



Additional Requirements

Questions and Answers

| Questions | Answers |
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| <p>What components of Training does Additional Requirements cover?</p> | <p>Additional Requirements allows trainees to record the following activities and assessments online and facilitates online approval of the mandatory requirements:</p> <ul style="list-style-type: none"> ❖ Attendances to meetings, presentations, courses, conferences, exam preparations and non-mandatory workshops; ❖ Ability to claim Professional Development Leave (PDL) against activities; ❖ APSS; ❖ IHCA; ❖ Mandatory Workshop; ❖ Climate Module; ❖ Research; and ❖ Statement of Understanding. <p>Trainees also have access to the Additional Requirements dashboard on the Progress Summary page that shows how trainees are progressing through the Training Program requirements.</p> |
| <p>Why can't I see a Mandatory Requirement on the dashboard that I have completed earlier?</p> | <p>All compulsory completed requirements should be reflected on the Additional Requirements dashboard. If you are cannot see a completed requirement, please contact Trainee Support at training@ranzcog.edu.au</p> |
| <p>How do I know what mandatory requirements I need to complete?</p> | <p>The Additional Requirements dashboard on the Progress Summary page will indicate whether a mandatory requirement has been met or not.</p> |
| <p>Do we need to still update the Mastersheet for all mandatory requirements completed online from now on?</p> | <p>No. The online Additional Requirements dashboard on the Progress Summary page will replace the Mastersheet.</p> |
| <p>What do I need to do with the forms for APSS, IHCAs, etc that I have not yet sent into the College for review and approval?</p> | <p>Please use the Additional Requirements functionality to create the relevant records online, then scan and upload the forms against the records. Once completed, click submit to enable the College to review your records. They will then be approved or rejected.</p> |
| <p>How do I know when mandatory requirements are due?</p> | <p>Currently, due dates are not calculated by the system. In future, due dates will be displayed, but only for trainees who commencing in the Training Program after December 2013. Until due dates are available through the online system, trainees are advised to calculate and keep track of the due dates themselves. Through the approval process, the College will check against College records to ascertain if a requirement was fulfilled by the relevant due date.</p> |
| <p>Where do I go for Help and more information?</p> | <ul style="list-style-type: none"> ➤ For technical issues, please email: support@ranzcog.edu.au ➤ To learn more, read: 'Detailed User Manual for Trainees - FRANZCOG Additional Requirements' |

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| What else is going online? | Over the next twelve months, Prospective Approvals and Six-monthly Summative Assessments will be transitioned online. Watch for email updates. |