

RANZCOG Training Program

Online 3-Monthly Appraisal/6-Monthly Assessment Process



The Royal Australian
and New Zealand
College of Obstetricians
and Gynaecologists
Excellence in Women's Health

Frequently Asked Questions - Trainees

My Training Supervisor has changed, how do I update this on my Application for Prospective Approval/3-monthly Formative Appraisal/6-monthly Summative Assessment form?

Trainees are not able to update their Training Supervisor in the Online Portfolio after they have submitted their Application for Prospective Approval of Training. Please contact your Regional Office or email the helpdesk at support@ranzcog.edu.au to have this updated.

It is essential you do this because only the Training Supervisor indicated on your Prospective Approval form will be able to access your appraisal and assessment forms for the relevant period.

The Online Portfolio won't allow me to create my 3-monthly Formative Appraisal/6-monthly Summative Assessment form. Why is this?

You will not be able to create a 3-monthly Formative Appraisal or 6-monthly Summative Assessment form if your application for prospective approval has not yet been approved, or if you do not have a Training Supervisor listed on your Prospective Approval form. Please contact your Regional Office to resolve this.

I have completed my portion of the 3-monthly Formative Appraisal/6-monthly Summative Assessment form but my Training Supervisor cannot see it in their Appraisals & Assessments list. Why?

Firstly, ensure that the correct Training Supervisor has been listed on your form. If you need to update this, please contact your Regional Office or the [helpdesk](#). If the correct Training Supervisor is listed on your form, the problem may be that you have pressed SAVE instead of SUBMIT. You must press SUBMIT to send the form through to your supervisor. Once the form has been submitted to your supervisor successfully, the status will change from "New Entry" to "Awaiting Supervisor Submission".

I have submitted my 3-monthly Formative Appraisal/6-monthly Summative Assessment form to my Supervisor, is there anything else I need to do to complete this requirement?

Yes, once your Training Supervisor has completed their portion of the Appraisal/Assessment, they will submit this back to you for review and the final submission to the College. You will know when your Appraisal/Assessment is ready to submit to the College because the status will change to "Awaiting Trainee Submission". Please note that your Appraisal/Assessment will not be considered to be submitted until you undertake the final step of submitting this to the College. You will know when your form has been submitted successfully as the status of the entry will change to "Awaiting Regional Review".

I have received prospective approval to train at two different sites during one semester. Will I need to complete a 3-monthly Formative Appraisal/6-monthly Summative Assessment form for both training sites?

Provided that you are not undertaking a combination of Core and Advanced training in a semester, you will only need to submit one 3-monthly Formative Appraisal and one 6-monthly Summative Assessment form for the semester. When you open your 6-monthly Summative Assessment form you should be able to see both of your training sites listed under "Prospective Approvals". If you are undertaking a combination of Core and Advanced training, please see the FAQ below.

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I have been prospectively approved to complete a combination of Core and Advanced training in the same semester. How should I complete my appraisal and assessment?

You will only be required to complete one 3-monthly Formative Appraisal. When creating your 3-monthly Formative Appraisal form, please select the Prospective Approval form for the Core or Advanced training (as applicable) you completed in the first 13 weeks of the semester (or the majority of those first 13 week).

You must complete two six-monthly Summative Assessment forms - one for your Core training and one for your Advanced training. We recommend completing your Summative Assessment for each training level as you go. For example, if you have been approved to undertake Core training for the first 3 months, complete your Summative Assessment for Core training at the mid-way point of the semester. Then complete your Summative Assessment for Advanced training at the end of the semester.

Technical Support

For technical support queries contact the helpdesk at support@ranzcog.edu.au

General Queries

General queries about online portfolio processes –
Training Services Department, College House
training@ranzcog.edu.au