



P013 – Training Program Selection & Deferral Policy

1. Purpose

The purpose of this policy is to define the requirements for the selection for the ACSEP Specialist Training Program (Training Program).

2. Background

The Training Program Selection and Deferral Policy defines the requirements for the selection of applicants for entry into the Training Program. This policy is underpinned by the following general principles, which the ACSEP are committed to:

- i. A selection process underpinned by the Best Practice Framework for Trainee Selection into Australian Medical Colleges (the “Brennan Principles”) and from Accreditation Standards NZ training providers of vocational medical training and recertification programmes 2022.
- ii. Complying with the Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ) accreditation requirements.
- iii. Ensuring all processes are underpinned by the principles of natural justice and procedural fairness.
- iv. Utilising the best available evidence to maximise the likelihood that successful applicants will be best suited for the practice of the specialty of sport and exercise medicine, and that helps deliver a sport and exercise medicine specialist workforce that is representative and serves the future needs of the diverse communities in both Australia and New Zealand.

Training Program selection is undertaken by the ACSEP Interview and Selection Committee (ISC) in consultation with the Training Committee (TC).

3. Scope

This policy applies to all applicants applying to the Training Program who meet the eligibility criteria outlined in Section 4.1. It does not apply to those applicants considered as Specialist International Medical Graduates (SIMGs).

4. Selection Policy

4.1 Eligibility Criteria

- a. Applicants must meet the following eligibility criteria to apply for the Training Program:
 - i. Current, unconditional, Medical Registration from the applicable Medical

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Board or Council in Australia or New Zealand.

- ii. Completion of postgraduate first and second years (PGY1, PGY2) and be in postgraduate year three (PGY3) or later at the time of application. Applicants who have not yet completed PGY3 will anticipate its completion prior to the date of commencement on the Training Program. Applicants who have not yet completed PGY03 will anticipate its completion prior to the date of commencement on the Training Program.
- iii. Permanent Residency or Citizenship of Australia or New Zealand.
- iv. Successful completion of the ACSEP Entrance Examination (as per policy *P024 – Entrance Examination Policy*).

b. Applicants can apply for the Training Program a maximum of four times after which they will be ineligible to apply again.

4.2 Selection Criteria

- a. Applicants who have met the following criteria are eligible for consideration for selection into the Training Program. Applicant knowledge, skills and behaviour, clinical experience, academic, and other achievements are assessed in the selection criteria. Consideration will also be given to Sport and Exercise Medicine workforce diversity priorities outlined on the Admission to the Training Program page on the ACSEP website.
- b. Selection criteria will be applied as per Section 5. Selection criteria are as follows:
 - i. An applicant meeting the eligibility criteria listed in Section 4.1.
 - ii. Submission and scoring of a CV template.
 - iii. Submission and scoring of three referees that meet criteria outlined in the template for the CV and referees document.
 - iv. Attendance and performance in a selection interview if invited.
 - v. Applicant satisfaction of ACSEP workforce diversity priorities outlined on the Admission to the Training Program page on the ACSEP website.

5. Selection Process

- a. The selection process in this section applies to all involved in the selection of applicants. This process is reviewed regularly to ensure it complies with the general principles outlined in Section 2 of this policy, and that the projected needs of the Sport and Exercise Medicine workforce are met.

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5.1 Training Program Selection Process

