

Recognition of Prior Learning and Experience Policy

1. Purpose

The purpose of this policy is to describe the framework within which applicants can seek to have their prior learning and experience recognised towards requirements of the Royal Australasian College of Medical Administrators (**RACMA**) Fellowship Training Program.

2. Scope

This policy applies to applicants seeking recognition of prior learning and experience comparable to relevant training, learning and assessment requirements of the RACMA Fellowship Training Program.

3. Policy Statement

3.1 Principles

- 3.1.1 Recognition of Prior Learning and Experience refers to the recognition of relevant knowledge, skills and competencies acquired through learning or experience prior to commencing the RACMA Fellowship Training Program.
- 3.1.2 Evidence of Prior Learning and Experience is assessed with consideration of currency, relevance and comparability to the requirements of the RACMA Fellowship Training Program.
- 3.1.3 Recognition if awarded may result in credit for specified training, learning and assessment requirements of the RACMA Fellowship Training Program.

3.2 Eligible Prior Learning and Experience

3.2.1 Masters Level Study

- Applicants may seek Recognition of Prior Learning and Experience for previously completed studies that are comparable to the College's academic requirements.
- Applicants who have completed Masters level studies within a RACMA approved university Masters program prior to applying to undertake the RACMA Fellowship Training Program do not need to apply for recognition in this section. Successful applicants will be able to provide evidence of completion of the Masters level study once they commence training.

Applicants must demonstrate:

- a) Completion of Masters level study that is comparable to one or more of the 5 RACMA core subjects
- b) That comparable Masters level study was completed less than 15 years prior to the date of application for Recognition of Prior Learning and Experience
- c) Evidence of currency and ongoing professional development if the comparable Masters level study was completed greater than 10 years prior to the application for Recognition of Prior Learning and Experience.

3.2.2 Experience at Senior Medical Leadership and Management Level

Applicants must demonstrate:

- a) Prior experience in a senior medical leadership and management role such as a Director of Medical Services, Chief Medical Officer, Head of Department or Unit
- b) That the senior medical leadership and management role was of at least 24 months full-time equivalent continuous duration
- c) That the 24 months in the senior medical leadership and management role was undertaken, within the 5 years prior to the application for Recognition of Prior Learning and Experience
- d) That they are currently in a senior medical leadership and management role or plan to occupy a Medical Administration Registrar position
- e) Achievement of the competencies described in one or more of the 15 RACMA Skill Sets acquired during a senior medical leadership and management role.

3.3 Fellowship Training Program requirements that may be awarded credit

3.3.1 Masters Level Study: Credit may be awarded for any of the RACMA core subjects.

3.3.2 Foundation Workplace Based Assessments: Credit may be awarded for any of the Foundation Workplace Based Assessments.

3.3.3 Foundation Time in Supervised Practice: Credit may be awarded for Foundation time in supervised practice up to a maximum of 46 full time equivalent weeks. Credit awarded will be dependent on the number of Foundation Workplace Based Assessments recognised:

- a) If an applicant is awarded credit for 0 to 4 Foundation Workplace Based Assessments, no Foundation time in supervised practice will be recognised
- b) If an applicant is awarded credit for 5 to 9 Foundation Workplace Based Assessments, credit will be awarded for 23 full time equivalent weeks of Foundation time in supervised practice
- c) If an applicant is awarded credit for 10 to 15 Foundation Workplace Based Assessments, credit will be awarded for 46 full time equivalent weeks of Foundation time in supervised practice.

3.4 Fellowship Training Program Requirements that will not be awarded credit

- a) Foundation Learning, Development and Training Plans
- b) Foundation Education Activities
- c) Foundation In Training Assessments
- d) Foundation 360-degree feedback.
- e) Advanced training, learning and assessment requirements (except for Masters level study requirements)

3.5 Applications for Recognition of Prior Learning and Experience

For an application for Recognition of Prior Learning and Experience to be considered by RACMA:

- 3.5.1 The application must be received by RACMA no later than 14 days after applying for the RACMA Fellowship Training Program
- 3.5.2 The application must be submitted on the prescribed form.
- 3.5.3 The application must include all prescribed supporting information as outlined on the form.
- 3.5.4 The prescribed application fee must have been received by RACMA.

3.6 Assessment

- 3.6.1 RACMA staff will first complete a desktop review of applications for Recognition of Prior Learning and Experience received and contact the referees.
- 3.6.2 Valid applications will be referred to a Recognition of Prior Learning and Experience Panel, consisting of 2 Censors with relevant expertise.
- 3.6.3 Should the assessment panel require further information, the applicant will be requested to provide additional evidence or attend an interview.
- 3.6.4 The Panel will make a recommendation to the Education and Training Committee, who will decide on the outcome of an application. The outcome will be communicated to the applicant.
- 3.6.5 Applicants may request a Reconsideration, Review or Appeal of the decision in line with the Reconsideration, Review and Appeal of Decisions Policy.

3.7 Fees

- 3.7.1 Application fees are published on the RACMA website at: <https://racma.edu.au/members-hub/current-fee-structure/>.
- 3.7.2 Application fees for Recognition of Prior Learning and Experience are not refundable regardless of the outcome of the application.

4. Related documents

- Fellowship Training Program Curriculum Learning Outcomes
- Recognition of Prior Learning and Experience Application Form
- Reconsideration, Review and Appeal of Decisions Policy

Document information			
Type:	Policy – Academic	Approval Date:	July 2024
Custodian:	Executive Director Education, Training and Development	Approved by:	RACMA Board
Version:	1.0	Endorsed by:	Education and Training Committee
Next Review: 3 years from approval date or earlier if required			
Uncontrolled when printed			
Revision history			
Version	Date	Description	