



P021- ACSEP RECOGNITION OF PRIOR LEARNING (RPL) POLICY

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1. Purpose and Scope

Recognition of Prior Learning (RPL) is an assessment process undertaken to determine whether the education and experience of the applicant meets the learning outcomes of the training program offered by the College. The RPL process assesses previously completed structured learning and professional experience and may result in exemption from one or more components within the ACSEP training program.

This policy also outlines a framework for Registrars of ACSEP to be recognised in a specialty field of professional experience related to the ACSEP training program. This policy is limited to ACSEP Recognition of Prior Learning. Specialty recognition for medical registration purposes is the responsibility of the relevant regulatory bodies in Australia and in New Zealand.

The *P021 Recognition of Prior Learning (RPL) Policy* does not apply for entry onto the ASCEP Training Program and all entry requirements to become an ASCEP registrar must be fulfilled as per the eligibility criteria outlined in *P013 ACSEP Training Program Interview and Selection Policy* and associated documentation found on the ACSEP website.

The purpose of this policy is to ensure clarity of expectations of all parties as well as provision of an adequately documented process to be followed in the application for and granting of RPL. This policy defines who may apply for RPL and what categories of learning may be eligible. It describes the principles to be addressed when making an application for RPL and in assessing applications for RPL, as well as possible outcomes after assessment of an application. This policy applies to all Registrars



of the ACSEP training program in Australia and New Zealand and is in keeping and in accordance with the College's policy on antidiscrimination.

A key tenet of ACSEP education is that all training should be prospectively approved. This is based on the educational rationale that learning should be planned in order to ensure it is educationally robust and meets rigorous ACSEP standards. However, ACSEP also recognises that there are exceptional circumstances where prospective approval of training is not possible and gives Registrars the opportunity to apply for RPL in order to avoid unnecessary duplication of learning. The areas which are eligible for RPL are:

1. ACSEP TRAUMA COURSE
2. ACSEP ACADEMIC MODULES
3. ACSEP RESEARCH PROJECT
4. RECOGNITION OF SPECIALTY EXPERIENCE (e.g. SEM Teams, Sports and Events)

2. Eligibility

To be eligible to apply for RPL, the applicant must be accepted onto the ASCEP Training Program as a Registrar. The learning experience outlined in the RPL application must have been completed prior to entry to the relevant ACSEP Training Program.

It is important to note that not all Masters/PhDs/alternate courses/projects will be equivalent to ACSEP Training Program Requirements. The applicant must research relevant course information and policies to determine the equivalence of their experience in building their evidence portfolio. Applicants are advised to consult the current ACSEP Training Manual and Website for the latest Training Program and Curriculum requirements.

RPL application(s) must be submitted prior to entry to the relevant ASCEP training component or course/event; and, the learning experience must meet the standards set by the *Principles of RPL*. If seeking to complete an alternative course/project to those offered within the ACSEP Training Program (for example, academic modules), the applicant is advised to seek assistance from the relevant committee prior to completing the alternate course to determine the likelihood/eligibility of that course for RPL.

3. Application

Applications for RPL must be made using the ACSEP RPL Application form (see appendix A of this document). It is the responsibility of the applicant to provide all supporting evidence and documentation required to support their request for RPL. An application fee is payable at the time of application and details for the application process and associated fees for each of the areas where RPL will be considered are listed in each table below. Each application will be assessed to determine if the completed prior learning is deemed equivalent to that of the relevant ACSEP Training Program Requirement at that point in time.

Once the RPL application has been approved and the applicant has been advised, the applicant remains subject to all ASCEP regulations and assessment requirements relating to all other training from when they commenced the program and all subsequent years until Fellowship has been obtained. The details of the four areas in which Recognition of Prior Learning can currently be requested for the ACSEP Training Program are set out in the tables below:



4. Principles of RPL

- 1) **Validity** - The learning experience should be relevant to the training program. Validity of the learning experience is assessed through alignment with the learning objectives as set in ACSEP Training Program, and consideration of content, level of training and clinical/medical experience.
- 2) **Authenticity** - The learning experience must have been undertaken by the applicant, and the information in the application must be true and accurate.
- 3) **Currency** - The learning experience should indicate up-to-date knowledge and skills in relation to the intended area of training. The experience must have been completed not more than five years prior to entry to the relevant training program.
- 4) **Reliability** - Reliability refers to the consistency or repeatability of the competency. The assessment tools used to provide evidence of competency should be reliable and comparable to that of the ACSEP Training Program.
- 5) **Comparability** - Comparability ensures that the learning experience undertaken has similar value to that of the ACSEP Training Program. The learning experience should be comparable in terms of content, breadth of experience, level of responsibility, rigor of training requirements, assessment process, supervision and credibility of training setting.
- 6) **Continuity** - To ensure the learning experience was focused, effective and valuable, all applications must outline experience undertaken over a sustained time period unless a minimum approvable training period is otherwise stipulated in the relevant training program handbook.
- 7) **Timeliness** - Applications for RPL must be received within three months of entry to the relevant training program. Applications received outside this timeframe will not be accepted.
- 8) **Evidence-based** - The applicant must provide sufficient evidence that the experience demonstrates the learning outcomes that have been achieved to consider its applicability and relevance.
- 9) **Maximum Time** - To ensure the integrity of the ACSEP Training Program RPL will be granted for a maximum of 12 months of training time, or in exceptional circumstances up to 24 months may be considered.



