

Notes for completion of applications for Recognition of Prior Learning



General practice training is a three year program with an additional year for those completing the requirements of a further rural qualification (FARGP and FACCRM).

You may apply for recognition of prior learning (RPL) for two purposes. The first is to reduce your training time. The second is to replace required hospital training with general practice training.

Hence there are two types of RPL

- RPL with time reduction
- RPL without time reduction

RPL with time reduction

This RPL provides for reduction in training time. You can apply for up to but no more than 52 weeks of RPL with time reduction. This RPL replaces hospital time requirement and recognises the equivalence of training experiences prior to commencing GP training. Only training experiences that follow full registration can be counted. Only training posts that are accredited by the RACGP can be considered. Only posts of at least 10 weeks duration can be included.

Application and approval for this RPL must be completed before the end of the first year of GP training. There are no exceptions.

Application for RPL with time reduction has stringent requirements that include comprehensive documentation. These requirements must be adhered to for the application to have a prospect of success. It must be understood that reduction in training time is considered a major privilege and hence needs strong justification. Applications for RPL with time reduction require the approval of both getGP and the RACGP.

All training posts that are being used for RPL with time reduction must have verified evidence that the training post has been completed and that there has been a process of formative assessment and feedback as part of the post. This usual consists of signed documentation or verification by a medical supervisor or hospital superintendent.

As well as documenting the training experiences to be used in your application, you are required to write a 500 word essay. This represents about one and a half typed pages single space. In this essay you must describe how your training experiences have prepared you for general practice according to the five domains of general practice. Details of domains of general practice can be found described in GPRime under “Learning Needs Analysis Tools”. Broadly they come under the headings “Communication skills and the doctor patient relationship”, “Applied Professional Knowledge and Skills”, “Population Health and the context of General Practice”, “Professional and Ethical Role”, “Organisational and legal dimensions”.

RPL without time reduction:

RPL without time reduction may enable you to replace hospital time with general practice time. General Practice training has two requirements that relate to hospital based training. The first requirement is that you have completed one year of hospital experience post full registration. The second requirement is that you have completed posts that cover at least 7 disciplines of at least 10weeks each. These posts may include training posts completed in the period between provisional registration and full registration. These seven disciplines must include general medicine (or equivalent), general surgery (or equivalent), emergency medicine and paediatrics (or equivalent). The other three disciplines must be relevant to general practice. Application for RPL without time reduction requires only getGP approval. It does require documented verification that the posts have indeed been completed and a description of the term and its applicability to general practice.

Checklist RPL (Recognition of Prior Learning) Application

This check list must be completed and included with your RPL application. Failure to complete the checklist and attach appropriate documents will hinder the approval procedure.

YES	
<input type="checkbox"/>	I have read the 'Notes for Completion of RPL'
<input type="checkbox"/>	I have included a copy of documentation of completion of AMC exam or of provisional/specific registration
<input type="checkbox"/>	I have included a copy of documentation of initial full/general medical registration
<input type="checkbox"/>	I have used the standard five page 'Application for RPL pro-forma'
<input type="checkbox"/>	I have only included terms of 10 or more weeks that were done following full registration
<input type="checkbox"/>	For each training post I have documented the exact start date and the exact finish date
<input type="checkbox"/>	I have indicated whether each post was full time or if part-time, the number of hours per week worked
<input type="checkbox"/>	I have described the educational activities undertaken during each post – pro-forma B.2 a)
<input type="checkbox"/>	I have described the training/educational objectives achieved during each post – pro-forma B.2 b)
<input type="checkbox"/>	I have described the feedback and assessment undertaken during each term - pro-forma B.2 c)
<input type="checkbox"/>	I have included signed verification of completion of each post
<input type="checkbox"/>	I have included signed verification for each post that feedback and assessment occurred. (Verification must be signed by the supervisor of that post or by the HMO manager of the hospital.)
<input type="checkbox"/>	I have include copies of supervisor assessments for each term claimed for RPL
<input type="checkbox"/>	I have completed a separate section B.2 for each discipline/post being used for my RPL application
<input type="checkbox"/>	My written essay is between 400 and 700 words
<input type="checkbox"/>	My written essay describes learning objectives achieved during the time which is being used for RPL
<input type="checkbox"/>	My written essay refers the learning objectives to the five domains of general practice
<input type="checkbox"/>	I have included the names and addresses of three referees for the terms being claimed for RPL

