

# AGPT Recognition of Prior Learning and Experience (RPLE)

## Registrar Guide

### Overview

This guide is for use by AGPT registrars or applicants who are considering applying for recognition of hospital experience gained prior to joining the program.

Firstly, it is important to read the information on Recognition of Prior Learning and Experience (RPLE) found in the following resources:

- [RACGP Recognition of Prior Learning and Experience Policy](#)
- [AGPT Registrar Training Handbook](#)

Following acceptance into the program, your local training team will conduct an **Induction Training Advice** meeting to assess your individual circumstances and advise if you are eligible to apply for RPLE. Your training team will guide you through the application process, required documentation and timelines for submission.

**Please note, the APGT Recognition of Prior Learning and Experience (RPLE) Application Kit will be provided to you by your local training team following the Induction Training Advice meeting if you are eligible to apply.**

The information in this guide is intended to help you prepare for the induction process and to allow you to consider the prior hospital experience you may wish to discuss with your training team.

## Part A: Key Considerations

<b>Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>Documentary evidence of satisfactory completion of 52 weeks of post General Registration, hospital-based work in Australian and/or New Zealand within 10 years prior to commencing GPT1.</li> </ol> <p><b>OR</b></p> <p>If you are an International Medical Graduate (IMG), you may be eligible for RPLE if you have documentary evidence of satisfactory completion of 104 weeks of hospital-based work in Australia and/or New Zealand (of which 52 weeks was worked above the level of an intern).</p> <ol style="list-style-type: none"> <li>Documentary evidence of satisfactory completion of the mandatory terms in the disciplines of medicine, surgery, emergency medicine and paediatrics. <i>N.B. This is assessed as part of the GP readiness process so if you have been approved to commence GPT1, this has been reviewed already.</i></li> </ol>
<b>Number of RPLE weeks</b>	<p>No hospital-based work whilst enrolled in AGPT: <b>52 weeks = RPLE required</b></p> <p>X weeks hospital-based work whilst enrolled in AGPT: <b>52 – X = RPLE required</b></p> <p>You must have submitted the required documents i.e., Statements of Service (SOS) and End of Term Assessments (EoTA) that confirms satisfactory completion of any in-training hospital time in order for your RPLE to be reviewed.</p> <p><i><b>N.B. Please note</b>, regardless of how many weeks RPLE you need, you must apply for a minimum of 12 weeks and up to a maximum of 52 weeks. For example, if you completed 45 weeks of enrolled Hospital work during AGPT and are therefore only 7 weeks short of the required 52 weeks (inclusive of leave provisions), you still need to apply for 12 weeks RPLE.</i></p> <p><i><b>N.B. RPLE for Extended Skills Training:</b> In certain circumstances when a registrar has previous extensive hospital experience, up to 26 weeks of an RPLE application can be applied for as extended skills training. However, unless you are undertaking rural generalist training (FRACGP-RG) the maximum weeks of RPLE that can be approved is still 52 weeks. If you wish to consider applying for RPLE as extended skills training, please discuss this with your medical educator to review your eligibility for this and ensure that you understand all the implications.</i></p>
<b>Application Content</b>	<p><b>It is your choice as to which disciplines/rotations/terms you include in the application.</b> It must add up to the required number of weeks needed, each term/block of work must have been at least 4 calendar weeks in duration, undertaken in an accredited Australian or New Zealand hospital and must be clinical hospital-based work that demonstrates preparation for general practice.</p>
<b>Registration Status</b>	<p>Any terms included must normally have been undertaken <b>post-General Registration</b> and must have been completed <b>within the 10 years prior to commencing GPT1.</b></p> <p>You can only include pre-General Registration work if this has been prospectively approved by your medical education team in consultation with the RACGP Censor.</p>

