

Approve an Application for a RACP Training Program

Setting/Network DPE/TPC Guide

Purpose	This guide provides guidance on how to login to the portal, review Trainee Applications, request for more information regarding an application and provide an application decision.
Intended Audience	Setting Directors of Physician Educations (DPEs)/Training Program Coordinators (TPCs) and Network DPEs/TPCs.
Context	<p>This guide is designed to help Setting DPE/TPC and Network DPE/TPC's view training applications requiring approval, and request more information or make an application decision. These instructions are relevant to new Basic Trainees who are applying to the Basic Training program for the first time.</p> <p>The TMP system has some interaction with the systems of other organisations, including APRHA and MCNZ, to confirm general medical registration. A trainee can still proceed with completing their application if they have not yet received their registration. A trainee will be confirmed as 'Provisionally Registered', if they declare that they expect to have a valid General Medical Registration by the end of the first Rotation.</p>

How to use this document:

The document is structured into 2 sections, representing 6 key Training Application learning outcomes.

To open the navigation pane in Adobe Acrobat, navigate to the left side of your screen and click on the 'arrow' icon ➤ and then the 'bookmark' icon 📒.

Section 1: Log in to the Portal

Context: Use these instructions as a DPE or TPC to log into the Training Management Platform (TMP) Portal.

1. Navigate to the TMP Portal and click on **Sign in** located on the top right corner of the screen. Refer to **Figure 1**.

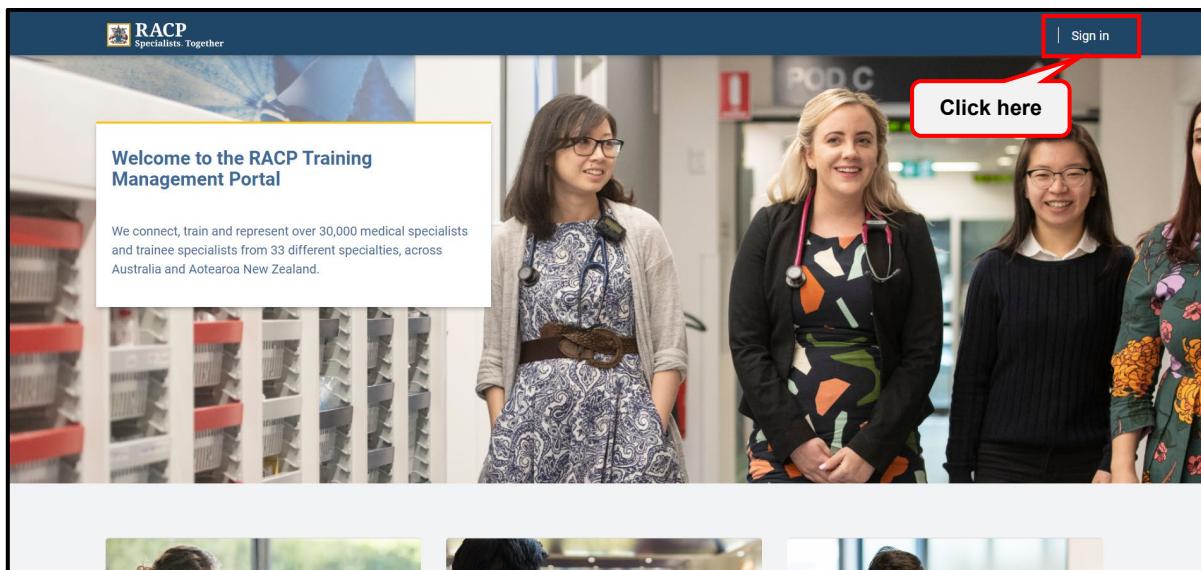
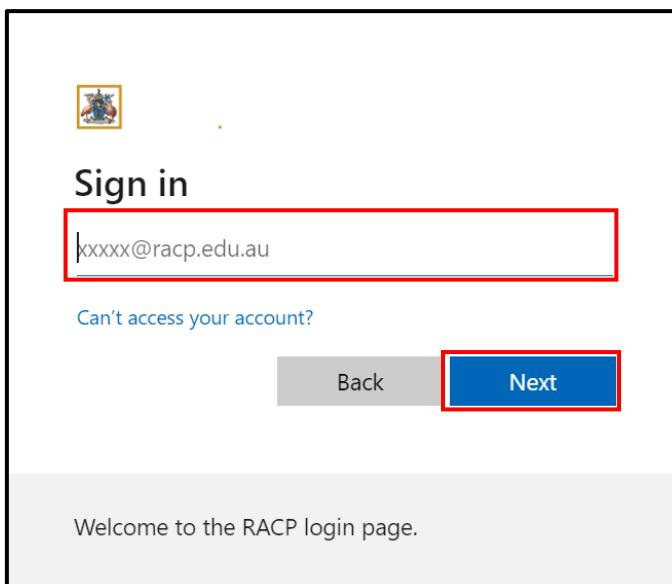


