

## P011 ACSEP Deferral Policy

### 1. PURPOSE

The ACSEP recognises there may be circumstances where an applicant who is offered a placement on the ACSEP Specialist Training Program may need to seek a deferral from commencing their training. This policy applies to all applicants offered a placement on the ACSEP Specialist Training Program prior to accepting the placement or commencing the Training Program.

### POLICY

### 2. DEFERRAL OF TRAINING

Deferral is defined as postponing commencement of the first year of the ACSEP Specialist Training Program. All applicants who have been accepted into the ACSEP Specialist Training Program and offered a first-year placement are eligible to apply for deferral. Deferral is usually for a period of 12 months as both the ASCEP Selection Process and Training Program commencement occurs once per calendar year. Applicants who choose to defer are not considered ACSEP registrars until they formally accept an offer and commence training.

### 3. APPLICATION

An application for Deferral by new Registrars requires completion of the form – AD011-Deferral from Training application. The applicant is required to submit the form with a Deferral fee of \$250 to National Office by the date indicated in the placement offer email. Applicants will be notified of the outcome of their deferral application by email.

- a. Fee exemptions: An applicant may request an exemption from the deferral fee if they can demonstrate undue hardship or other special circumstances. This request should be

addressed in writing to the ACSEP Chief Executive Officer, who will respond within 10 business days via email.

- b. Extension of deferral period: Those with exceptional circumstances may apply for an extension of their deferral period. Requests for extension must be received by National Office before 1<sup>st</sup> July each year. These applications will be assessed by the Training Committee and a response will be provided within 10 business days via email.
- c. Applicants who have their request for deferral approved are required to inform National Office by 31<sup>st</sup> July the following year of their plan to commence training the following year.
- d. Applicants will re-enter the ACSEP Selection Process, retaining their designated score for the ranking process. However, applicants will not necessarily retain their ranking from the previous year and must go into the general pool of candidates to be re-ranked.
- e. Applicants should note that the selection process is merit based, and participation in a subsequent year's selection process does not guarantee a placement offer.
- f. Placement offers vary each year depending on availability of number of placements. Should the applicant wish to apply to re-interview and re-submit their updated CV, they will automatically forfeit their previous CV and Interview score and must use the new CV and interview scores even if this new interview score is lower than the previous attempt, to determine their ranking for selection.
- g. If a candidate who has successfully received a placement defers due to unforeseen personal circumstances and has provided appropriate documentation regarding this, that candidate is able to retain a placement for the following year. This also includes candidates accepted onto the training program who become pregnant. However, depending on availability of placements the candidate will be placed where there is a vacancy and not necessarily in their original placement. If the deferral continues beyond one year, that will be reviewed on a case-by-case basis by the Interview and Selection and Training Committees.



## 4. FEEDBACK

College staff, membership or any other interested person may provide feedback about this document

by emailing [nationaloffice@acsep.org.au](mailto:nationaloffice@acsep.org.au)

## APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	ACSEP Board of Directors
Advisor or Advisory Committee to Approval Authority	Training Committee, Education Committee
Administrator	ACSEP Programs, Policies and Systems Administrator
Next Review Date	July 2026

Approval and Amendment History	
Original Approval Authority	ACSEP CEO
Effective Date	
Amendment Authority and Date	N/A
Notes	<p>V1 - 13/07/2016 Developed by Program Manager Fellowship and Policy and Systems Administrator</p> <p>V2 - 27/01/2021 Developed by Program Manager Fellowship and Policy and Systems Administrator &amp; National Training Coordinator</p> <p>V2.2 – amended by Education and Training Manager &amp; TC.</p> <p>V2.3 – updated and amended by ISC 25 July 2023. Approved by Board</p>