

Policy on Deferral of Training

Purpose and Scope

This policy statement is intended for the guidance of

- (a) Newly selected Integrated Training Program (ITP) trainees for FRANZCOG Basic Training who may wish to apply for a deferral of training (i.e. a postponement of their training commencement date), and
- (b) RANZCOG's State/Territory/Aotearoa 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 FRANZCOG Training Program to be recognised as undertaking the FRANZCOG Academic Stream. For details, refer to Regulation B1.20 (Research Training and Academic Stream) in the RANZCOG Regulations on the College website. Trainees are advised that only PhDs are eligible 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 jurisdiction, 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 State/Territory/Aotearoa New Zealand Training Accreditation Committee care of the Member Engagement Lead at the relevant RANZCOG

State/Territory/Aotearoa New Zealand Office. The application must be accompanied by appropriate supporting evidence and **lodged no later than four weeks prior to commencement of the relevant training semester**. A copy of the application must also be forwarded to the Head of Selection, Evaluation and Accreditation at trainee_selection@ranzcog.edu.au.

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

4. Implication 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 and Special Consideration Policy and Appeals procedures: Reconsideration, review and appeal of decisions 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 [Exceptional-Circumstances-and-Special-Consideration-Policy-and-Procedure \(ranzcog.edu.au\)](https://www.ranzcog.edu.au/exceptional-circumstances-and-special-consideration-policy-and-procedure) and [Reconsideration, Review and Appeal of Decisions Policy \(ranzcog.edu.au\)](https://www.ranzcog.edu.au/reconsideration-review-and-appeal-of-decisions-policy)

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	March /2010	Ratified by RANZCOG Council
v2	July / 2015	Reviewed and Ratified by RANZCOG Board
v3	August /2023	Transitioned to new template. Minor change to timeframe for deferral lodgement. Ratified by RANZCOG Board.
V4	August / 2023	Reference to position title updated to Head of Selection, Evaluation and Accreditation and email added.

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