Figure 1

2. Enter your RACP User ID and click on **Next**. Refer to **Figure 2**.



Sign in

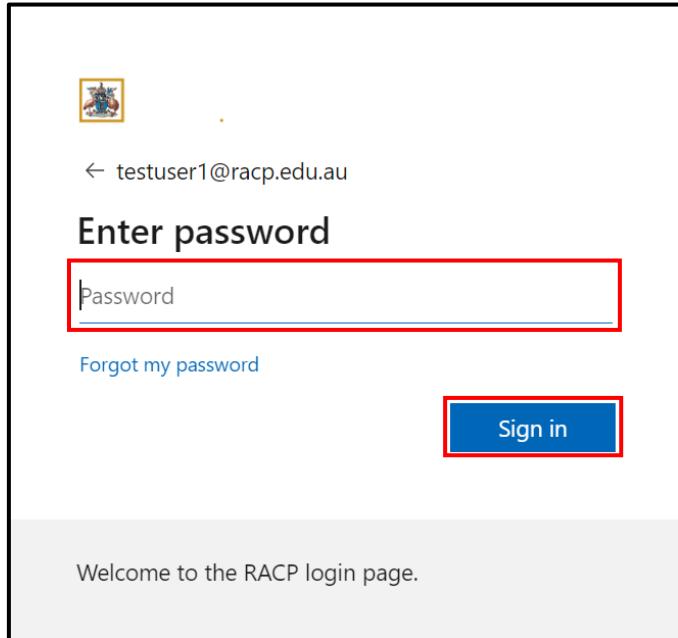
Can't access your account?

Back **Next**

Welcome to the RACP login page.

Figure 2

3. Enter your password and click **sign in**. Refer to **Figure 3**.



The screenshot shows the RACP login page. At the top left is the RACP logo. Below it is a user input field containing the email address '← testuser1@rACP.edu.au'. The main title 'Enter password' is centered above a password input field. Below the password field is a 'Forgot my password' link. At the bottom right is a blue 'Sign in' button. A red box highlights the 'Sign in' button. A gray banner at the bottom of the page says 'Welcome to the RACP login page.'

Figure 3

Section 2: View Training Applications requiring approval

Context: Once a Trainee submits their application, if you are related to a Training Setting/Network as a Setting or Network DPE/TPC against the Training Program, you are able to provide approval for the application. If there are multiple DPEs, all DPEs at the setting will be able to view all applications for their network or setting.



Note: *It is important to note that only TMP Portal users who have the following Training roles in the system can access Trainee's Applications:*

- Setting DPE
- Setting TPC
- Network DPE
- Network TPC

Please note that: Education and Rotation Supervisors are unable to access Trainees' Applications.

There are three ways with which you can review a Trainee's Application.

- A. My Trainees' Applications page – Bulk Approve Multiple Applications**
- B. My Trainee Applications page – Individual Approval**
- C. My Assigned Actions page - Individual Approval**

Section 2.1: Bulk Approve Multiple Applications

1. Click on **My Trainees** in the navigation menu. Select **My Trainees' Applications** from the dropdown menu. Refer to **Figure 4**.

