

# **AUSTRALASIAN COLLEGE OF COSMETIC SURGERY AND MEDICINE**

## **FLEXIBLE TRAINING PROCEDURE**

## 1. INTRODUCTION

The ACCSM understands there are circumstances in which a trainee may require flexibility when undertaking the ACCSM Cosmetic Surgery Training Program.

The ACCSM is committed to supporting flexible training for trainees where required, including through providing clear procedures.

## 2. PURPOSE

This procedure supports the [ACCSM Flexible Training Policy](#) by providing details on the process for trainees to apply for flexible or interrupted training requirements.

## 3. SCOPE

This procedure applies to all trainees requiring flexible training options, as set out in the [Flexible Training Policy](#). This includes provisions for part-time training, and interruptions to training.

## 4. APPLICATIONS FOR FLEXIBLE TRAINING AND LEAVE

The following procedure has been developed in alignment with the policy statements set out in the [ACCSM Flexible Training Policy](#).

Table 1: ACCSM leave application process

STEP	PROCESS
1 Engagement	Trainees are encouraged to engage with the college about the need for flexibility or interruptions of training, including any considerations specific to the employment setting and role.

<p><b>2 Application</b></p>	<p>Trainees are encouraged to plan as far in advance as possible if there is a need for flexible training arrangements.</p> <p>The trainee should apply for flexible work arrangements or leave as soon as practical once they are aware of the need to make such arrangements.</p> <p>The trainee must submit a written application to <a href="mailto:admin@accsm.org.au">admin@accsm.org.au</a>.</p> <p>Alternative processes and communication may be considered in exceptional and urgent cases e.g. bereavement or urgent medical care.</p> <p>Depending on the type of leave, the application may require evidentiary support, including:</p> <ul style="list-style-type: none"><li>a. Birth Certificate or estimated Due Date Letter</li><li>b. Letter from the Candidate’s Employer</li><li>c. Evidence of overseas travel/relocation</li><li>d. Medical Certificate/Carer’s Certificate</li><li>e. Statutory Declaration</li></ul> <p>Other evidence requested at the discretion of the College and employer.</p>
<p><b>3 Consideration and approval</b></p>	<p>The ACCSM will consider the application in accordance with the <a href="#">Flexible Training Policy</a> and engage with the trainee as necessary to reach a fair decision. This includes consideration of any Exceptional Circumstances.</p>

4 <b>Notification</b>	The ACCSM will notify the applicant and the Preceptor of the decision, and any conditions or monitoring requirements.
5 <b>Appeal</b>	Trainees have an option to appeal decisions relating to deferment or leave through the <a href="#">ACCSM Reconsideration, Review and Appeals Policy</a> .
6 <b>Monitoring</b>	Both the College and the trainee will communicate regarding progression or recommencement of their training program.

## 5. RELATED DOCUMENTS

- ACCSM Flexible Training Policy
- ACCSM Reconsideration, Review and Appeal Policy
- ACCSM Constitution
- ACCSM Withdrawal from Training Policy
- ACCSM Remediation in Training Policy
- ACCSM Special Considerations Policy
- The National Employment Standards (Fair Work Act 2009) – [www.fairwork.gov.au](http://www.fairwork.gov.au)

## 6. CONTACT

For further information and advice about this procedure please contact the ACCSM office.

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