidates in the ACD Training Program, the overall duration of training must not exceed the 10 year maximum time.
- For candidates in other College courses, the overall duration of the course may not extend beyond double the full time completion time of the course

Applications will be considered by the DoT, NTC and the ASC. Further information may be sought. If the part-time and/or shared training is approved, the following must be ensured:

- There is no compromise to, or disruption of, patient care.
- There must be no disruption to the orderly running of the Department of Dermatology in the institute where the part-time or shared position is undertaken.
- Sufficient overlap time for transfer of responsibilities must be organized.

The decision is made at the discretion of the ASC and in consultation with relevant employers and is expected to be given to the candidate in writing within 1 month of application, or as otherwise notified.

4. STATE TRANSFER

When a Trainee nominates their training States of preference at the time of application to the program they are making a decision to spend their entire training program in that State.

Trainees may only apply for consideration of state transfer in extraordinary circumstances. Non-valid reasons for transfer may include, but are not limited to:

- Ill family member who is not solely dependent upon the trainee
- Transfer of a spouse or partner to another state for their work for a period of less than twelve months
- Family and/or partner live in the state they wish to transfer to
- The trainee entered the program from another state and wishes to return to that state

Any request for a transfer must be made to the College by **August 1** of the year preceding the proposed transfer, via the **Variation of Training form** provided at the end of this policy, or as soon as possible once the candidate identifies that leave will be sought. Supporting documentation outlining the reasons for the request must be included. This may include:

- A letter of support from the DoT in the State where the Trainee is currently working.
- Written permission for the DoT, State Faculty Chair and any other member of the Faculty Selection Committee to discuss the Trainee's application, their SITAs and Rotations, and contact relevant employees/supervisors as necessary in relation to the application.

The application will be considered by the National Training Committee and a decision made in consultation with the relevant staff of the current and proposed States.

The Faculty Chair of the State to which the Trainee wishes to transfer will write to the Dean advising of the decision. The Dean will formally advise the Trainee, the Faculty Chair and the DoT of the State in which the Trainee is currently employed of the outcome of the Trainee's request, within 1 month of the decision being made, or as otherwise notified.

APPEALING DECISIONS

Refer to the College Reconsideration, Review and Appeals Policy for information.



THE AUSTRALASIAN COLLEGE
OF DERMATOLOGISTS

Variation of Training Form

Before completing this form please read the College Variation of Training policy available on the college website. Applications must be submitted to admin@dermcoll.edu.au with the following subject line: **Application for Variation of Training**

Dr/Mr/Mrs/Ms	Surname or family Name:	Other or Given Names:
Address:		
Contact Phone Number:	Email:	
State you are training in:	DOT Name:	
Type of request (tick appropriate)		
<input type="checkbox"/> Deferment of Start Date	<input type="checkbox"/> Extension of Interrupted Training	
<input type="checkbox"/> Interrupted Training	<input type="checkbox"/> Early return from Interrupted Training	
<input type="checkbox"/> Part Time Training	<input type="checkbox"/> State Transfer	
Course enrolled in (tick box)		
<input type="checkbox"/> ACD Training Program	<input type="checkbox"/> Mohs Training Program	
<input type="checkbox"/> Other _____		
Time period requested ____ / ____ / ____ to ____ / ____ / ____		
Reasons for requesting variation of Training? (provide/attach evidence)		
<p>I have read the Variation of Training policy and certify that to the best of my knowledge the enclosed details are correct. I understand that my application will be stored by the College and circulated to the relevant parties named in the policy. I understand that information may not otherwise be disclosed without my consent unless authorised or required by law. I understand that giving false or misleading information is a serious offence under College Code of Conduct and Misconduct Policy.</p>		
Signature: _____		Date: _____