



# Recognition of Prior Learning Policy

## Clinical Radiology and Radiation Oncology Training Programs

**Version:** 3.0  
**Approved by:** Faculty of Radiation Oncology Council, Faculty of Clinical Radiology Council  
**Date of approval:** 25 November 2022, 12 January 2023

### 1. INTRODUCTION

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#### 1.1 Purpose

This policy of the Royal Australian and New Zealand College of Radiologists (RANZCR; the 'College') provides for applicants the opportunity to obtain recognition for learning, experience or assessments which predate the commencement of approved RANZCR Clinical Radiology and Radiation Oncology accredited training.

#### 1.2 Scope

This policy:

- (a) Applies from 1 February 2022 to all trainees undertaking training within the Clinical Radiology Training Program or the Radiation Oncology Training Program, irrespective of the date they commenced their training.
- (b) Prescribes the framework within which Clinical Radiology trainees or Radiation Oncology trainees can apply to have their prior learning, experience or assessments recognised.
- (c) Sets out the eligibility criteria that applicants must meet, and the information applicants must include in an application in order to have their prior learning, experience or assessments considered under this Policy.

To the extent that there are any inconsistencies between this Policy and the Handbooks, this Policy prevails.

### 2. DEFINITIONS

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In this Recognition of Prior Learning Policy:

**Applicant** means a trainee who has formally requested that their prior learning, experience or assessments be considered in accordance with this Policy

**Assessment** means an activity used to gauge a trainee's progression through the Clinical Radiology Training Program or the Radiation Oncology Training Program and/or their competency against the requirements of the Clinical Radiology Training Program or the Radiation Oncology Training Program. Note: for the purpose of this Policy, the term 'assessment' is distinct to the term 'examination'

**Chief Censor** means the clinician appointed under the Faculty By-laws to oversee all aspects of training and assessment conducted as part of the Clinical Radiology Training Program or the Radiation Oncology Training Program

**College** means The Royal Australian and New Zealand College of Radiologists

**Decision** means a decision which is the subject of this Policy and referred to in Part 7

**Education and Training Committee (ETC)** means the governing body under the Faculty By-laws that develops the educational content, assessments and accreditation mechanisms that ensure that trainees can become competent clinical radiologists and radiation oncologists

**Examination** means a form of assessment as defined in the College's Examination Policies

**Fellow** means a College member admitted to Fellowship of the Royal Australian and New Zealand College of Radiologists

**Member** means a member of the College as specified under the RANZCR Articles of Association

**Recognition of Prior Learning** means the process by which a trainee is able to apply to the College to have their previous learning, experience or assessments (which predate commencement of approved RANZCR Clinical Radiology and Radiation Oncology accredited training), recognised

**Trainee** means a College member actively participating in either the Clinical Radiology Training Program or the Radiation Oncology Training Program and is considered a student member under the RANZCR Articles of Association

### 3. ELIGIBILITY CRITERIA

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Applicants for recognition of prior learning must have met the standard eligibility criteria for entry to the RANZCR Clinical Radiology Training Program or the Radiation Oncology Training Program and must have successfully obtained an accredited training position.

**An application for recognition of prior learning must be made to the RANZCR between the time the applicant has obtained an accredited training position in either the Clinical Radiology Training Program or the Radiation Oncology Training Program and up until six months after the applicant has commenced training.**

#### 3.1 Non-Accredited Training

Applicants who have had de facto training in non-accredited/un-accredited Clinical Radiology or Radiation Oncology positions cannot request this to be retrospectively accredited.

### 4. CATEGORIES OF RECOGNITION

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To ensure currency, any learning, experience or assessment (for consideration under this Policy) must have been completed no more than five years prior to entry into the Clinical Radiology Training Program or the Radiation Oncology Training Program (subject to provisions within 4.1 and 4.2 below).

The appropriate ETC (and/or their delegated bodies/committees) may approve recognition of prior learning that enables an exemption from part of, or one or more of the following elements of the Clinical Radiology Training Program or the Radiation Oncology Training Program:

#### 4.1 Clinical Radiology

Applications for the following will be considered:

- (a) A period of training time;
- (b) Training requirements as outlined in the Clinical Radiology Training Program Handbook. Specifically, for the research project:
  - (i) Previous PhD research or Masters by Research in a relevant medical field, completed no more than three years prior to commencement of accredited training.
  - (ii) An original research project in Clinical Radiology that has been commenced less than one year prior to commencement of accredited training and completed during the training program, which fulfils the current research project requirement.
- (c) Applications for the following will not be considered:
  - (i) Phase 1 or Phase 2 Examinations.

Please note: Should a category of recognition be 'considered', this does not necessarily mean that the application will be 'approved'. For further information, please refer to Part 7: 'Approval Process and Outcomes'.

## 4.2 Radiation Oncology

Applications for the following will be considered:

- (a) A period of training time;
- (b) Training requirements as outlined in the Radiation Oncology Training Program Handbook. Specifically, for research:
  - (i) Previous PhD research or Masters by Research in a relevant medical field, completed no more than three years prior to commencement of accredited training.
  - (ii) Previous research that has been published no more than three years prior to commencement of training, which fulfils the current research project requirements.
- (c) Applications for the following will not be considered:
  - (i) Manuscripts that have been accepted for peer review, but not published.
  - (ii) Phase 1 or Phase 2 Examinations.
  - (iii) Work-based Assessments.

Please note: Should a category of recognition be 'considered', this does not necessarily mean that the application will be 'approved'. For further information, please refer to Part 7: 'Approval Process and Outcomes'.