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

SECTION A: Hospital and/or Special Skills Experience

Name:			
Address:			
	State:	P/Code:	
Phone:	(H)	(W)	(M)
Facsimile:			
Email:			

Date of Graduation:	
Date of successful AMC exam:	
Date of Full Registration:	

Posts to be considered for Recognition of Prior Learning

Note: List experience that:

1. has been undertaken in posts accredited by the RACGP;
2. fulfils the requirements of the core disciplines of hospital training (see the 2005 Guide for GP Registrars);
3. can be independently verified (if part-time, indicate hours per week)

Discipline/Post	Employing Hospital or Institution <small>(Attach a letter signed by a delegated officer, eg. Medical Superintendent, for each employing hospital/institution)</small>	Dates		No. of weeks	Indicate whether full-time or part-time.
		From	To		
<i>eg. Paediatrics</i>	<i>Woden Valley Hospital, ACT</i>	<i>15/01/95</i>	<i>15/04/95</i>	<i>13</i>	<i>F/T</i>
<i>eg. Emergency</i>	<i>Woden Valley Hospital, ACT</i>	<i>17/04/95</i>	<i>11/08/95</i>	<i>13</i>	<i>P/T 15 hrs/week</i>

Declaration

- * I declare that the information provided here and in connection with this application is true and correct.
- * I recognise that it is my responsibility to provide all necessary documentation.
- * I acknowledge that GPET reserves the right at any stage to vary or reverse any decision regarding this application made on the basis of false or incomplete information.

Signed _____

Date _____

SECTION B: **Documentation for Recognition of Prior Learning**

You are required to attach a portfolio of relevant documentation which provides sufficient evidence to warrant a decision that:

- a) there has been adequate participation in Educational Activities.
- b) the Learning Objectives have been attained.
- c) there has been adequate participation in Feedback and Assessment.

The application must contain the following sections:

- B.1 Written essay.
- B.2 Educational proforma detailing:
 - * Summary of educational activities;
 - * Objectives achieved; and
 - * Description of feedback and assessment.
- B.3 Referees list.
- B.4 Other relevant information.

Section Guidelines

B.1 Written Essay

An essay, of up to 500 words, must show how you have integrated your particular experiences and met the learning objectives of the hospital and/or special skills components of the Training Program (see the 2005 Guide for GP Registrars).

The essay should make reference to the five broad domains of competence described in the Handbook.

Short case reports could be used to illustrate key objectives.

B.2 Educational Proforma

Using the attached proforma for each discipline/post listed in section A, provide a summary of:

- a) The educational activities undertaken;
- b) The objectives achieved;
- c) A description of the feedback and assessment processes (see the 2005 Guide for GP Registrars) undertaken and attach any written documentation.

B.3 Referees list.

Proforma attached.

B.4 Other relevant information.

Proforma attached.

c) Feedback and Assessment

Describe the feedback processes undertaken (eg. Weekly case presentations with feedback from Supervisor)

Attach copies of written feedback/assessment

d) Referees List

Attached

Signed By:	
Signature (Applicant)	
Print name	
Date	
Witnessed by:	
Signature	
Print name	
Title of Witness*	
Date	
<i>* Suitable witness: Medical Supervisor, Director of Training or Medical Superintendent at hospital or institution where discipline/post undertaken.</i>	

B.3 Referees

The following supervisors are able to discuss my knowledge and skills with particular reference to training for general practice.

Names and contact details of three referees are required.

Discipline / Post Hospital Supervisor's Name Address Day time Contact No.

Discipline / Post Hospital Supervisor's Name Address Day time Contact No.

Discipline / Post Hospital Supervisor's Name Address Day time Contact No.

B.4 Other information

Please provide an annotated list of other verifiable and relevant information. These may include conference papers, research grants, publications, committee activity, testimonials, etc.

Indicate briefly, in Column 2, how each is relevant to your application for recognition of prior learning.

Item	Relevance to RPL