

# Break in training/Not in training form

To be submitted by trainees or Fellows-in-training applying for a break in training from the RANZCP Fellowship Program or a Certificate of Advanced Training program.

To be completed by a Director of Training (DOT) to advise the College that a trainee is no longer actively training and is not on a BTC-approved break in training (trainee signature not required).

**Trainees** please submit this form to your DOT/DOAT at least 1 month before the proposed break in training. The DOT/DOAT will confirm whether they support the break and will forward it to the relevant Branch Training Committee (BTC) or delegated committee for approval. The BTC will send it to the College.

**Fellows-in-training** please submit this form to your DOAT who will confirm whether they support the break in training. The DOAT will forward it to the College.

**Email:** [training@ranzcp.org](mailto:training@ranzcp.org); **fax:** +61 3 9642 5652; **post:** RANZCP, Training, 309 La Trobe Street, Melbourne VIC 3000, Australia.

**Breaks in training may affect your fees. For further information, refer to the [Leave & Interruptions to Training Policy and Procedure](#) and the training fee schedule.**

Name

RANZCP ID

Training zone

Trainees without a training zone will need to apply directly to the Committee for Training (CFT).

## BREAK IN TRAINING DETAILS

Start date

Expected end date

**Note:** a break in training must have a specified end date and can only be approved for 1 year at a time. A new form must be submitted if you wish to extend the break beyond the nominated date or beyond 1 year.

Reason for break

## APPLICANT DECLARATION

In requesting this break in training, I confirm:

- that I intend to complete the RANZCP Fellowship Program/Certificate of Advanced Training program
- that I am familiar with the implications that breaks in training may have under the Failure to Progress Policy and/or the 6 calendar years maximum for the Certificate of Advanced Training program
- that I am aware of the fee implications of breaks in training, as per the published fee schedule, and I will pay the relevant fees to maintain my training status with the College.

Applicant signature

Date

## DIRECTOR OF (ADVANCED) TRAINING CONFIRMATION

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Please select either Break in training or Not in training.

### Break in training request

- I support this break in training.
- I do not support this break in training.

Please forward trainee's break request to the BTC.

Or forward directly to the College for a Fellow-in-training in a Certificate of Advanced Training program.

### Not in training notification

- I am notifying the College that this trainee is not actively training from

.....  
(dd/mm/yy).

Forward directly to the College for a trainee not on an approved break in training.

DOT/DOAT name

DOT/DOAT ID

DOT/DOAT signature

Date

## BRANCH TRAINING COMMITTEE (BTC) *(Not required for Fellows-in-training)*

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The BTC must indicate their recommendation about the proposed break for final decision by the CFT if:

- the total consecutive time of a break would be longer than 2 years
- the total cumulative time of a break would exceed 5 years.

**BTC decision**

approved / supported

not approved / not supported

Reason if not approved

**Note:** A BTC cannot approve breaks in training where the trainee is not part of a training program in the BTC's jurisdiction (No Zone trainee). These applications must be submitted directly to the CFT.

BTC/delegate name

Signature

Date