- a. All applicants must complete an initial application on the ACSEP website and pay the Training Program Application Fee as per the ACSEP Fee Schedule by the due date. Applicants are provided a CV template and must submit the CV template by the required due date and provide an organised portfolio of evidence to support their application (e.g., qualifications, rural background, sporting event coverage, awards etc.).
- b. The information in the CV template will be reviewed independently by two members of the ISC and scored according to an approved ISC template. If two markers vary by more than 20% total score, a third marker from the ISC will score the CV.
- c. Applicants must provide details of three eligible referees on the CV template, who will be asked to complete a written, scored referee check.. The average of the three referee check scores will be used to represent the applicant's Referee score.
- d. The Referee score is combined with the CV score for a Combined Score. . Applicants will be ranked based on their Combined Score to determine who will proceed to interview.
- e. Applicants who satisfy workforce diversity priorities will be given preference for interview. Up to 60% of interview places will be offered to these applicants, following which all applicants will be assessed using their CV and referee scores.
- f. Any concerns raised by referees as per Section 5.2a of this policy may apply and impact an applicant's ability to proceed to interview.
- g. The number of applicants interviewed will equal the number of ACSEP Accredited Training Practices (AATPs) available for placement plus 50% one week prior to the interview. Applicants must arrange to attend the ACSEP selection interviews at their own expense if held in-person. The time, date, location and format of the interviews will be determined by the ISC by 1 July each year and published on the ACSEP website.
- h. Interviews are conducted using a Multiple Mini Interview (MMI) format. Applicants move through a series of stations of between 6-10 minutes in length where an interviewer will ask a series of pre-determined questions based on the domains of practice. The domains of practice that are evaluated during the interview may include, but are not limited to, Communication; Collaboration; Management, including Quality, Safety and Health Advocacy; Research, Teaching and Learning; and Professionalism, including Cultural Awareness and Safety. Scores for each station are summed and contribute to the applicant's final score. Any concerns about an applicant that arise during the MMI are guided by the process detailed in section 5.2b of this policy.

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- i. The following will contribute to an applicant's final score and applicants will be ranked at the completion of interviews:
 - i. CV score.
 - ii. Referee score.
 - iii. Interview score.
 - iv. Workforce diversity priorities for that year as listed on the ACSEP website.
- j. Applicants who proceed to the placement preferencing stage of selection are then placed as per Section 5.3.

5.2 Applicant Selection Concerns

- a. Referee Check Concerns – pre-interview offer:
 - i. All three referees provided by applicants will be contacted by the College. The outcome of the referee checks may have an impact on an applicant's subsequent selection for the Training Program.
 - ii. If there is one negative reference received for an applicant, this will be discussed between the Chair of ISC and the Chair of the TC. Any concerns will be discussed and, if possible, resolved on a case-by-case basis.
 - iii. If there is more than one negative reference received for an applicant, the ISC will convene to discuss concerns and possible actions. A recommendation will be made regarding the applicant proceeding to interview, and may be fed back to the applicant.
- b. Interview Concerns
 - i. Interview concerns may be raised by interviewers related to an applicant, but not related to their sport and exercise medicine knowledge, that would deem them unsuitable for the Training Program.
 - ii. If an interviewer has a concern about an applicant, this will be discussed at the ISC level.
 - iii. If three interviewers have concerns about the same applicant, this will be discussed at the ISC level and a recommendation may be made that the applicant is unsuitable for the Training Program.
 - iv. Information about concerns will be documented and provided with rankings and recommendations, and may be fed back to the applicant.

5.3 Training Program Placement Process

- a. AATPs must indicate their availability no later than one week prior to the interview date. AATPs who indicate their availability later than this date will not be guaranteed to be included in the placement process for that year. Their inclusion in the placement process

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for that year will be at the sole discretion of the ISC. AATPs who indicate their availability, then withdraw their availability, then re-indicate their availability at a later date will not be included in the placement process for that year.

- b. Applicants who progress to the placement preferencing stage of the selection process will do so if they rank at or above the number of AATPs available in their final score. Applicants will indicate their preferred placement locations from most preferred AATP to least preferred AATP. AATPs will indicate their preferred applicant from most preferred applicant to least preferred applicant.
- c. A matching process is to place applicants at their most appropriate AATP match.
- d. Applicants will be made a first-round placement offer based on the matching process. Both applicants and AATPs must accept the first-round placement offer for the first-round placement offer to be confirmed.
- e. If either an applicant or AATP reject the first-round placement offer, the applicant must await a second-round offer. Second-round offers are made at the discretion of the ISC. There is no guarantee second-round offers will be available.
- f. Applicants will be made a second-round placement offer based on any available placements after first-round placement offers. Both applicants and AATPs must accept the second-round placement offer for the second-round placement offer to be confirmed.
- g. Offers may be made to initially unsuccessful applicants up to six months into the commencement of the Training Program should an initially successful applicant withdraw from the Training Program. These offers are made at the sole discretion of the ISC and TC.