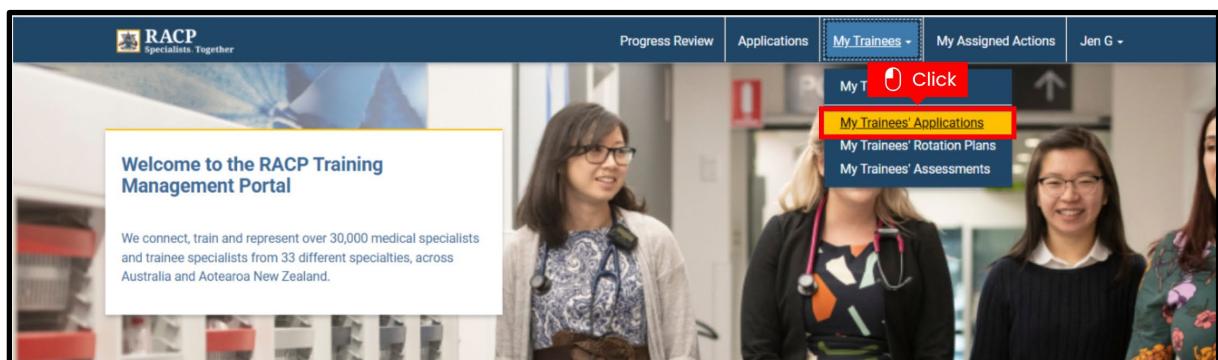


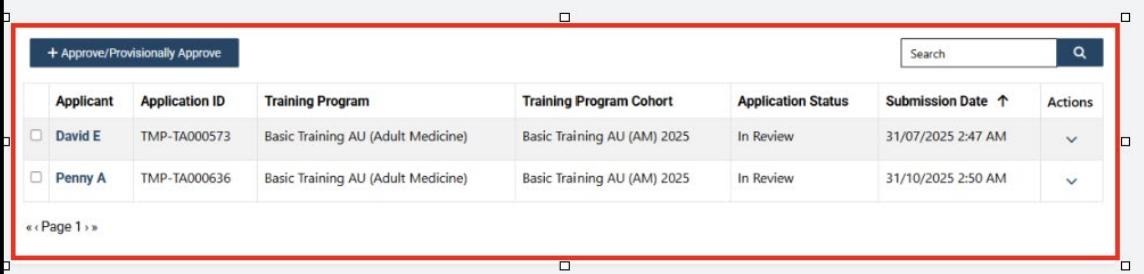
Figure 4

2. Under the **My Trainees' Applications** heading (Figure 5), see **Applications in Review** grid displaying a list of Applications made by Trainees where an application decision has not been made and the status of the Application is either:
 - In Review, or
 - Additional Information Requested.

My Trainee's Applications

Applications in Review

Applications appearing here are pending review and have not yet been finalised. To review an application, click on the down arrow under Actions and select review/edit.



<input type="button" value="+ Approve/Provisionally Approve"/> Search <input type="button" value="🔍"/>						
Applicant	Application ID	Training Program	Training Program Cohort	Application Status	Submission Date ↑	Actions
<input type="checkbox"/> David E	TMP-TA000573	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	In Review	31/07/2025 2:47 AM	<input type="button" value="▼"/> <input type="button" value=""/>
<input type="checkbox"/> Penny A	TMP-TA000636	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	In Review	31/10/2025 2:50 AM	<input type="button" value="▼"/> <input type="button" value=""/>

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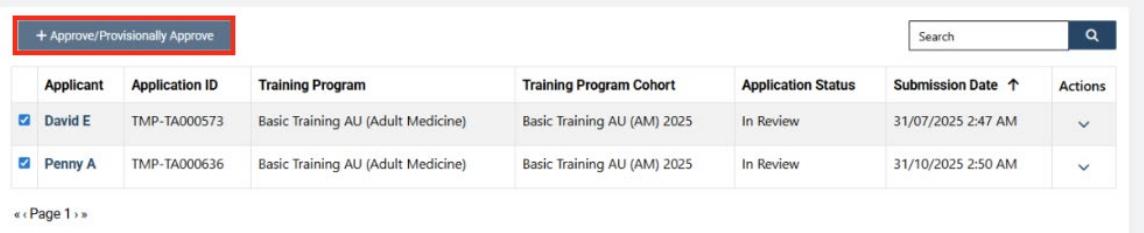
Figure 5

This option will automatically check and confirm **Eligibility Criteria** such as General Medical Registration status and Eligible Position and allow up to 10 approvals to be done at the same time.

3. Checkbox on the Trainees you wish to approve.
4. Scroll up to **+Approve/Provisionally Approve** button (Refer to Figure 6)

Applications in Review

Applications appearing here are pending review and have not yet been finalised. To review an application, click on the down arrow under Actions and select review/edit.

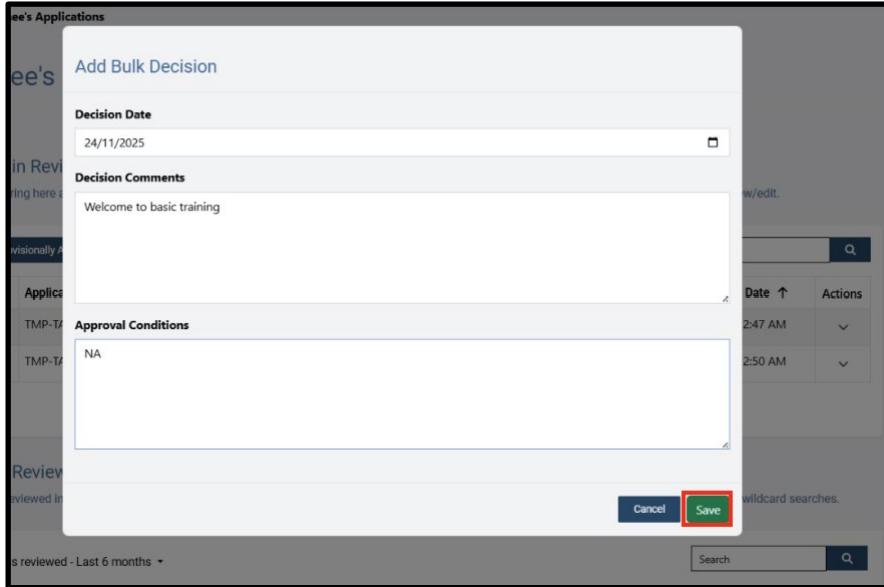


<input type="button" value="+ Approve/Provisionally Approve"/> Search <input type="button" value="🔍"/>						
Applicant	Application ID	Training Program	Training Program Cohort	Application Status	Submission Date ↑	Actions
<input checked="" type="checkbox"/> David E	TMP-TA000573	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	In Review	31/07/2025 2:47 AM	<input type="button" value="▼"/> <input type="button" value=""/>
<input checked="" type="checkbox"/> Penny A	TMP-TA000636	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	In Review	31/10/2025 2:50 AM	<input type="button" value="▼"/> <input type="button" value=""/>

