

Formal Project Process

Australia & New Zealand

Trainee

Regional/National Office

Formal Project Officer

PROJECT REGISTRATION

- Trainee obtains Registration Form FPA from the ANZCA website
- Reads FAQs & FPB
- Completes and returns the signed original to R/N Office

- R/N Office staff log FPA details on database and forward FPA to FPO

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

(Revisions)

- On receipt of email confirming appropriateness, Trainee can commence project

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

EXEMPTIONS

- Applications for Exemptions to be forwarded in writing to R/N Office

- R/N Office to log details onto database then forward to DPA Assessor at Head Office for consideration

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

PROJECT SUBMISSION & APPROVAL

- Completed Formal Project and FPB sent to R/N Office

- R/N Office logs receipt onto database and forward to FPO

- FPO nominates TWO FP Reviewers
- Both Reviewers complete FPC and return them to the FPO
- FPCs sent to the R/N Office with recommendation for revision or approval

Yes

Revision Required

No

- Head Office sends a notification of approval letter via email to Trainee, R/N Office and FPO

- R/N Office informs Trainee Formal Project requires revision with feedback provided from FPCs

- R/N Office prepares Letter of recommendation for approval which is forwarded to HO
- HO forwards Letter to DPA Assessor for final approval
- R/N Office holds documentation until FANZCA is awarded or Trainee withdraws

- FPO informs R/N 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

R/N Office: Regional/ National Office
 FPO Formal Project Officer
 FPC Formal Project Assessment Form (C)