

**AUSTRALASIAN COLLEGE
OF COSMETIC SURGERY
AND MEDICINE**

**WITHDRAWAL FROM TRAINING
POLICY**

1. INTRODUCTION

The ACCSM understands there are circumstances in which a trainee is withdrawn from the cosmetic surgery training program.

The College encourages all trainees to complete their training where possible, and trainees are encouraged to work closely with the College in consideration of other options available to them, such as flexible training leave as part of remediation.

2. PURPOSE

This policy outlines the mechanisms by which a trainee may be withdrawn from the training program where failure to progress or perform is identified by the College.

3. POLICY STATEMENT

This policy includes procedural steps that must be followed by the trainee and the ACCSM.

4. SCOPE

This policy applies to all trainees in the ACCSM Cosmetic Surgery Training Program who wish to withdraw from training, or who are being withdrawn from the training program by the College.

5. WITHDRAWAL AND IMPACT ON MEMBERSHIP

- 5.1 A trainee who withdraws/is being withdrawn from the cosmetic surgery training program will no longer hold Associate Member status with the ACCSM.

6. WITHDRAWAL FEES

- 6.1 Annual membership subscription fees and any application fees are not refundable.
- 6.2 The payment of any outstanding trainee fees is required prior to confirmation of withdrawal from the Cosmetic Surgery Training Program.

- 6.3 Cosmetic Surgery Training Program enrolment fees are not refundable.
- 6.4 Fees paid for activities (examinations, workshops etc) not yet undertaken may be considered for refund on a case-by-case basis and at the full discretion of the College.

7. PROCESS FOR WITHDRAWAL OF TRAINING

- 7.1 Cosmetic Surgery trainees wishing to withdraw must submit a notification of withdrawal in writing to admin@accsm.org.au
- 7.2 The ACCSM will review the notification for withdrawal and accept the withdrawal if all appropriate fees have been paid.
- 7.3 The ACCSM may make suggestions to the trainee for options to remain in training, including an application for leave as per the ACCSM Flexible Training Policy.
- 7.4 On withdrawal, the College will revoke access to the ACCSM website members portal.
- 7.5 Trainees being withdrawn from the training program will be advised of any outstanding fees that must be paid.
- 7.6 The ACCSM will notify the trainee and any relevant preceptors of a trainee's withdrawal from training within 30 days.
- 7.7 In the event a former Trainee applies to return to training after at least two years of absence, the Trainee should apply via the standard trainee application process.

8. RETURNING TO TRAINING POST-WITHDRAWAL

- 8.1 A former trainee may not apply for re-enrollment to the training program within a period of two years from the date of withdrawal.
- 8.2 A former Cosmetic Surgery Training Program trainee who is eligible to reapply may seek recognition of prior learning, in accordance with the *ACCSM Recognition of Prior Learning Policy*.

9. RECONSIDERATION, REVIEW AND APPEAL

The ACCSM Reconsideration, Review and Appeal Policy is available to trainees with regard to decisions relating to withdrawal of training.

10. RETURNING TO TRAINING POST-WITHDRAWAL

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

11. CONTACT

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

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