

# **AUSTRALASIAN COLLEGE OF COSMETIC SURGERY AND MEDICINE**

## **FLEXIBLE TRAINING POLICY**

## 1. INTRODUCTION

The ACCSM understands there are circumstances in which a trainee may require flexibility when undertaking the ACCSM Cosmetic Surgery Training Program.

The ACCSM is committed to supporting flexible training for trainees where required.

## 2. PURPOSE

The Flexible Training Policy sets out the conditions for applications for periods of flexible or interrupted training. This policy is supported by the [ACCSM Flexible Training Procedure](#), which applies in all cases where a trainee seeks to access these arrangements whilst undertaking the Cosmetic Surgery Training Program.

## 3. SCOPE

This policy applies to all trainees requiring flexible training options. This includes provisions for part-time training, and interruptions to training.

Flexible training includes:

1. Part time training;
2. Parental and carers' leave;
3. Deferring commencement;
4. Leave for other training;
5. Medical and wellbeing leave; and
6. Other personal leave.

See section 11 for further details on these categories.

## 4. APPLICATIONS FOR FLEXIBLE TRAINING AND LEAVE

All applications for flexible training must be submitted on the [Flexible Training Application](#) form and sent to the college at should be completed and submitted to [admin@accsm.org.au](mailto:admin@accsm.org.au).

## 5. TIME PERIODS FOR FLEXIBLE TRAINING AND LEAVE

Applications for interrupted or part-time training are valid for a maximum time of 12 months. Trainees requiring extensions of any interruptions of part time training arrangements must submit a new application at the end of the approved 12- month period.

Training should not be interrupted for more than 24 months in total.

As such, the maximum period of cumulative leave available to trainees whilst undertaking the ACCSM Cosmetic Surgery Training Program is two (2) years.

- The maximum period of leave that can be taken consecutively is twelve (12) months.
- Interruptions from training without approval may be grounds for discontinuation of training.
- A written explanation will be provided to applicants if an application for flexible training is not approved by ACCSM.

## 6. EXCEPTIONAL CIRCUMSTANCES

The ACCSM may consider exceptional circumstances where trainees have already been granted two years cumulative leave. In special circumstances where leave needs to be extended beyond the two-year maximum requirement, the College may come to an arrangement with the Trainee and their Preceptor. Applications in these circumstances may require evidence to substantiate requirements. Applications for this type of leave must be approved by the Board of Censors.

Cosmetic Surgery Training Program trainees who exceed the permitted maximum of two cumulative years' leave period or deferred allowance from training *without* authorisation from the College will be in breach of training status.

Trainees may be removed from the training program and be required to submit a new application for training should they wish to return to the program.

Trainees have an option to appeal decisions relating to deferment or leave through the [ACCSM Reconsideration, Review and Appeals Policy](#).

## **7. CONSIDERATIONS FOR FLEXIBLE TRAINING AND LEAVE**

ACCSM will consider the following circumstances when assessing an application for flexible or interrupted training:

1. The length of the proposed interruption to training;
2. Previous leave from training;
3. The reason(s) for proposed leave;
4. The likely overall effect on a trainee's progression;
5. The ability of the Trainee to complete the requirements of the Cosmetic Surgery Training Program within the prescribed timeframe;
6. Engagement and performance in the training program to date;
7. Any demonstrated exceptional circumstances provided in connection with the application to interruption training; and/or
8. Any other circumstances relevant to the application.

## **8. RETURNING FROM LEAVE**

A trainee re-commencing training following a period of leave:

1. Is required to complete whatever training requirements are/were applicable or outstanding at the time of the commencement of training
2. Will not have any leave time accredited
3. Will not have any experience gained during leave time be subject to Recognition of Prior Learning

## **9. MEDICAL REGISTRATION**

Trainees should refer to regulatory guidelines published by the Medical Board of Australia regarding taking a break from medical practice and potential impacts on their medical registration status.

## **10. TRAINING LEAVE CONDITIONS**

During an approved interruption to training:

1. A trainee is not eligible to undertake other training that will be recognised by the ACCSM Cosmetic Surgery Training Program;
2. Assessments for training progress are not required.

## **11. CATEGORIES OF FLEXIBLE TRAINING AND LEAVE**

The following categories will be considered by ACCSM for applications for flexible training:

### **11.1 PART TIME TRAINING**

1. Trainees are permitted to undertake training in a part time capacity, following approval by the Board of Censors.
2. Part-time training can be undertaken according to a variety of models as offered by the training provider, provided that educational requirements are met. For example, part-time training may consist of set days per week, variable days, longer blocks of time worked/time off (such as “month-on, month-off” arrangement) or combinations thereof.
3. Trainees undertaking part-time training are required to complete the same number of assessments pro-rated to the amount of training for which they have been approved.
4. Trainees may apply for interruption or part-time training at any stage of training; however, all training program requirements must be completed within the maximum time limit for progression through training, which is 4 years.

### **11.2 FLEXIBILITY OR LEAVE FOR PARENTS AND CARERS**

1. Trainees may apply for flexibility or interruption to fulfil parental or caring responsibilities.

2. Trainees must seek approval from the college if the interruption is longer than 2 weeks in total.
3. Part-time parental leave (i.e. part-time training) will be managed as per the part time as per the part time training guidelines in 11.1.

### **11.3 DEFERRING COMMENCEMENT**

1. Applicants who have been accepted into the Cosmetic Surgery Training Program but have not yet commenced their training, may apply in writing to the College to defer the commencement of their training for a maximum period of up to 12 months.
2. Application for a deferment from the training program will 'reserve' a place for commencement in the following year or next available term.
3. Application for a deferment may be dependent on the availability of a training post for the following training year.

### **11.4 FLEXIBILITY OR LEAVE DUE TO OTHER TRAINING**

1. A trainee may apply for a period of interruption to training for a period that is spent in training not accredited for the purposes of the ACCSM.
2. Training conducted during this period will be considered 'non accredited time'. It will not be recognised for the purpose of the trainee's progression toward Fellowship.

### **11.5 FLEXIBILITY OR LEAVE FOR MEDICAL OR WELLBEING REASONS**

1. Trainees applying for leave for medical or wellbeing reasons may do so at any time if supported by appropriate paperwork (such as medical certificates).
2. Part-time medical leave (i.e., part-time training) is not considered an interruption and will not be excluded from the time limit to complete training.

## **11.6 FLEXIBILITY OR LEAVE FOR OTHER PERSONAL REASON**

1. The ACCSM may grant leave to a trainee for a variety of other personal reasons, including bereavement and other compassionate grounds. These will be dealt with on a case-by-case basis with the relevant paperwork and evidence required by the BOC.

## **12. PRIVACY**

It may be necessary for the ACCSM to collect personal information from trainees applying for leave. In accordance with the Privacy Act 198 (Cth) (Australia) and the privacy Act 1993 (NZ), the ACCSM will not disclose personal information about the trainee except for the purpose directly relevant to by this policy.

## **13. RECONSIDERATION, REVIEW AND APPEAL**

The ACCSM Reconsideration, Review and Appeal Policy is available to trainees with regards to decisions relating to flexible training.

## **14. RELATED DOCUMENTS**

- Eligibility to sit Exams
- Reconsideration, Review and Appeal Policy
- ACCSM Constitution
- ACCSM Flexible Training Procedure
- ACCSM Withdrawal from Training Policy
- Remediation in Training Policy
- Special Considerations Policy
- The National Employment Standards (Fair Work Act 2009) – [www.fairwork.gov.au](http://www.fairwork.gov.au)

## 15. CONTACT

For further information and advice about this policy please contact the ACCSM office.

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