



Recognition of Prior Learning

Policy Area:	Education
Policy Author:	Academic Standards Committee
Version:	2018_v1
Approved by:	Board of Directors
Effective Date:	February 2018
Review Date:	December 2019
Related Policies/Regulations	Fees and refunds,
Contact:	Director Education Services

PURPOSE

The purpose of this policy is to provide candidates in any program run by the Australasian College of Dermatologists with the opportunity to have prior learning considered for recognition towards the requirements of the program in which they are enrolled, whilst ensuring that academic rigour is appropriately maintained.

SCOPE

This policy covers all candidates in all courses run by the ACD. If the applicant demonstrates that they have achieved the learning outcomes/performance competencies they will be granted recognition for the components of the relevant training program that provide education, training and/or assessment in those learning outcomes/performance competencies.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

Candidate refers to anyone who is enrolled in a program or course run by the Australasian College of Dermatologists and has paid fees where applicable.

A *trainee* is a person who has been selected to the ACD Training Program, who is occupying one of the ACD's accredited training positions, who has signed the ACD Trainee Agreement and made all required payments.

International Medical Graduate refers to a doctor who is registered as a specialist dermatologist in a country other than Australia, and who has been assessed for specialist recognition by the ACD IMG Assessment Committee on behalf of the Australian Medical Council.

Mohs refers to the Mohs program and/or anyone undertaking that sub-specialty

FACD/PhD refers to anyone who is enrolled in a joint FACD/PhD program

Recognition of Prior Learning (RPL) is an assessment process undertaken to determine whether an individual doctor's performance meets the learning outcomes of a training program offered by the College.

RPL Assessment is the process of collecting evidence and making judgments on the nature and extent of progress towards the performance requirements set out in the relevant training program for the course in which the candidate is enrolled and making the judgment as to whether competency or equivalency has been achieved.

The ACD curriculum refers to the curriculum which underpins the ACD Training Program.

POLICY

1. Eligibility

- 1.1 Applicants must be candidates enrolled in a program or course run by the Australasian College of Dermatologists and have paid fees where applicable.
- 1.2 The policy applies to candidates with Australian qualifications
- 1.3 Applications for RPL must be received within the stated timeframes
- 1.4 Prior education and training for which recognition is sought must have been completed not more than five years prior to the commencement of training. This requirement may be waived if the applicant has recent clinical experience practicing as a specialist dermatologist.
- 1.5 Prior research must have been completed not more than three years prior to the commencement of training.
- 1.6 International Medical Graduates are not eligible for further RPL as they have already been assessed via the IMG Assessment Committee.

2. Applying for RPL Assessment

- 2.1 Applications should be made in writing to the College on the RPL form according to the time frames outlines in each section and must be accompanied by supporting documentary evidence. **RPL Forms for the Training program can be found in the eportal. All other courses should use the form attached to this policy.** It is the responsibility of the applicant to provide all relevant documentation. Refer to sections 3, 4 & 5 for the specific documentation required to support applications for RPL. It is the responsibility of the applicant to demonstrate the comparability of the prior experience to the College training or requirement from which they are seeking exemption. Applications on incorrect forms or not supported by documentary evidence will be returned to the applicants for re-submission.
- 2.2 To be processed, the prescribed fee, as determined by the Board of Directors, must accompany applications.
- 2.3 The National Training Committee, the National Examinations Committee, Academic Research Committee, the Mohs Committee, and the RTO as appropriate, will consider applications. All applications will be referred on to the Academic or Professional Standards Committee.
- 2.4 In assessing applications, the relevant Committee will assess the comparability of the prior experience to the nominated components of the relevant College

curriculum in terms of learning outcomes and performance criteria, and assessment.

- 2.5 Each application is considered on a case-by-case basis, and the outcome will depend on a number of variables including the scope of the application and the nature and amount of evidence provided by the applicant.

3. RPL for Clinical Training and Education

- 3.1 Only clinical training and education in dermatology which was completed after two years of general medical and/or surgical training will be considered for RPL. Experience acquired during an applicant's intern period will not be considered.
- 3.2 Previous clinical training and education may be considered for RPL, provided the experience was:
- Undertaken as part of a structured specialist dermatology training program, accredited by a recognised specialist medical college or similar body which is based on a detailed curriculum, and involved competitive entry.
 - The curriculum of clinical training undertaken must have been comparable to the ACD curriculum in terms of the fundamentals of clinical practice, procedural dermatology and professional qualities, as well as specialised content modules.
 - Undertaken for a continuous period of three months or more and supervised by an appropriately qualified consultant.
 - Supported by a detailed, verified logbook of clinical experiences maintained by the applicant.
 - Supported by a log of educational experiences undertaken by the applicant.
 - Assessed by regular formative and summative assessments of performance, conducted by suitably qualified supervisors or assessors.
- 3.3 The verified logbook of clinical experiences, the log of educational experiences and copies of formative and summative assessments must accompany the application form.
- 3.4 The applicant must demonstrate the comparability of their prior experience to the nominated components of the relevant College curriculum in terms of learning outcomes and performance criteria, and assessment.
- 3.5 The names, positions and contact details of two referees who have worked with the applicant and can confirm and discuss the applicant's claims must be provided.
- 3.6 A maximum of 6 months of training time will be granted to an applicant applying for RPL for clinical training and education experience within the Dermatology Training Program.