« Page 1 »

Figure 6

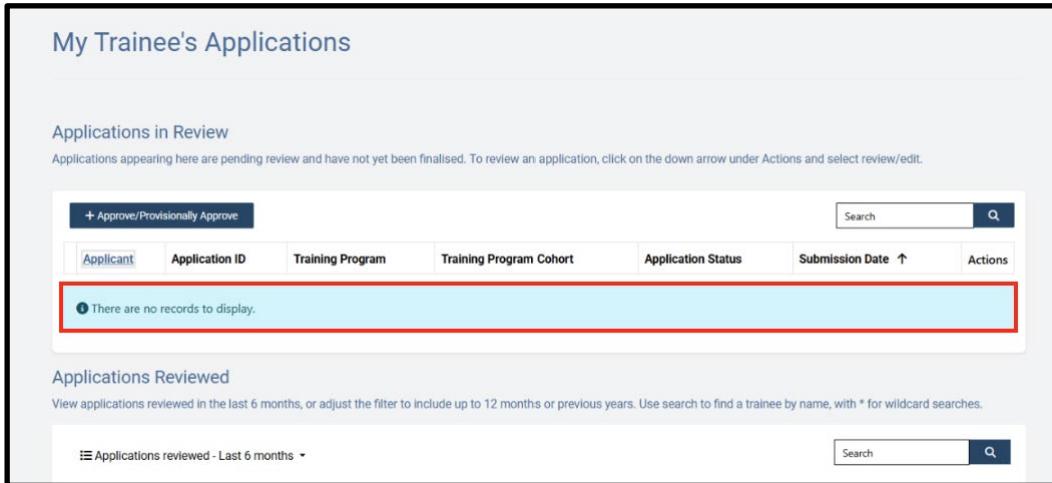
5. **Add Bulk Decision** window opens
6. Add Decision Date
7. Add Decision Comment
8. Add Approval Conditions if required
9. Save (See Figure 7)



The screenshot shows the 'Add Bulk Decision' window. It contains fields for 'Decision Date' (set to 24/11/2025), 'Decision Comments' (containing the text 'Welcome to basic training'), and 'Approval Conditions' (set to 'NA'). At the bottom right, there are 'Cancel' and 'Save' buttons, with 'Save' being highlighted with a red box.

Figure 7

After saving, the **Add Bulk Decision** window will close, and you will be returned to the **My Trainee Applications** page (Refer to Figure 8).



The screenshot shows the 'My Trainee's Applications' page. It has two main sections: 'Applications in Review' and 'Applications Reviewed'. The 'Applications in Review' section has a message: 'There are no records to display.' The 'Applications Reviewed' section has a message: 'Applications reviewed - Last 6 months'.

