

## Part-time training

### Requirements for part-time training

- 4.14.1 Application for part-time training must be made in writing prospectively to the faculty assessor. All applications will be considered on an individual basis.
- 4.14.2 The trainee must provide evidence that the application for part-time training is supported by the director of the training unit.
- 4.14.3 Trainees undertaking part-time training must complete all requirements of the training program, within five years of commencement of the core training stage.
- 4.14.4 Part-time training must be at a minimum of 0.5 FTE per week.
- 4.14.5 Normal leave for part-time trainees will be on a pro-rata basis.

### Personal details

College ID \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

### Proposed training details

Training site \_\_\_\_\_

Part-time start date \_\_\_\_\_

Part-time end date \_\_\_\_\_

Proportion of full-time trainee's hours that will be worked (i.e. 0.5 FTE)\* \_\_\_\_\_

Number of hours per week that will be worked \_\_\_\_\_

*\*Please note that full-time training hours are 38 hours per week.*

Additional comments regarding the part-time arrangements

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## Declaration

I confirm that the trainee will be working in a part-time capacity as outlined in this application.

Name of SoT or Unit Director \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Supporting documentation

Your letter of appointment must be on the training unit's letterhead and indicate the following – title, type of experience, full-time or part-time, and start and end dates of the appointment. It should be signed by your proposed supervisor or the head of the training unit.

Please send the completed form to [fpm@anzca.edu.au](mailto:fpm@anzca.edu.au) or mail it to:

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