A Recognition of Prior Learning application is NOT required for appropriate research projects that are completed during the training program, even if the research was commenced prior to commencement of accredited radiation oncology training.

## 5. TRAINEES RE-ENTERING THE CLINICAL RADIOLOGY TRAINING PROGRAM OR THE RADIATION ONCOLOGY TRAINING PROGRAM

- (a) Trainees permitted to re-enter the Clinical Radiology Training Program or the Radiation Oncology Training Program:
  - (i) may apply for recognition of prior learning before securing a RANZCR accredited training position;

- (ii) will be assessed on an individual basis by the appropriate ETC (and/or their delegated bodies/committees) for recognition of prior learning of the following (if applicable):
  - accredited training time; and/or
  - assessments (including work-based assessments, research etc.); and/or
  - Phase 1 or Phase 2 Examinations, and/or
  - other training program requirementscompleted during that time.
- (b) To ensure currency, any learning, experience or assessment (for consideration under this Policy) must have been completed no more than five years prior to applying for recognition of prior learning.
- (c) Recognition of prior learning will only be valid for a set period of time as determined by the appropriate ETC (and/or their delegated bodies/committees).

## 6. APPLICATION PROCESS

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Applications for recognition of prior learning must be made in writing to the Chief Censor in Clinical Radiology (via [CRTraining@ranzcr.edu.au](mailto:CRTraining@ranzcr.edu.au)) or Radiation Oncology (via [ROTraining@ranzcr.edu.au](mailto:ROTraining@ranzcr.edu.au)) and must include a covering letter setting out:

- the learning, experience or assessment to be considered;
- the outcome being sought (see Part 4); and
- the relevant supporting documentation which clearly demonstrates that the learning, experience or assessment previously completed is equivalent to the learning, experience or assessment activity in the Clinical Radiology Training Program or the Radiation Oncology Training Program.
- Clinical Radiology applications must also include a completed [recognition of prior learning application form](#) with their covering letter.

It is the responsibility of the applicant to provide all required documentation. No assistance will be provided by the College to obtain supporting documentation.

Examples of supporting documentation include:

- (a) detailed curriculum vitae;
- (b) certificates of completed courses, together with a description of the course and its learning outcomes;
- (c) completed copies of any logbooks relating to previous clinical radiology or radiation oncology training;
- (d) certified copies of all completed assessments conducted as part of previous clinical radiology or radiation oncology training which could be deemed equivalent to the assessments conducted in the current Clinical Radiology Training Program or the Radiation Oncology Training Program;

- (e) a handbook or similar information, which provides an explanation of the curriculum or assessment strategy of the training program and the context of the individual assessment within the program;
- (f) certified copy of evidence of successful completion of written and/or oral examinations, which may demonstrate learning;
- (g) copies of completed research projects or publications (where applicable);
- (h) a statement or certificate attesting to satisfactory performance in the relevant training program or letter of good standing from the appropriate college or certifying body;
- (i) other evidence which could be used to demonstrate equivalence to training program requirements.

Once received, the application for recognition of prior learning will be submitted to the appropriate ETC (and/or their delegated bodies/committees) for consideration at their next meeting.

## **7. APPROVAL PROCESS AND OUTCOMES**

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All applications for recognition of prior learning will be assessed by the appropriate ETC (and/or their delegated bodies/committees) on a case by case basis.

There are three potential outcomes for an application for recognition of prior learning:

- (a) Application approved.
- (b) Application partially approved.  
Recognition of prior learning will be granted for specific learning, experience/s or assessment/s detailed within the application, but not granted for all of the various types of recognition applied for.
- (c) Application not approved.  
The Committee determines that it is not appropriate to grant recognition of prior learning due to for example, the relevance of the previous learning, experience or assessment; its currency; inadequate information was provided in relation to the prior learning, experience or assessment; or the authenticity of the documentary evidence was questionable.

Trainees will be advised in writing of the outcome of their recognition of prior learning application within 28 calendar days (where reasonably practicable) following consideration by the appropriate ETC (and/or their delegated bodies/committees).

The circumstances in which applications for recognition of prior learning will not be considered include, but are not limited to the following:

- (a) The application is incomplete (e.g. supporting documentation is not provided);
- (b) The application is not made within the prescribed timeframes;
- (c) The recognition of prior learning being sought does not comply with the necessary currency requirements described in this policy (i.e. time elapsed since commencement date of training);
- (d) The applicant has fees due for payment to the College.

## **8. LIMITATIONS**

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- (a) Any period of training time that is approved under the Recognition of Prior Learning Policy will not affect the trainee's official start date of accredited training, but rather the approved period of training time may be deducted from the minimum required time for:
- (i) eligibility to apply for an examination; and/or
  - (ii) the relevant phase of training.

## **9. APPLICATION FEE**

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The College reserves the right to apply an administrative fee and trainees applying for Recognition of Prior Learning will be notified at the time of application of the fee amount. Please refer to the RANZCR Fees Policy available on the website.

## **10. RECONSIDERATION, REVIEW AND APPEAL OF DECISIONS**

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An applicant may request a reconsideration of the decision of an ETC (and/or their delegated bodies/committees) under the terms of the College's Reconsideration, Review and Appeal of Decisions Policy. The Reconsideration, Review and Appeal of Decisions Policy can be accessed via the College website.

## **11. RELATED POLICIES AND DOCUMENTS**

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- Reconsideration, Review and Appeal of Decisions Policy
- RANZCR Fees Policy
- [Clinical Radiology Recognition of Prior Learning Application Form](#)

These policies can be downloaded from the College website.