6. Deferral from Commencement of Training Program

6.1 Definition

- a. Deferral is defined as postponing commencement of the first year of the Training Program.

6.2 Eligibility

- a. All applicants who have received a confirmed offer to commence the Training Program are eligible to apply for deferral.

6.3 Policy on Deferral from Commencement of Training Program

- a. Deferral is for a period of 12 months as both the selection process and Training Program commencement occurs once per calendar year. Applicants who choose to defer are not considered ACSEP Registrars until they formally commence training.
- b. Applicants who have their request for deferral approved are required to inform the College

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by 31 July of their plan to commence training the following year.

- c. Applicants will re-enter the selection process and will retain their designated score for the ranking process. However, applicants will not retain their ranking (as per Section 5.1(j)) from the previous year and must go into the general pool of applicants to be re-ranked.
- d. The selection process is merit based, and participation in a subsequent year's selection process does not guarantee a placement offer or placement at the AATP offered in the previous year's selection process.
- e. Placement offers vary each year depending on availability of number of placements. Should the candidate wish to apply to participate in the selection process again, they will forfeit their previous score and must use the new score, even if this new score is lower than the previous score, to determine their ranking for selection.
- f. If an applicant defers due to unforeseen personal circumstances and has provided appropriate documentation regarding this, that applicant may be able to retain their selection for the Training Program for the following year. Approval in this instance is made at the discretion of the Chair of the TC. The applicant will re-enter at the placement preferencing stage of the selection process as per Section 5.3 and may not be placed at the AATP offered in the previous year's selection process.

6.4 Deferral Application Process

- a. Applicants seeking to defer should complete the Deferral From Training Application Form and send to registrars@acsep.org.au by the date specified in their placement offer and pay the Deferral From Commencement of Training Fee as per the current ACSEP Fee Schedule.
- b. The deferral application will be considered by a group consisting of the Chair of the TC, another member of the TC and the ACSEP Executive Manager – Training.
- c. Applicants will be notified of the outcome of their deferral application by email.
- d. An applicant may request an exemption from the deferral fee if they can demonstrate undue hardship or other special circumstances. Applicants should *consult P019 – Reconsideration, Review and Appeals Policy* for more information.
- e. Those with exceptional circumstances may apply for an extension of their deferral period. Requests for extension must be received by the College before 1 July each year. These applications will be assessed by the Chair of the TC and a response will be provided within 10

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business days via email.

7. Reconsideration, Review and Appeals

- a. Applicants can request a review, reconsideration and/or appeal of the outcome/results of the selection process. Candidates should refer to *P019 – Reconsideration, Review and Appeals Policy*.
- b. Applicants may request a reconsideration, review or appeal to the selection process. Outcomes of any applicant's successful reconsideration, review or appeal will not result in a revision of the selection outcome for the given year. Outcomes of an applicant's successful review will be applied to the following year's selection process (e.g., if a review results in the applicant being awarded an interview, they will be interviewed in the following year's selection process).

Key Documents

- Admission to the Training Program – ACSEP website page
- Best Practice Framework for Trainee Selection into Australian Medical Colleges
- *P005 - Training Practice Accreditation Regulation*
- *P019 – Reconsideration, Review and Appeals Policy*
- *P024 - Entrance Examination Policy*

Feedback

College staff, membership or any other interested person may provide feedback about this document by emailing nationaloffice@acsep.org.au.

Approval and Review Details

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Approval Authority	Workforce & Accreditation Committee
Advisor or Advisory Committee to Approval Authority	Interview and Selection Committee
Administrator	Executive Manager, training
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	<p>Policy Officer and Training Committee working group</p> <p>V2 - 24/09/2020 Developed by Research and Policy Officer</p> <p>V.2.1 - 1/2/2021 Developed by National Training Coordinator & Chair of Selection</p> <p>V.2.2 - 1/4/2021 Developed by Research and Policy Officer</p> <p>V.2.2.3 – 10/5/2022 Developed by Senior Operations Officer</p> <p>V.2.2.4 – 25/7/2023 – reviewed and updated by ISC Approved by Board</p>
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