

**AUSTRALASIAN COLLEGE
OF COSMETIC SURGERY
AND MEDICINE**

FLEXIBLE TRAINING PROCEDURE

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, including through providing clear procedures.

2. PURPOSE

This procedure supports the [ACCSM Flexible Training Policy](#) by providing details on the process for trainees to apply for flexible or interrupted training requirements.

3. SCOPE

This procedure applies to all trainees requiring flexible training options, as set out in the [Flexible Training Policy](#). This includes provisions for part-time training, and interruptions to training.

4. APPLICATIONS FOR FLEXIBLE TRAINING AND LEAVE

The following procedure has been developed in alignment with the policy statements set out in the [ACCSM Flexible Training Policy](#).

Table 1: ACCSM leave application process

STEP	PROCESS
1 Engagement	Trainees are encouraged to engage with the college about the need for flexibility or interruptions of training, including any considerations specific to the employment setting and role.

<p>2 Application</p>	<p>Trainees are encouraged to plan as far in advance as possible if there is a need for flexible training arrangements.</p> <p>The trainee should apply for flexible work arrangements or leave as soon as practical once they are aware of the need to make such arrangements.</p> <p>The trainee must submit a written application to admin@accsm.org.au.</p> <p>Alternative processes and communication may be considered in exceptional and urgent cases e.g. bereavement or urgent medical care.</p> <p>Depending on the type of leave, the application may require evidentiary support, including:</p> <ul style="list-style-type: none">a. Birth Certificate or estimated Due Date Letterb. Letter from the Candidate’s Employerc. Evidence of overseas travel/relocationd. Medical Certificate/Carer’s Certificatee. Statutory Declaration <p>Other evidence requested at the discretion of the College and employer.</p>
<p>3 Consideration and approval</p>	<p>The ACCSM will consider the application in accordance with the Flexible Training Policy and engage with the trainee as necessary to reach a fair decision. This includes consideration of any Exceptional Circumstances.</p>

4 Notification	The ACCSM will notify the applicant and the Preceptor of the decision, and any conditions or monitoring requirements.
5 Appeal	Trainees have an option to appeal decisions relating to deferment or leave through the ACCSM Reconsideration, Review and Appeals Policy .
6 Monitoring	Both the College and the trainee will communicate regarding progression or recommencement of their training program.

5. RELATED DOCUMENTS

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

6. CONTACT

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

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