

1.	POLICY TITLE	Enrolment Procedures
1.1	Policy number:	AS-E-024.1
1.2	Category:	Organisational
1.3	Approval date:	March 2012
1.4	Revision due date:	March 2015
1.5	Unit responsible	Education Services

2. POLICY DECLARATION

This policy describes the process for enrolling into College assessments. The intention of this procedure is to provide applicants with relevant information pertaining to the enrolment process for online enrolments.

This policy is authorised by the CEO.

3. BACKGROUND

Fellowship of the RACGP may be granted to those who have suitable experience and training in general practice and have demonstrated their competence by successfully completing the College assessments.

The College has recently implemented an online enrolment procedure in line with the Colleges commitment to excellence of service to members.

This procedure provides intending applicants with information relevant to enrolment into College assessments.

i) Objectives

The objective of this policy is to provide useful information to applicants concerning the enrolment process.

3.1 Definitions

“Applicant” means a person who is applying to the RACGP seeking to be enrolled in any College Assessment

“College assessments” are either the College examinations or the Practice Based Assessment (PBA) conducted by the College and undertaken by the Candidate to evaluate their knowledge, skills or experience in relation to general practice.

“College examinations” are one the College assessments which is comprised of three examination segments, being the Applied Knowledge Test (AKT) - an extended multiple choice exam; Key Feature Problems (KFP) - a mixture of extended multiple choice and short answer questions; and Objective Structured Clinical Examination (OSCE) - a combination of 14 short and long clinical cases.

“Practice Based Assessment” (PBA) is one the College assessments which is comprised of three segments, being the Oral Examination comprised of 20 two part questions (VIVA); Examiner Clinical Visit (ECV); and Recorded Consultations (RC).

“Segment” Any one of the College examinations or PBA assessments.

3.2 Related Policies, Documents, Legislation & Strategic Priorities

[Academic Misconduct Policy](#)

[Allocation of Candidates to Remote Supervision and Established Examination Centres](#)

[Appeals Policy](#)

[Assessment of Overseas General Practice and Australian General Practice Experience](#)

[Assessment Methods](#)
[Eligibility for Enrolment in College Assessments](#)
[Enrolment Procedures](#)
[PBA Handbook](#)
[PBA Handbook Appendices](#)
[Special Consideration Policy](#)
[Specialist Pathway Policies](#)
[Withdrawal from Enrolment in College Assessments](#)
[Witnessing and Certifying of Documentation Policy](#)

4. BODY OF POLICY

4.1 Eligibility for Enrolment

All applicants intending to enrol in the College examinations must meet the criteria set out in the [Eligibility for Enrolment in College Assessments](#) document available on the RACGP website.

4.2 Enrolment for the College Examination or Practice Based Assessment

All applicants intending to present for any College Assessment Segment are required to complete the online [College Exam and Practice Based Assessment Enrolment](#). Online enrolments can be completed, during a tightly defined enrolment period, via the website link: www.racgp.org.au/assessment/examination.

Upon completion of the online enrolment form and payment an enrolment confirmation and instructions for further steps will be emailed to the preferred email address on file.

4.3 Enrolment Fees

Enrolment fees are determined by the college Council and may be subject to change. Applicable fees may be viewed on the RACGP website at the [Frequently Asked Questions \(FAQs\) page](#). Fees are GST free.

4.4 Examination Venues

Applicants will be requested to select their preferred venue to sit the examinations from a choice of venues selected and tested by the College.

The College endeavours to allocate candidates to their first venue preference in as many cases as possible.

The College document [Allocation of Candidates to Remote Supervision and Established Examination Centres](#) sets out the College policy on Allocation of Candidates. All candidates should read this document before electing their preferred venue for sitting examinations.

4.5 Withdrawal of Enrolment

Due to a change in personal circumstances applicants may need to withdraw their application. In such circumstances applicants are referred to the College's [Withdrawal from Enrolment in College Assessments](#) and the [Special Consideration Policy](#).

4.6 Personal Information

The College will collect and may distribute your personal information in accordance with the National Privacy Principles for the purposes of:

- a) Determining eligibility to enrol;
- b) Assessing performance; and
- c) Exchanging relevant information with appropriate third parties for the purpose of achieving items a) and b) listed above.

For further information concerning the collection or distribution of personal information applicants are referred to the [RACGP Privacy Statement](#).

5. ADMINISTRATIVE PROCEDURES

5.1 Requirements of Candidates

Candidates are no longer required to submit any documentation along with or supporting their application for enrolment.

5.2 Verification of applications

Verification of eligibility will take place during each enrolment period.

The RACGP will undertake audits of applications and evidence may be requested by candidates at any time between the date the applicant enrolls and the exam date.

Applicants who are currently registrars who have completed AGPT or RVTS before the close of enrolments must seek permission to enrol in the RACGP assessments from their Regional Training Provider (RTP) Chief Executive Officer or authorised Senior Medical Educator. All registrar enrolments will be checked with the RTP. If the required units have not been completed by the date the applicant enrolls the candidate does not fit the eligibility criteria and cannot enrol.

Upon request, Practice Eligible with Overseas Recognised general practice qualification applicants are required to submit the following:

- a) A letter from the Australian Medical Council (AMC) on AMC letterhead verifying secondary medical qualification, or an ECFMG ([Educational Commission for Foreign Medical Graduates](#)) International Credentials Services (EICS);
- b) Receipt from the AMC verifying that you have applied for verification;
- c) A certified copy of the secondary medical qualification, officially translated into English where necessary (refer - [a list of applicable secondary medical qualifications](#));
- d) Evidence of Australian medical registration been issued on or before 31 January 2010.

Any questions falsely answered in the online enrolment system may be considered academic misconduct under the [Academic Misconduct Policy](#) and will be handled as per that policy.

5.3 Policy availability and promulgation

This policy will be publicly available via the website at www.racgp.org.au/assessment/policy.

5.4 Review of this policy

The review cycle for this policy is three years.