<b>Mandatory term disciplines</b>	<p>It is not necessary to include mandatory disciplines in RPLE as these have already been assessed as part of the GP readiness process. However, you may include a term in a mandatory discipline in the RPLE application if it was completed post-intern year and after General Registration.</p>
<b>Maximum weeks in one discipline</b>	<p>A maximum of 26 weeks of one discipline can be included in the RPLE application.</p> <p>An exception is Emergency work in different <a href="#">ACEM delineations</a>, e.g., 26 weeks of Emergency – Major Referral (GCUH) can be combined with 26 weeks Emergency – Urban district (Robina). Ask for guidance if you are not sure about this.</p> <p><b>Medical sub-disciplines</b></p> <p>Medical sub-disciplines generally “count” as separate disciplines in an RPLE application, so you can include 52 weeks of medical work in RPLE. However, you cannot apply for more than 26 weeks of any one medical sub-discipline. Ask for guidance if you are not sure about this.</p> <p><b>Surgical sub-disciplines</b></p> <p>Surgical sub-disciplines may at times be approved to “count” as separate disciplines in an RPLE application. However, clear evidence of appropriate and varied learnings for each sub discipline must be described in order to have more than 26 weeks surgical work in the RPLE and this must be discussed with and approved by the medical education team. You cannot apply for more than 26 weeks of any one surgical sub-discipline. Ask for guidance if you are not sure about this.</p> <p><b>Paediatric sub-disciplines</b></p> <p>Paediatric sub-disciplines may be approved to “count” as separate disciplines in an RPLE application. However, clear evidence of appropriate and varied learnings for each sub discipline must be described in order to have more than 26 weeks paediatric work included in the RPLE application, and this must be discussed with and approved by the medical education team. You cannot apply for more than 26 weeks of any one paediatric sub-discipline. Ask for guidance if you are not sure about this.</p>
<b>Internal Relief, Ward-Call, Nights, Virtual Covid Ward</b>	<p>Generally speaking, only one term (10-13 weeks) of any of these rotations (or combination of these rotations) is eligible for inclusion in RPLE. If you want to include more than 13 weeks of these types of work in your RPLE application, please speak to your medical education team as soon as possible.</p>
<b>Leave</b>	<p>Your RPLE application may include up to seven weeks of approved leave per 52-week period pro rata (e.g., an application for 52 weeks of RPLE can include 7 weeks of leave / an application for 26 weeks of RPLE can include 3.5 weeks of leave). Your leave may include a combination of recreational/annual leave, personal leave, sick or carers leave and educational leave.</p> <p>If your application includes more than 5 weeks of documented leave it is important to consider other leave you may have taken that is not clearly noted in your supporting documentation.</p>

## Part B: Documentation for RPLE Application

You are required to attach a portfolio of documentation relating to your hospital-based training and experience which provides sufficient evidence to demonstrate the following:

- Was in clinical practice
- Was relevant to comprehensive Australian General Practice
- Included participation in educational activities
- Enabled attainment of learning objectives
- Included adequate participation in feedback and assessment processes

### The application must contain the following sections:

<p><b>B.1</b> Proof of your <b>current</b> Ahpra registration</p>
<p><b>B.2</b> Proof of the <b>first date</b> that you gained <b>general (not provisional)</b> Ahpra registration, if applicable*. <i>This is NOT found on the current registration certificate or on the Ahpra register.</i></p> <ul style="list-style-type: none"> <li>- If you had already been granted general registration at the time you accepted your AGPT offer, the RACGP will confirm this directly with Ahpra as part of the induction process and you <u>do not need to submit evidence</u> of this.</li> <li>- *If you had <b>not</b> obtained general registration at the time you accepted your AGPT offer, you will be required to <u>email this evidence to your training team</u> as soon as you receive it from Ahpra.</li> </ul>
<p><b>B.3</b> <b>Current Curriculum Vitae</b> – including details of your current placement</p>
<p><b>B.4</b> <b>Statement/s of Service (SoS)</b> – This is a letter/document from the Medical Administration/Medical Education Unit at the respective hospital/s that outlines the following information:</p> <ul style="list-style-type: none"> <li>• Rotation/s and date/s for each rotation</li> <li>• Dates of leave taken</li> <li>• Full time/part time (if part time, hours per week must be included)</li> <li>• Satisfactory completion</li> </ul> <p>Please include SoS's for as much of your Australian/New Zealand hospital work as possible. At a minimum SoS's that verify mandatory terms and the terms that are included in the RPLE must be submitted.</p>
<p><b>B.5</b> <b>Educational proforma</b> (<i>Included in RPLE Application Kit</i>) – Using a separate proforma for each discipline/post listed in Section A, provide a summary of:</p> <ul style="list-style-type: none"> <li>• The educational activities undertaken,</li> <li>• A reflective description of the learning outcomes achieved and the relevance to preparation for Comprehensive Australian General Practice</li> <li>• A description of the feedback and assessment processes undertaken</li> <li>• Indicate the type of assessment documents included (<i>See tips on how to complete the proforma on page 4</i>)</li> </ul>
<p><b>B.6</b> <b>End of term assessment</b> – Evidence/supporting documents, e.g., hospital term assessment form, RACGP hospital term assessment form, or supervisor letter detailing your performance in the post. If you cannot supply this evidence, please discuss the RPLE application with your Training Coordinator.</p>
<p><b>B.7</b> <b>Essay/additional evidence</b> - If any term or block of work included in the RPLE application was completed <u>more than 5 years prior to the start of your GPT1</u>, you need to provide further information in addition to the educational proforma. You need to write a reflective essay and/or provide other evidence that demonstrates how you have maintained the knowledge and skills that you acquired in the term, over the five years or more since it was completed. You may wish to include information about learning activities or professional development undertaken during this time.</p>
<p><b>B.8</b> <b>Referees List</b> – You need to supply the names and contact details of <b>three</b> supervisors who could discuss your knowledge and skills, with particular reference to training for General Practice. All three referees must be from the hospital-based terms outlined in the application.</p>
<p><b>B.9</b> <b>Other information</b> (optional)</p>