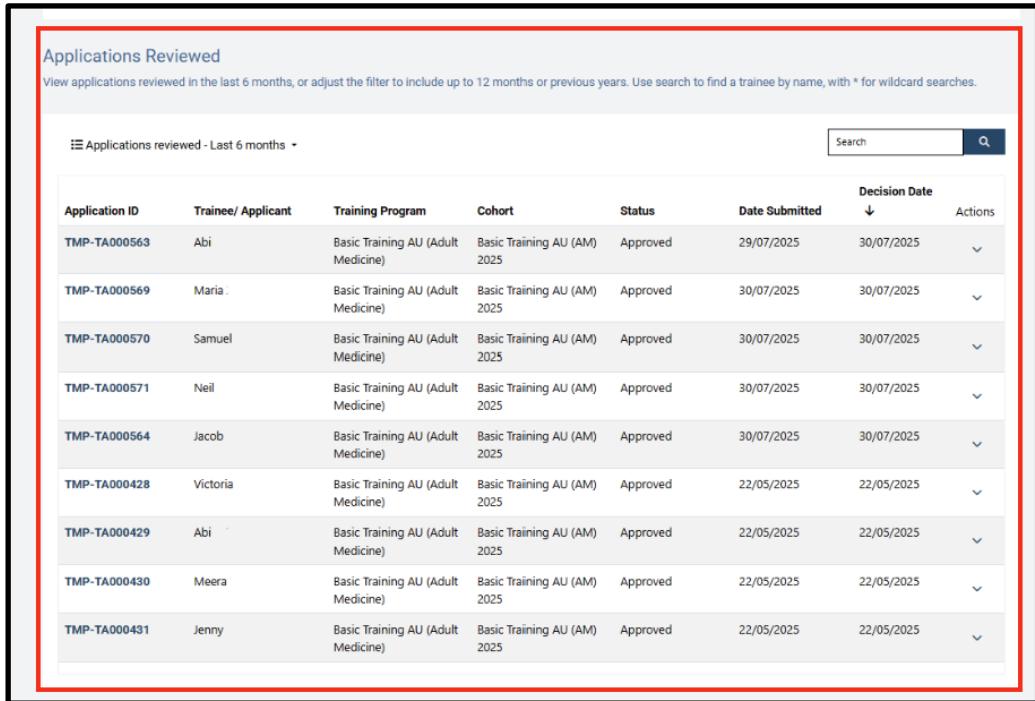
Figure 8



Note: The Trainees will then be notified of their Application Outcome.

If additional information has been requested for an application, you will still be able to review and provide a decision outcome.

To view previously reviewed applications, scroll to the bottom half of the page and search as required under **Applications Reviewed** dashboard Refer to Figure 9).



Applications Reviewed

View applications reviewed in the last 6 months, or adjust the filter to include up to 12 months or previous years. Use search to find a trainee by name, with * for wildcard searches.

☰ Applications reviewed - Last 6 months -

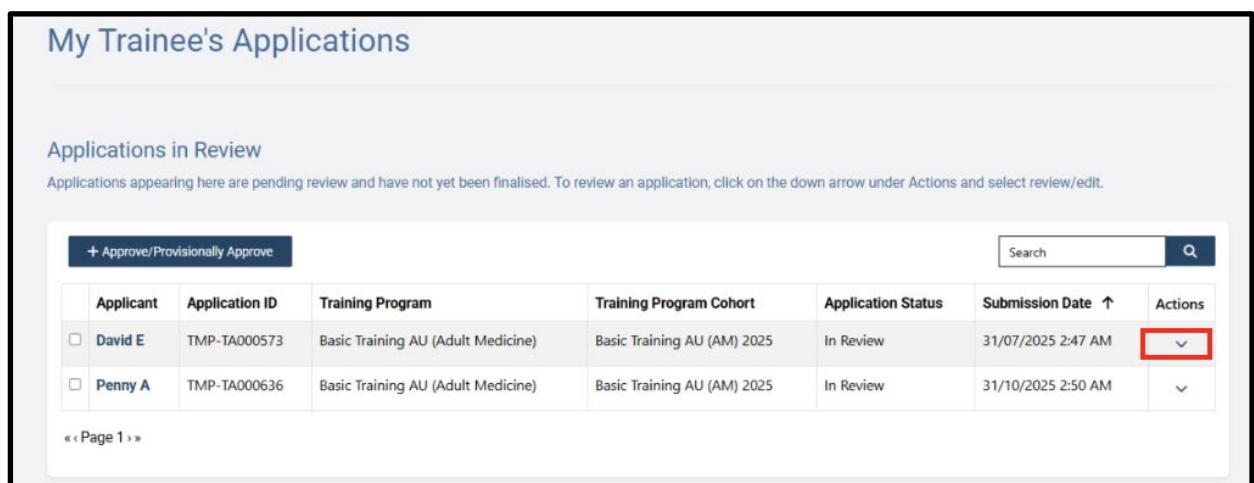
Search 🔍

Application ID	Trainee/ Applicant	Training Program	Cohort	Status	Date Submitted	Decision Date	Actions
TMP-TA000563	Abi	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	29/07/2025	30/07/2025	▼
TMP-TA000569	Maria	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	30/07/2025	30/07/2025	▼
TMP-TA000570	Samuel	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	30/07/2025	30/07/2025	▼
TMP-TA000571	Neil	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	30/07/2025	30/07/2025	▼
TMP-TA000564	Jacob	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	30/07/2025	30/07/2025	▼
TMP-TA000428	Victoria	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	22/05/2025	22/05/2025	▼
TMP-TA000429	Abi	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	22/05/2025	22/05/2025	▼
TMP-TA000430	Meera	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	22/05/2025	22/05/2025	▼
TMP-TA000431	Jenny	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	Approved	22/05/2025	22/05/2025	▼

Figure 9

Section 2.2 Individual Approval via My Trainee's Applications

1. Under **My Trainee's Applications** page, select Trainee to individually review.
2. Click on the downward facing arrow under the **Actions** column and select **Edit** in line with which Application you would like to review. Refer to **Figure 10**



My Trainee's Applications

Applications in Review

Applications appearing here are pending review and have not yet been finalised. To review an application, click on the down arrow under Actions and select review/edit.