- 3.7 A decision on an application for RPL of clinical training and education experience may be deferred until the end of the first year of training to enable adequate formative assessments to confirm the claimed level of competency.
- 3.8 RPL granted for clinical training and education experience may lead to an overall reduction in the duration of the training program. However, the applicant must complete all other requirements of the training program (unless an application is made and granted for other specific requirements).
- 3.9 Applicants who have not completed the ACD Training Program in the required time or examination attempts and are successful in their application to reenter the program may only claim up to 50% RPL for clinical work already completed in the last 5 years.

4. RPL for Research Project Requirements

- 4.1 RPL for research **project** requirements (*2017 entry onwards*) of the Dermatology Training Program may be considered provided that:
- The applicant is the principal author of the project, or can demonstrate significant contribution to the project in relation to Evidence Based Medicine
 - Medical and Research projects of a dermatological or non-dermatological nature will be considered
 - Previous projects will be considered for RPL even if it has been used for an MPhil or PhD, provided it meets all requirements
- 4.2 For an application to be considered for RPL the project must have been completed no more than 2 years prior to the date of application for RPL.
- 4.3 All applications must be received by the College by 18 March of the first year of training (full-time or part-time).

5. RPL for Assessments in the Dermatology Training Program

- 5.1 RPL will not be granted for the Fellowship Examination
- 5.2 RPL will not be granted for the Evidence Based Medicine/Research online Modules
- 5.3 RPL for the Clinical Sciences Online Modules (excluding Evidence Based Medicine/Research modules) may be considered provided that the application is accompanied by:
- A copy of completion certificate or official transcript, certified by the examining body and displaying the applicant's name and completion date.
 - Documentation detailing the format and structure of the examination, i.e. type and number of questions etc. and how it correlates to the format and structure of the Clinical Sciences modules.
 - Details of the specific knowledge and competencies of the examining body's curriculum that the examination assessed at the time the examination was undertaken, and how they correlate to the knowledge and competencies assessed by the Clinical Sciences modules.

- Candidates are still advised to complete the Clinical Sciences modules if RPL is granted

6. RPL for Mohs

6.1 RPL up to a maximum of six months may be granted if the candidate presents:

- Verification of membership of the American College of Mohs Micrographic Surgery
- A logbook of surgical experience

7. RPL for FACD/PhD

7.1 RPL may be granted if the candidate presents:

- A verified logbook of clinical activities
- Evidence of two publications in a peer reviewed journal
- Evidence of two presentations to recognised conferences

7.2 RPL for Clinical Training and Education – conditions for RPL in this area are the same as for FACD candidates – see item 3 above.

7.3 RPL for Research Requirements – conditions for RPL in this area are the same as for FACD candidates – see item 4 above.

8. Decisions

8.1 Applicants will be notified of the decision, in writing, within 60 days of the application. Possible decisions include that the application is approved, unsuccessful or that the decision is pending further information provided by formative assessments completed during the first year of training.

8.2 Where the relevant Committee decides that the applicant's prior experience is not comparable to the relevant component of the ACD training program, the reasons the application was unsuccessful will be detailed in a letter to the applicant.

8.3 Where the relevant Committee approves the application for RPL, the applicant will be notified in writing. 'Recognition of Prior Learning' and the notification letter date should be recorded in the relevant section of the Trainee's portfolio.

9. Using the time granted under RPL

9.1 Candidates who are credited with time (e.g. 3 or 6 months) must consult with their SoT and DoT regarding the best time to take it. Candidates should not assume that they can use this time when they wish to do so.

9.2 No candidate is permitted to take any time in their final year of training.

9.3 Candidates in training programs other than the Dermatology Training Program must consult with their SoT and decisions will be made on a case-by-case basis.

10. Appeals

10.1 An applicant may appeal the decision through the ACD appeals process, available on the College ePortal.



Recognition of Prior Learning Form (Non-Training Program)

Before completing this form please read the Recognition of Prior Learning (RPL) policy available on the college website. This policy outlines the reasons for RPL and time frames for submission. Applications must be submitted to admin@dermcoll.edu.au with the following subject line: Application for Recognition of Prior Learning.

Title	First Name	Surname

Email	Phone	Mobile

Please select the Course your RPL application relates to:

- Mohs training Program:
 Other College Course: Please complete assessment details below

--

Type of Recognition of Prior Learning applying for

- Clinical
 Research
 Other: Please complete assessment details below

--

Reason for applying for Recognition of Prior Learning

--

All applications for RPL must be accompanied by appropriate supporting documentation.

Declaration:

- I certify that the information I have provided in and with this application is correct and complete and that providing false or misleading information will be handled in accordance with the Academic Misconduct Policy.
- I have included all relevant supporting documentation
- I have read the College Recognition of Prior Learning Policy.
- I authorise the College to contact professional authorities and any party named in support of my RPL application for the purpose of verifying information I have supplied.

Signature:

Date:

--	--