

DPA Assessor request form

This form should be completed by ANZCA trainees who wish to make a request to the Director of Professional Affairs (Assessor).

Please note: Requests for deferral/exemptions should only be submitted to the college within 13 weeks of the anticipated core unit end date. Applications submitted outside the 13 weeks may be returned to you for resubmission closer to the end of the core unit. Please ensure your MyPortfolio is up to date before submitting this request. The anticipated turnaround time is four to six weeks.

Personal details

College ID

First name

Surname

Purpose of application

Please tick one of the following and read the applicable notes.

☐ Re-registration	☐ Exception to the regulations (please list clause in reason for request on next page)
☐ Annual training fee extension as per regulation 37.21.	☐ Retention in extended training beyond allowed time/weeks as per regulation 37.17
☐ Deferment of core unit requirements	☐ Other request:
☐ Request to enter part-time training	
Start date (must start Monday) 	
End date (must end Sunday) 	
☐ Request to enter interrupted training	
Start date (must start Monday) 	
End date (must end Sunday) 	

Please note Application for Reconsideration, Review or Appeal can be found [here](#).

Reason for request

Please explain your reason for this request. If you require more space you may continue on another page.

Declaration of trainee

I solemnly declare that the statements made in this application are true and accurate, and comply with the [ANZCA academic integrity and policy](#).

Signature _____ Date _____

Acknowledgement by supervisor of training

Do you support this request?

☐

Yes

☐

No

Please provide a reason:

For part-time training applications only:

Part-time training arrangements

Will participation in both elective and emergency/acute duties be assigned on a full-time equivalent (FTE) proportional basis?

☐ Yes ☐ No

Will the trainee participate in the local/regional teaching programs on at least a FTE proportional basis?

☐ Yes ☐ No

What proportion of a full-time trainee's hours will you be working?

_____ FTE

Note: This must be at least 0.5 full-time equivalent (FTE) of the commitment of a full-time trainee in the same department. The part-time training fraction should be calculated using the average of both in and out of hours work to be undertaken by the trainee.

For interrupted training applications only:

Future training details

Please indicate where you will be resuming your training following the above period of interruption. If you are unable to provide the details of your future training, please email the details to training@anzca.edu.au when you return to training. This will ensure you have full access to MyPortfolio.

Training site _____

Start date (must start on a Monday) _____

End date (must end on a Sunday) _____

For all applications:

Supervisor of training's name [print] _____

Signature _____ Date _____

Please send your completed form to the college:

ANZCA Training

Email: assessor-requests@anzca.edu.au

For further information, please email or contact us at +61 3 9510 6299.

DPA assessor request form – application notes

Re-registration

If you have been withdrawn from the ANZCA training program, you may apply to re-register. Please include the reason(s) you were withdrawn from the training program. Please submit a completed registration form with this application.

Note: You are not permitted to re-register if you have been removed from the training program as the outcome of a Trainee Performance Review (TPR).

Retention in extended training beyond allowed time

If you are applying for retention in extended training beyond the allowed time, please indicate the approximate amount of time you will need in order to complete the requirements. Please indicate any special circumstances justifying the retention of your training status. Include full supporting documentation with your application.

Special consideration for extension of annual training fee due date

If you are experiencing a financial hardship which makes payment within the required time frame impossible, you may prospectively apply to the DPA Assessor for special consideration. Please provide any details regarding your hardship and the amount of time you require to pay the required fee. Each case will be considered on an individual basis.

Exceptions to the regulations

Applications received will be considered by the DPA Assessor on a case-by-case basis, having regard to the particular circumstances of each case. Any such decision, approval, consent or exercise of discretion will not be binding on any other or future decisions or set any precedent for other or future decisions regarding regulation 37.

Deferment of core unit requirements

In exceptional circumstances where you cannot complete all the core unit requirements due to exposure of experiences, please complete this form with explanations of why these requirements are unable to be met and a supporting statement from your supervisor of training seeking a deferment for these specific requirements.

Applications should only be submitted within 13 weeks of completing your core unit and will be considered by the DPA Assessor on a case-by-case basis.