



P013 - Training Program Selection Policy

1. INTRODUCTION

The Training Program Selection Policy (the Policy) defines the requirements for the selection of applicants for entry into the Australasian College of Sport and Exercise Physicians (ACSEP) Specialist Training Program (The Training Program). The Policy is underpinned by the Best Practice Framework for Trainee Selection into Australian Medical Colleges (The Brennan Principles) and complies with the Australian Medical Council (AMC) and Medical Council of New Zealand (MCNZ) accreditation requirements.

2. SCOPE

The Policy applies to all Australian and New Zealand applicants to the Training Program. It does not apply to those applicants considered as Overseas Trained Specialist (OTS) applicants.

3. PURPOSE

The purpose of the Policy is to define the requirements for the selection of applicants for entry into the Training Program. **This policy must be read in conjunction with P013 Training Program Selection Process which outlines details of training program selection.**

4. POLICY STATEMENT

4.1 Eligibility Criteria

Determination of applicant eligibility for the Training Program is undertaken by the Interview and Selection Committee, in consultation with the Training Committee.



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Applicants must provide suitable evidence for each of the following eligibility criteria, by the closing date for their Application to the Training Program.

- Current, unconditional, Medical Registration from the applicable Medical Board or Council in Australia or New Zealand.
- Completion of suitably acceptable (for the purposes of the Application) first and second years (PGY01, PGY02; and the commencement of (at minimum) a third year of a suitably acceptable (postgraduate Year 3 (PGY3) medical training (or its full-time equivalent)). Applicants who have not yet completed PGY3 will anticipate its completion prior to the date of commencement on The Training Program
- Permanent Residency or Citizenship of Australia or New Zealand.

4.2 Selection Criteria

Applicants who have met the criteria are eligible for consideration for selection into The Training Program. Applicant knowledge, skills and behaviour, clinical experience, academic, and other achievements will be assessed in the selection criteria.

Selection criteria will be addressed by the applicant and assessed by the Interview and Selection Committee.

- a. Selection for the Training Program is based on:
 - i) Successful completion of the ACSEP Entrance Examinations (as per policy P024 Entrance Examination Policy). Successful applicants will be invited to apply to the program in August each year.
 - ii) Submission of the ACSEP Application Form which includes the curriculum vitae template. The information provided must be supported by a portfolio of evidence (e.g., proof of qualifications, events, awards etc). The experience, qualifications and awards demonstrated by the applicant are reviewed by two ACSEP fellows to determine the applicant's CV score.



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- iii) Attending ACSEP selection interviews if invited. Applicants results are summed across different questions or scenarios, which enables a total score and ranking of performance against other applicants.
- iv) Unsuccessful applicants will receive a letter outlining they have not been successful and inviting them to reapply the following year. To assist with developing their application, they will be offered one on one feedback with a member of the ISC.

4.4 Feedback and Appeals.

- a. Any unsuccessful applicants may seek individualised feedback on any aspect of the selection process and can lodge an appeal via the process described in *Policy P019 Review, Reconsideration and Appeals Policy*.

5. KEY RELATED DOCUMENTS

The application process to the Training Program is detailed on the ACSEP website.

<https://www.acsep.org.au/page/about/education-and-training>

- [Best Practice Framework for Trainee Selection into Australian Medical Colleges](#)
- P013 – Training Program Selection Process
- P019 - Review, Reconsideration and Appeals Policy
- P024 - Entrance Examination Policy

6. FEEDBACK

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



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APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Advisor or Advisory Committee to Approval Authority	Training Committee, Education Committee
Administrator	ACSEP Programs, Policies and Systems Administrator
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