+ Approve/Provisionally Approve 🔍

Applicant	Application ID	Training Program	Training Program Cohort	Application Status	Submission Date ↑	Actions
<input type="checkbox"/> David E	TMP-TA000573	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	In Review	31/07/2025 2:47 AM	▼
<input type="checkbox"/> Penny A	TMP-TA000636	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	In Review	31/10/2025 2:50 AM	▼

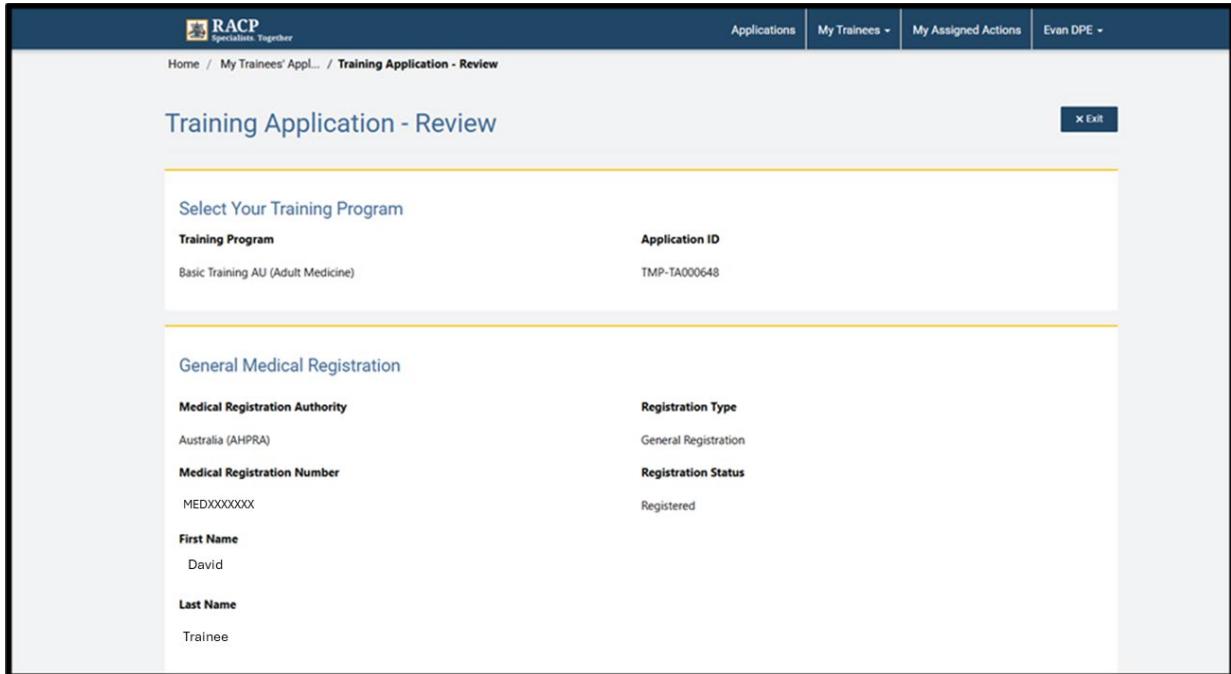
« « Page 1 » »

Figure 10

A new page will open with a header titled '**My Trainee Application – Review**'. View the application details in each section of this page. (Refer to Figure 11). The information entered by the trainee will include their personal details, General Medical Registration details and how they meet the eligibility criteria.



Note: *Medical Registration details will be verified by AHPRA or MCNZ (as appropriate).*



Training Application - Review

Home / My Trainees' Appl... / Training Application - Review

Exit

Select Your Training Program

Training Program	Application ID
Basic Training AU (Adult Medicine)	TMP-TA000648

General Medical Registration

Medical Registration Authority	Registration Type
Australia (AHPRA)	General Registration

Medical Registration Number	Registration Status
MEDXXXXXXX	Registered

First Name
David

Last Name
Trainee

Figure 11

Section 2.2.1 Confirm Eligibility

Under Eligibility Criteria section please review criteria entered for **Eligible Position** criteria. Confirm that the criteria is met by hovering over the **Actions** button and selecting **Edit details**. Refer to Figure 12.

Eligibility Criteria

Application Eligibility Requirement

Name	Description	Criteria Response	Eligibility Criteria Status	Actions
Basic Training AU (AM) 2025 - Eligible training position	Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or network.	I have been appointed to a Basic Training position at Hobart General.	Provided	<input type="button" value="▼"/>
Basic Training AU (AM) 2025 - Medical registration	Trainees must hold either: general medical registration with the Medical Board of Australia if applying in Australia; or a medical registration with a general scope of practice with the Medical Council of New Zealand and a practising certificate if applying in Aotearoa New Zealand.	Met	Met	<input type="button" value="▼"/>

Declaration

I acknowledge that it is my responsibility as a self-directed learner to be aware of the curricula and training requirements; and to comply with training deadlines.

Figure 12

A new window will open. You will be required to change the eligibility criteria status from **Provided** to **Met**. Refer to **Figure 13**.