5. Areas of RPL Application

Table 1 - TRAUMA COURSE

TRAUMA COURSE	
PRIOR COURSE DETAILS	1) A course equivalent to, or higher than, the applicable ACSEP Advanced or Refresher MOST Course
COMMENCEMENT/ COMPLETION PERIOD	1) Completed up to 2 years prior to commencing the ACSEP Training Program 2) Alternate Trauma course completed during the ACSEP Training Program
APPLICATION PROCESS & APPLICABLE FEES	1) The Registrar completes the ACSEP RPL Application form, and attaches the evidence to support the request (e.g. a certificate of course completion) to Registrars@acsep.org.au for consideration. 2) The ACSEP RPL Application form will be allocated to a member of the Training Committee for assessment. The applicant will be advised via email of the outcome. 3) If the RPL is approved, there is no processing fee and no allocation of ACSEP MOST course/material. The applicant is deemed as having satisfied the Trauma Course Requirement for that year. 4) If RPL is not approved, the Registrar is required to complete the relevant Trauma course as stipulated within the Training Manual with associated fees.

Table 2 - ACADEMIC MODULES

ACADEMIC MODULES	1. Sports Nutrition 2. Sports Psychology 3. Sports Biomechanics 4. Sports Pharmacology 5. Research Methodology
PRIOR COURSE DETAILS	1) Completion of a Masters, PhD or a compatible prior subject which specifically relates to the Academic Module topic within Sport and Exercise Medicine and has been agreed upon by



	<p>Research and/or Training Committee as per Eligibility section above</p> <ol style="list-style-type: none"> 2) Must demonstrate competency in all learning outcomes of the relevant ACSEP module. Partial exemptions are not granted. 3) Final grade must be at the equivalent of 70% or above.
<p>COMMENCEMENT/ COMPLETION PERIOD</p>	<ol style="list-style-type: none"> 1) Commenced up to 3 years prior to starting the ACSEP Training Program and completed prior to starting the ACSEP Training Program, however courses completed during the ACSEP Training Program can be submitted for consideration. 2) External modules/courses will not be considered for RPL or as replacements to ACSEP Training Program Academic Modules 3) A PhD in relation to Research Methodology Academic Module can be completed any time prior to starting the ACSEP Training Program.
<p>APPLICATION PROCESS & APPLICABLE FEES</p>	<ol style="list-style-type: none"> 1) Once on the Training Program and considering applying for RPL, applicants should discuss options with National Training Coordinator (registrars@acsep.org.au) to assist in determining suitability 2) The Registrar must complete and submit ACSEP RPL Application form along with all required supporting material (such as academic transcript, course certificates, course syllabus etc.), to the Registrars@acsep.org.au. The application will be submitted to the Training Committee, and or the Research Committee, for consideration. 3) Depending on the complexity of the RPL request, the Registrar will be advised of the outcome within 2-4 weeks. 4) There is an associated fee for Academic Modules which is listed on both the online Fee Schedule. If RPL is approved for an Academic Module, an invoice will be sent to the Registrar (equivalent to 50% of the Academic Module cost, per Academic Module). This fee covers the cost of the RPL Request and allocation of the ACSEP Academic Module to the Registrar. 5) Once the fee is paid, the ACSEP Academic Module will be allocated to the Registrar via the online Learning Management



	<p>System. The Registrar is deemed as having completed that Academic Module Requirement.</p> <p>6) If RPL is declined, the Registrar is required to purchase the Academic Module at the normal cost to be completed as per normal training requirements.</p>
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Table 3 - RESEARCH PROJECT

