

# Formal Project Process

## Hong Kong, Singapore & Malaysia

**Trainee**

**Head Office**

**Formal Project Officer**

### PROJECT REGISTRATION

- Trainee obtains Registration Form FPA from the ANZCA website
- Reads FAQs & FPB
- Completes and returns to Head Office via email training@anzca.edu.au

- Head Office log FPA details onto database and forward FPA to the FPO

- FPO reviews Formal Project details and informs Head Office if Project Proposal meets criteria or requires revision

(Revisions)

- On receipt of email confirming appropriateness, Trainee can commence Formal Project

- Head Office logs decision onto database
- Informs Trainee by email
- Copy of FPO email filed electronically with FPA

### EXEMPTIONS

- Applications for Exemptions to be forwarded to Head Office via email training@anzca.edu.au

- Head Office to log details onto database then forward to DPA Assessor for consideration

- On acceptance/rejection by DPA Assessor, FPO & Trainee notified by Head Office

### PROJECT SUBMISSION & APPROVAL

- Completed Formal Project and FPB sent to Head Office via email training@anzca.edu.au

- Head Office logs receipt onto database and forwards to FPO

- FPO nominates TWO FP Reviewers
- Both Reviewers complete FPC and return them to the FPO
- FPCs sent to the Head Office by FPO with a recommendation for revision or approval

Yes

Revision Required

- Head Office informs Trainee Formal Project requires revision with feedback provided from FPCs

No

- Head Office sends a notification of approval letter via email to Trainee and FPO

- Head Office prepares letter of recommendation for approval
- Letter forwarded to DPA Assessor for final approval
- Head Office holds documentation until FANZCA is awarded or Trainee withdraws

- FPO informs Head Office of recommendation for approval of Formal Project

#### Abbreviations:

FPA Formal Project Registration Form (A)  
 FPB Part 1: Formal Project Completion Statement Form  
 Part 2: Formal Project Supervisor Evaluation Report

FPO Formal Project Officer  
 FPC Formal Project Assessment Form (C)