Edit details

Eligibility Criteria Details

Name *
Basic Training AU (AM) 2025 - Eligible training position

Description
Please confirm that you have been appointed to a Basic Training position in an RACP-accredited training setting or network.

Criteria Response *
I have been appointed to a Basic Training position at Hobart General.

Eligibility Criteria Status

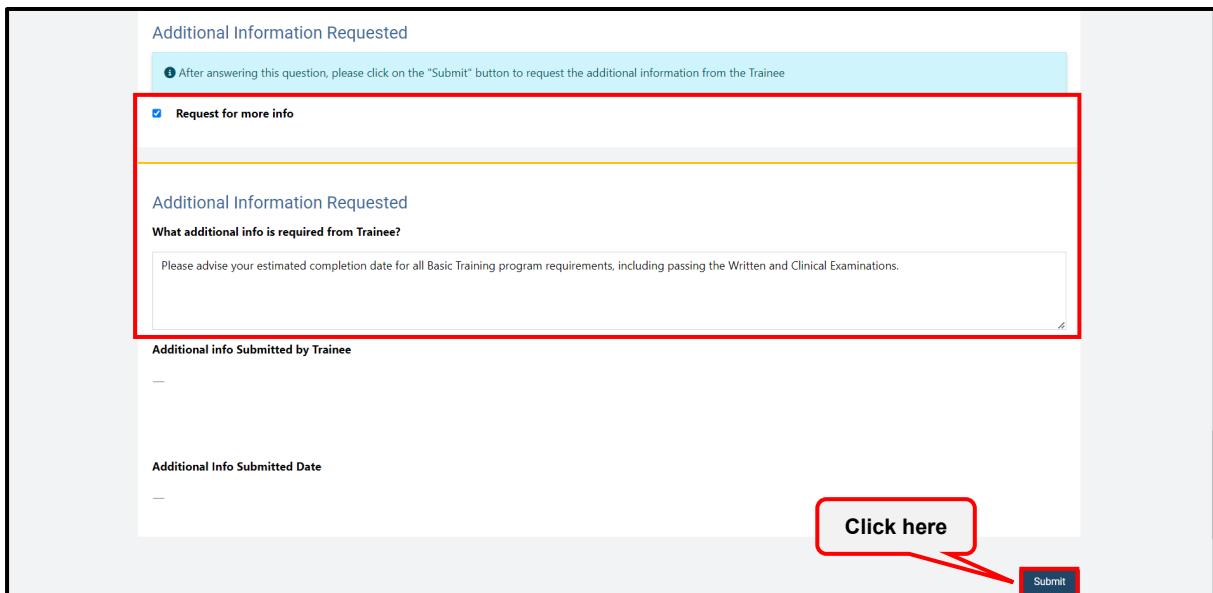
Met	<input type="button" value="▼"/>
Select	<input type="button" value="▼"/>
Met	<input type="button" value="▼"/>
Partially Met	
Not Met	
Provided	
Not Provided	
Not Assessed	

Figure 13

Scroll down to click on **Submit** to progress to the next stage if all criteria is met. If not, you can request more information from the Applicant.

Section 2.2.2 Request for more information (if required)

3. Scroll down to the **Additional Information Requested section**. Refer to **Figure 14**.
 - i. If more information is still required, leave the checkbox next to '**Request for more info**' selected.
 - a. Populate the field '**What additional info is required from Trainee?**'
 - b. Click on **Submit**.



Additional Information Requested

After answering this question, please click on the "Submit" button to request the additional information from the Trainee

Request for more info

Additional Information Requested

What additional info is required from Trainee?

Please advise your estimated completion date for all Basic Training program requirements, including passing the Written and Clinical Examinations.

Additional info Submitted by Trainee

Additional Info Submitted Date

Click here

Submit

Figure 14



Note: The Trainee will then be notified that they need to provide more information related to their application.

Section 2.1.3 Make Application decision

- ii. If you are satisfied that no further information is required for this application, **deselect the checkbox next to 'Request for more info'**. Refer to **Figure 15**.
 - a. Provide an **Application Decision** (either Approved, Provisionally Approved, or Rejected) by clicking on the dropdown menu and making your selection.
 - b. Populate the **Decision Comments** and **Approval Conditions** if relevant.
 - c. Click on **Submit** once form complete. Refer to **Figure 16**.