RESEARCH PROJECT	
PRIOR COURSE DETAILS	<ol style="list-style-type: none"> 1) Completion of a PhD Research Degree which: <ol style="list-style-type: none"> a) Must be relevant to Sport and Exercise Medicine, using similar criteria for acceptable Research Projects for Registrars on the Training Program b) The Research Methodology Academic Module will be accepted as part of PhD and is not required to be completed again. 2) Completion of a Master's by Research degree or completion of a research project external to a degree: <ol style="list-style-type: none"> a) Must be related to Sport and Exercise Medicine (as detailed above) b) The resulting manuscript must be published within a Medline Indexed Journal and the Registrar must be the first author c) The Research Methodology Academic Module will be separately assessed on an individual basis and by request (as per Table 2 Academic Modules)
COMMENCEMENT/ COMPLETION PERIOD	<ol style="list-style-type: none"> 1) A PhD Research Project completed prior to starting the ACSEP Training Program will be considered for RPL. 2) A Masters by Research Degree, resulting in publication completed prior to starting the ACSEP Training Program will be considered for RPL, pending the above criteria are met. 3) Published Research projects completed prior to starting the ACSEP Training Program can be submitted for consideration of RPL.
APPLICATION PROCESS & APPLICABLE FEES	<ol style="list-style-type: none"> 1) Once on the Training Program if the Registrar is considering applying for RPL for their Research Project, they should discuss it with the Research Officer (RO), within three months of commencing training to assist in determining suitability.



	<ol style="list-style-type: none">2) Applicants are required to complete and submit the required ACSEP RPL Application form (appendix A) to the research officer along with all supporting material (i.e. copy of the published paper, academic transcript, course certificates, course syllabus, etc.)3) The Registrar pays \$250 for RPL assessment. If RPL is granted, they pay a further \$650 (\$900 in total) and receive access to the research module.4) The RO will submit the RPL Request to the Research Committee for a formal Recommendation. Upon receipt of the Research Committee Recommendation, the Approving Authority is the Training Committee. The RO will advise the Registrar of the RPL outcome after the Training Committee decision.5) If RPL is approved for the Research Project, the Registrar is deemed as having completed the ACSEP Training Program Research Project Requirement. The Registrar is still required to present at an ACSEP Conference regardless if they have presented this research previously.<ol style="list-style-type: none">a) If RPL is approved due to the completion of a PhD, the applicant must pay the associated fee for the RPL of the Research Methodology Academic Module as outlined in Table 2.b) If RPL is declined the Registrar is required to plan and conduct Research Project as per the ACSEP Training Program.6) If RPL is declined in the case of a PhD, the Registrar is required to complete the Research Methodology Academic Module and pay the associated fee as outlined in Table 2.
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Table 4 - RECOGNITION OF SPECIALTY EXPERIENCE

RECOGNITION OF SPECIALTY EXPERIENCE	
PRIOR EXPERIENCE DETAILS	<ol style="list-style-type: none">1) The submission of a formal application for Specialty Experience can be made for certain experiential SEM Learning and/or Professional Experience(s).2) Such applications will be only be considered for certain medical roles in sport and exercise medicine context(s). These roles may include (but not be limited to) appointments to Sporting Teams and Sports Events. These roles must be, at least, the equivalent of the applicable ACSEP Training Program requirements.



	<ol style="list-style-type: none"> 3) To be considered for RPL, all applications for experiential SEM Learning and/or Professional Experience(s) must refer or adhere to each of the Principles of RPL and eligibility criteria as outlined in this policy. 4) Prior experience must be undertaken at a site considered appropriate for this experience with appropriate supervision and SEM teaching & learning opportunities, as assessed by the relevant committee. 5) Successful applicants must have had, at least, the equivalent role(s) and responsibility/responsibilities of an ACSEP Registrar on the Training Program. 6) Prior experience must demonstrate clearly the attainment of key learning objectives of the ACSEP Training Program.
<p>COMMENCEMENT/ COMPLETION PERIOD</p>	<ol style="list-style-type: none"> 1) The Speciality Experience must be undertaken prior to entry to the ACSEP Training Program; and less than 5 years prior to commencing on the ACSEP Training Program. 2) The period of Speciality Experience must be relevant and updated; and demonstrate knowledge and skills that relate directly to the intended area of training.
<p>APPLICATION PROCESS & APPLICABLE FEES</p>	<ol style="list-style-type: none"> 1) The Registrar will complete the ACSEP RPL Application form (appendix A) and pay the appropriate application fee. 2) The fee for assessment of RPL for a period of training time (e.g. Specialty Experience which may include Sporting teams and Sports Events) is \$2075 AUD or \$1931 NZ. 3) The fee for assessment of RPL for Event & Team Coverage Category 2: Collision/Contact Team Coverage only is \$200 AUD. 4) Once the fee has been paid, the completed form can be emailed to registrars@acsep.org.au. The application form includes a curriculum mapping tool with sections for the applicant to identify the specific programs/modules/events within the ACSEP Training Program for which they are applying for RPL. The application form must be accompanied by evidence that supports the RPL request (e.g. certificate of completion, formal letter from a Team/Event detailing the role, hours, coverage). 5) The National Training Coordinator (NTC) will undertake a preliminary review of the submission to ensure the information provided is relevant, clearly mapped and that