### Guidelines for completing the Education Proforma - Document B5 (see AGPT RPLE Application Kit)

- A separate Education Proforma must be written for each different discipline.

If you are including two terms of the same discipline, a separate proforma is still required unless it was done at the same hospital, with the same workload, same supervision and the same teaching and learning outcomes

Overview	Guidelines
<b>Document dates must match</b>	<ul style="list-style-type: none"> <li>• The dates of the term on the RPLE coversheet, proforma front page, Statements of Service and End of Term Assessments must match.</li> </ul> <p>Please check that all dates match before you submit any documentation.</p>
<b>Section a) must be completed</b>	<ul style="list-style-type: none"> <li>• Section a) must accurately list the educational activities in which you participated in during the term.</li> </ul> <p>This cannot be left blank.</p>
<b>Section b) and c) must describe preparation for general practice</b>	<ul style="list-style-type: none"> <li>• The information in section b) and c) should be significantly detailed and reflective with an understanding of relevance for future general practice work.</li> <li>• You need to demonstrate to the RACGP Censor that the hospital-based work to which you are referring has provided an appropriate teaching and learning experience and suitable preparation for a career in general practice.</li> </ul>
<b>End of Term Assessments (EoTAs) Section d)</b>	<ul style="list-style-type: none"> <li>• Each block of work included in the RPLE must have an associated assessment.</li> <li>• EoTAs submitted should have the correct demographic details and dates.</li> <li>• It should include sufficient information about your competency in the rotation for which you are applying for RPLE.</li> <li>• A supervisor letter may be accepted if the traditional “tick box” assessment is not available.</li> </ul>

## Part C: Preparing your application

Timeline	Task
During induction period following AGPT acceptance	<ul style="list-style-type: none"> <li>▪ Completion of TMS Induction Module identifying RPLE rotations</li> <li>▪ Discussion of RPLE eligibility with Local Training Team – (<b>AGPT RPLE Application Kit to be provided if you are eligible to apply</b>)</li> <li>▪ Begin gathering all documents from prior hospital experience which may be relevant to your RPLE. Reach out to hospitals, where necessary</li> </ul>
At least 3 months prior to end of GPT1	<ul style="list-style-type: none"> <li>▪ Commence completion of RPLE application using the <b>AGPT RPLE Application Kit</b> (<i>to be provided if you are eligible to apply</i>)</li> <li>▪ Liaise with Local Team regarding any questions or additional documents that may be required for your circumstances.</li> </ul>
2 months prior to end of GPT1	<ul style="list-style-type: none"> <li>▪ Submit RPLE application with all supporting documentation by the deadline advised by the Local Team and no later than 2 months prior to end of GPT1</li> </ul>
Outcome	<ul style="list-style-type: none"> <li>▪ Your local training team will review your application and contact you if any further information is needed. Once the application is finalised it will be reviewed by the RACGP Censor and an outcome will be provided to you in writing, usually within 8 weeks of submission.</li> </ul>