Additional Information Requested

After answering this question, please click on the "Submit" button to request the additional information from the Trainee

Request for more info

Decision Outcome

Application Decision

Approved

Decision Comments

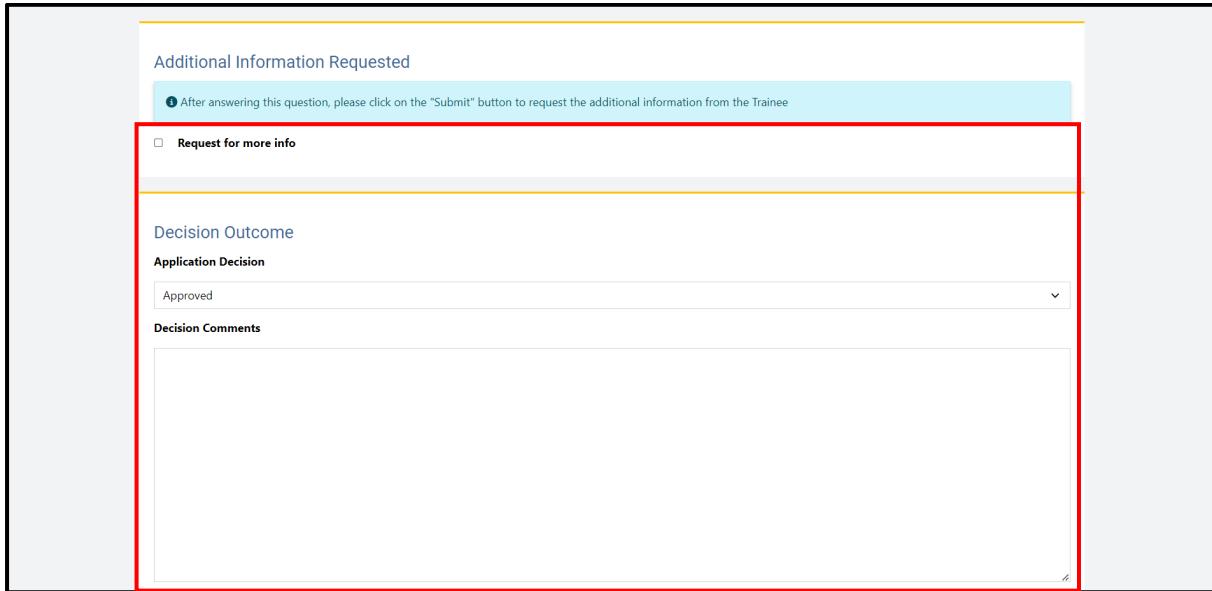


Figure 15

Approval Conditions

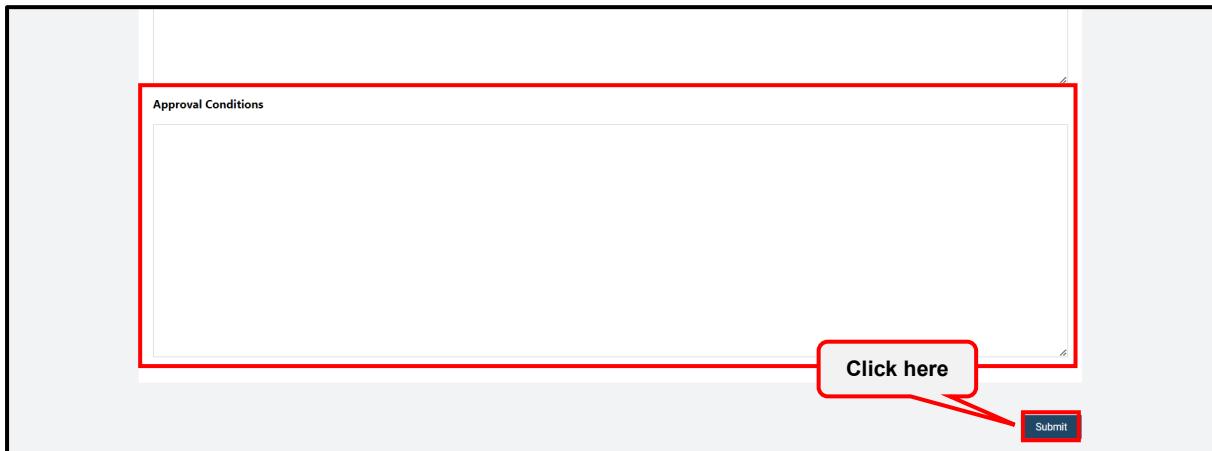


Figure 11



Note: The Trainee will then be notified of their Application Outcome.

If additional information has been requested for an application, you will still be able to review and provide a decision outcome.

Section 2.3 Individual Approval via My Assigned Actions

To view Trainee's Applications that require approval using option B (via My Assigned Actions page), follow the below steps:

1. Click on **My Assigned Actions** in the **navigation bar**.

2. Click on the **Applications** tab.
3. **Follow steps 3-5 under 'View Training Applications requiring approval'** in this guide to review, request for additional information, or make an application outcome decision.

Section 3: Summary of Outcomes

The **Training Application & Registration Guide** is now complete. You now have instructions to:

- Login to the Portal as a Supervisor
- View Training Applications and make a bulk decision via the My Trainees' Applications page
- View an individual application requiring approval via the My Trainees' Applications
- Request for more information
- Make an application decision
- View Training Applications requiring approval via the My Assigned Actions page