	<p>appropriate and sufficient forms of evidence are provided. The applicant may need to submit additional evidence if requested.</p> <p>6) The NTC will forward ACSEP RPL Application form and supporting evidence to the relevant committee for consideration. In most circumstances this would be the ACSEP Training Committee but may include other relevant committees.</p> <p>7) All RPL applications for Specialty Experience are assessed individually due to the uniqueness of the potential relevant training experience.</p> <p>8) In assessing the application, the relevant committee will refer to the Principles of RPL and eligibility as outlined in this policy and will consider the applicant's knowledge, skills, qualifications and experience based on the length, breadth and seniority of professional or specialty experience compared to the expected outcomes of the ACSEP Training Program.</p> <p>9) The outcome will be communicated in writing to the applicant from a representative of the relevant committee or the RTC:</p> <p>a) RPL Request Granted - The applicant's request meets the required standard and is granted without conditions.</p> <p>b) RPL Request Partially Granted - The assessor agrees the applicant's claim is valid but does not agree with the full scope of the application. The exemption granted is less than requested, or the full application is granted with conditions</p> <p>c) RPL Request Not Granted – It is not appropriate for the assessor to grant any part of the application.</p> <p>10) If RPL is denied, the Registrar is required to complete the relevant areas of the Training Program as stipulated within the Training Manual with any/all associated fees.</p>
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6. POLICY RESPONSIBILITIES

i. Exceptional or Special Circumstances

ACSEP acknowledges that exceptional circumstances may arise which impact on an individual's ability to submit their application prior to due dates or otherwise comply with the principles or eligibility criteria of this policy. In an exceptional circumstance, an application for special consideration must be provided by the Registrar applicant (or delegate thereof) in writing to the relevant committee, as promptly as the circumstance permits. For further information please see the *P023 ACSEP Special Consideration Policy*.



ii. Complaints and Appeals Process

It is ACSEP policy that any adverse feedback (written or verbal) from membership or external personnel about college policy or procedures will be followed up on and investigated thoroughly as per the most current version of the *P002 ACSEP Grievance Policy and Procedure*. There is a reconsideration, review and appeals process available should an applicant remain dissatisfied with an eligible decision, as outlined in the *ACSEP P019 Appeals Regulation*.

iii. Reporting

No additional reporting outside of this policy is required.

iv. Records Management

Staff must maintain all records relevant to administering this policy in a recognised ACSEP record keeping system as per *P012 Records Management Policy* and associated procedures. ACSEP complies to the principles of protecting the privacy of data and documents as set out in *P004 Privacy Policy* and associated procedures. Any third-party providers are required to comply with the Australian Privacy Principles outlined in the Privacy Act 1988.

v. Related Legislation and Documents

ACSEP Training Manual and Curriculum – the most current online version
P002 ACSEP Grievance Policy and Procedure
P023 ACSEP Special Consideration Policy
P019 ACSEP Appeals Regulation
P004 ACSEP Privacy Policy
P012 ACSEP Records Management Policy
FORM RS4.1 Registrar Research Proposal
FORM Ad.2 Recognition of Prior Learning Request

vi. Compliance, monitoring and review

The ACSEP Registrar and Training Coordinator, ACSEP Research Officer, ACSEP Training Committee, ACSEP Research Committee, ACSEP Zone Training Coordinators and ACSEP Clinical Training Supervisors are each responsible for ensuring that these procedures are followed, and this policy will be monitored, reviewed and evaluated regularly for changes by the National Office and ACSEP CEO and ACSEP Board.

vii. Feedback

ACSEP staff may provide feedback about this document by emailing ACSEP Policy and Systems Administrator nationaloffice@acsep.org.au

viii. Approval and Review Details

Approval and Review	Details
Approval Authority	ACSEP CEO and ACSEP Board of Directors
Advisor or Advisory Committee to Approval Authority	ACSEP Research Committee, ACSEP Training Committee
Policy Administrator	ACSEP Policy and Systems Administrator
Next Review Date	Feb 2022



Approval and Review	Details
Approval and Amendment History	
Original Approval Authority Effective Date	October 9 th 2018 November 21 st 2018
Amendment Authority and Date Effective Date	Researched and redrafted by ACSEP Policy and Systems Administrator Jan 8 th , 2019 Redraft reviewed by the ACSEP CEO and COO Amendment authority Board Executive --
Notes:	Details of January 8 th , 2019 Amendment was the inclusion of Table 4 'Recognition of Specialty Experience' and associated points throughout the policy as well as addition of the section Principles of RPL 8/10/19 – Amendment to specialty training to include consideration of RPL for Sporting Teams or Sporting Events only.