



Policy on Deferral of Training

Preamble

This policy statement is intended for the guidance of (a) newly selected trainees in the College's Integrated Training Program (ITP), who may wish to apply for a deferral of training (i.e. a postponement of their training commencement date), and (b) the RANZCOG's Regional/New Zealand Training Accreditation Committees.

1. Grounds for deferral

The College will consider the following grounds for deferral of training which would significantly impact on a newly selected trainee's ability to commence training at the designated commencement date:

- 1.1 pregnancy;
- 1.2 temporary impairment or disability (e.g. treatment for serious illness);
- 1.3 family or carer responsibilities;
- 1.4 compassionate grounds not covered by Items 1.2 and 1.3 above, such as the special needs of ageing parents, or family crisis.

Note: New trainees seeking to defer commencement of training in order to undertake a PhD are not covered by this deferral policy. Such trainees may apply at any time from acceptance into the RANZCOG Training Program to be recognised as undertaking the RANZCOG Academic Stream. For details, refer to Regulation B1.17 (Research Training and Academic Stream) in the RANZCOG Regulations on the College website. Trainees are advised that only PhDs are eligible for consideration under the RANZCOG's Academic Stream.

2. Maximum period of deferral

Because of the adverse impact deferrals of training may have on the planning and implementation of trainee rotations over the four years of the ITP in the relevant state/region, the maximum amount of time a trainee is permitted to defer is 12 months.

In exceptional circumstances, where a further period of deferral is required due to any of the reasons specified in Item 1 above, the 12-month maximum may be extended upon application by the trainee. Such applications must be lodged prior to the expiry of the original deferral period.

3. Application and approval process

Newly selected trainees (i.e. candidates who have been formally offered and have accepted a place in the ITP) must lodge an application for deferral in writing (either by letter or e-mail) immediately they are aware of the existence of grounds for such deferral.

This written application should be addressed to the Chair of the relevant Regional/New Zealand Training Accreditation Committee care of the Executive Officer at the relevant RANZCOG Regional Office. The application must be accompanied by appropriate supporting evidence and **lodged prior to the trainee's designated training commencement date**. A copy of the application must also be forwarded to the Manager, Training Services, at College House.

Decisions in relation to applications for deferral will be made jointly by the Chair of the relevant Regional/New Zealand Training Accreditation Committee and the Chair of the College Training Accreditation Committee.

4. Implications of deferral – applicant ranking and allocation to training site

4.1 Where an applicant defers prior to regional training site matching

Where an applicant is approved for deferral prior to local site matching, where possible the applicant is included back into the pool in Year B at the same rank as in Year A and is matched accordingly. For example:

- Where the applicant is ranked 7th in Year A, and there are more than 7 positions available in Year B, the applicant would continue to be ranked 7th in Year B.
- Where the applicant is ranked 7th in Year A, and there are fewer than 7 positions available in Year B, the applicant is ranked last in Year B.

4.2 Where an applicant defers after regional matching, but prior to commencement

Where an applicant is approved for deferral after being matched to a local site, but prior to commencement in the relevant year, where possible the applicant and site remain matched, and applicant commences the subsequent year at the matched site.

5. Reconsideration, review and/or appeals

As with all College decisions, applicants for deferral have the right to ask for special consideration or seek reconsideration, review and/or appeal of a decision pursuant to the Exceptional Circumstances, Special Consideration & Reconsideration Policy and the RANZCOG Appeals Procedures, as applicable. These processes are handled confidentially and are conducted in accordance with the principles of natural justice and procedural fairness. Additionally, they serve to provide a mechanism by which any individual who is dissatisfied with a College decision can seek redress without fear of reprisal. These policies may be accessed via the College website at [https://www.ranzcog.edu.au/about/Policies-Procedures/Appeals-Procedures?ext=.](https://www.ranzcog.edu.au/about/Policies-Procedures/Appeals-Procedures?ext=)

Ratified by RANZCOG Council, March 2010

Reviewed and ratified by RANZCOG Board, July 2015