

Withdrawal from Training Policy

1. Purpose

The purpose of this policy is to provide a clear framework for the voluntary or involuntary withdrawal of Candidates from the RACMA (**College**) Fellowship Training Program.

2. Scope

This policy applies to all Candidates enrolled in the RACMA Fellowship Training Program. It covers both voluntary withdrawals initiated by the Candidate and involuntary withdrawals initiated by the College.

3. Policy Statement

3.1 Principles

- 3.1.1 The College is committed to supporting Candidates throughout their Fellowship Training Program journey. However, it recognises that there may be circumstances where a Candidate may choose to withdraw or be withdrawn from the program prior to completion.
- 3.1.2 Any withdrawal from the program must be handled with sensitivity, respect, and in accordance with the principles of fairness and transparency, considering the interests of both the Candidate and the College.
- 3.1.3 All decisions related to withdrawal from the program will be made in consultation with the Candidate, where possible, and will be based on clear and objective criteria.

3.2 Voluntary Withdrawal

- 3.2.1 A Candidate may choose to voluntarily withdraw from the Fellowship Training Program for various reasons, including but not limited to:
 - a) Personal or family reasons
 - b) Health reasons
 - c) A change in career goals or professional direction.
- 3.2.2 To initiate a voluntary withdrawal, the Candidate must submit a formal written request to the College, detailing the reasons for their decision. The College will review the request and may consult with the Candidate to discuss available support options, such as the College Employee Assistance Program or other wellbeing services and explore possible alternatives before finalising the withdrawal.
- 3.2.3 A Candidate who withdraws from the Fellowship Training Program will have the opportunity to participate in an exit survey and/or exit interview.
- 3.2.4 The Candidate's written request to withdraw from the Fellowship Training Program be taken as their notice to resign from Candidate membership of the College.
- 3.2.5 A Candidate who withdraws from the Fellowship Training Program may apply for Affiliate or Associate Fellow membership of the College in accordance with the RACMA Constitution and

subject to meeting relevant eligibility criteria.

3.3 Involuntary Withdrawal

3.3.1 The College may determine that a Candidate should be withdrawn from the Fellowship Training Program under certain circumstances, including but not limited to:

- a) failure to maintain medical registration
- b) suspension, condition, restriction or undertaking imposed on medical registration which makes them unable to continue in the program
- c) professional misconduct
- d) poor performance or progression and refusal or failure to comply with additional support or remediation measures
- e) inability to meet Fellowship Training Program requirements within defined timeframes
- f) failure to pay membership subscription fees
- g) failure to pay Fellowship Training Program fees.

3.3.2 Before deciding on an involuntary withdrawal, the College will conduct a review of the Candidate's situation, including seeking input from relevant stakeholders. The Candidate will have 14 days to respond to any concerns raised by the College.

3.3.3 Once a Candidate is involuntarily withdrawn from the Fellowship Training Program they cannot be reinstated unless the decision to withdraw them is overturned through RACMA's appeal processes.

3.3.4 The reasons for involuntary withdrawal may also be grounds for cessation or suspension of Candidate membership of the College.

3.4 Eligibility for Associate Fellowship

3.4.1 If a Candidate who commenced training prior to 2025 withdraws from the Fellowship Training Program, they are eligible to apply for Associate Fellow membership if they have completed the following:

- a) First Year workshop or the Foundation workshop
- b) First Year online education activities or the Foundation online education modules
- c) Minimum of 46 weeks full time equivalent credited supervised practice

3.4.2 If a Candidate who commences training from 2025 withdraws from the Fellowship Training Program, they will be eligible to apply for Associate Fellow membership if they have completed all requirements of the Foundation Phase of Training including:

- a) A minimum of 2 of the 5 RACMA core subjects from an approved Masters Program
- b) Foundation workshop
- c) Foundation online interactive sessions
- d) Foundation online education modules
- e) RACMA Indigenous Health Program

- f) Foundation Workplace Based Assessments (n=15)
- g) Foundation 360-degree feedback
- h) Minimum of 69 weeks full time equivalent credited supervised practice

3.5 Re-applying for the Fellowship Training Program following withdrawal

- 3.5.1 Former Candidates who have withdrawn or have been involuntarily withdrawn from the Fellowship Training Program may re-apply for the Fellowship Training Program in accordance with the Entry to Training Policy. If eligible they may also seek recognition of prior learning and experience in accordance with the Recognition of Prior Learning and Experience policy.
- 3.5.2 The College will determine the conditions under which a former Candidate may enter the Fellowship Training Program following previous involuntary withdrawal. Depending on the circumstances that led to the involuntary withdrawal this may include but is not limited to:
- a) a minimum waiting period prior to entry to the Fellowship Training Program
 - b) evidence of completion of remedial activities related to the reason for the involuntary withdrawal
 - c) demonstrated readiness to undertake the Fellowship Training Program
 - d) payment of outstanding fees.

3.6 Reconsideration, Review and Appeal

An individual who is subject to a decision under this policy that they consider unsatisfactory may seek resolution as described in the Reconsideration, Review and Appeal of Decisions policy.

3.7 Privacy

RACMA will collect personal information from or about an individual undertaking the RACMA Fellowship Training Program. RACMA is committed to maintaining the highest standards of privacy protection and complies with the requirements of the Privacy Act 1988 (Cth) (Australia) and the Privacy Act 2020 (New Zealand). Further information about how RACMA collects, uses discloses and handles personal information is available in the RACMA Privacy of Personal Information Policy.

4. Definitions

Term	Definition
Voluntary withdrawal	The decision made by a Candidate to leave the Fellowship Training Program prior to completion
Involuntary withdrawal	The decision made by the College to remove a Candidate from the Fellowship Training Program due to specific circumstances.

5. Related documents

- Constitution
- Complaints Policy and Procedure
- Entry to Training Policy
- Payment of Fellowship Training Program Fees Policy
- Privacy of Personal Information Policy
- Procedural Fairness Policy
- Recognition of Prior Learning and Experience Policy
- Reconsideration, Review and Appeal of Decisions Policy

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