



# Approve an Application for a RACP Training Program

## Setting/Network DPE/TPC Guide

<b>Purpose</b>	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.
<b>Intended Audience</b>	Setting Directors of Physician Educations (DPEs)/Training Program Coordinators (TPCs) and Network DPEs/TPCs.
<b>Context</b>	<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 <b>'Provisionally Registered'</b>, if they declare that they expect to have a valid <b>General Medical Registration</b> by the end of the first Rotation.</p>

### How to use this document:

The document is structured into 2 sections, representing 5 key Training Application & Registration 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 .



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# RACP

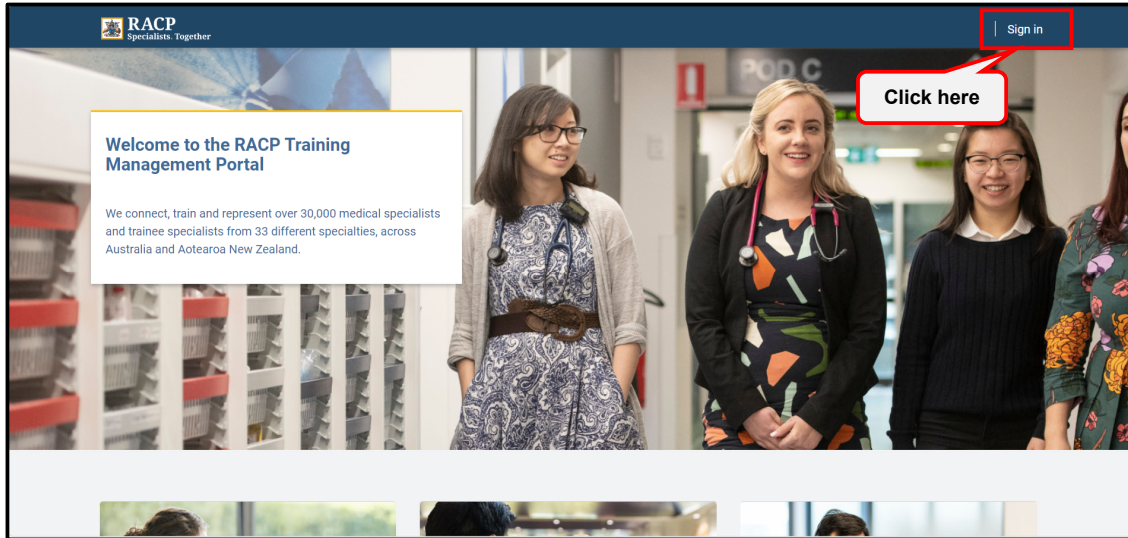
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## Section 1: Log in to the Portal

**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**.

*Figure 2*

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



← testuser1@racp.edu.au

### Enter password

[Forgot my password](#)

[Sign in](#)

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.

**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.

Please note that once a training application is approved, DPEs will no longer have access to the application. Once a trainee submits a **rotation plan**, DPEs/supervisors will be able to view the trainees' records under 'My trainees' in the menu bar.

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

**A. My Trainees' Applications page**

**B. My Assigned Actions page**

To view Trainee's Applications that require approval using option A, follow the below steps.

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

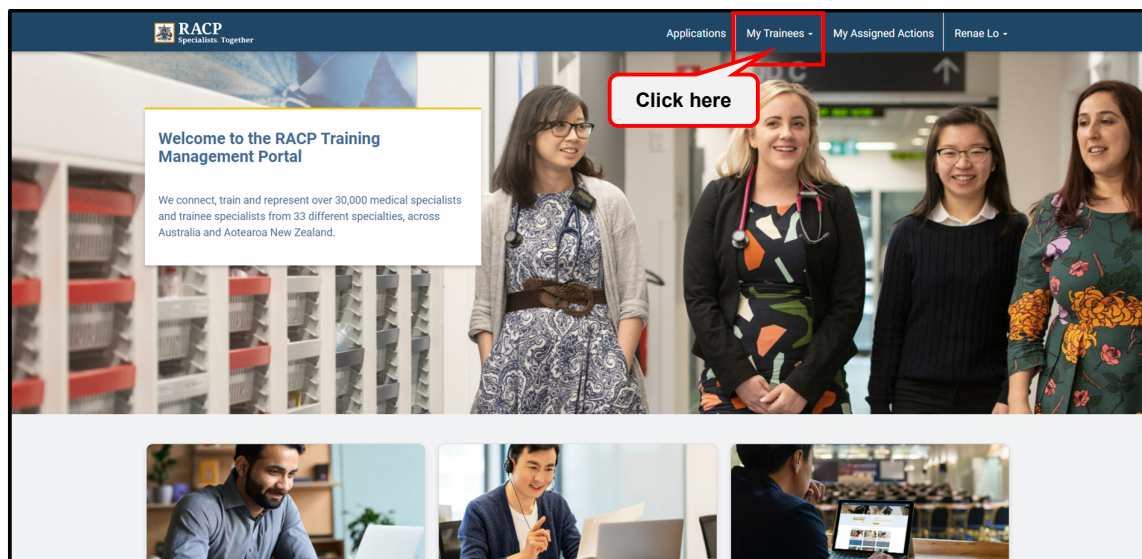


Figure 4

2. Under the **My Trainees' Applications** heading, observe a 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. Refer to **Figure 5**.


## Section 2.1: Confirm Eligibility Criteria

1. 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 5**.

Application ID	Trainee/Applicant	Training Program	Training Program Cohort	Submitted On ↑	Application Status	Actions
TMP-TA001018	Jerry Lewis	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	04/10/2024	Additional Information Requested	⌵
TMP-TA001011	xxxNoorasyikin Binti xxxMohamed Arifin	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	08/10/2024	Additional Information Requested	⌵
TMP-TA001058	xxxNareshraja xxxJanardanan	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	09/10/2024	In Review	⌵
TMP-TA001113	Light bulb	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	15/10/2024	In Review	⌵
TMP-TA000002	Learning Course	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	16/10/2024	In Review	⌵
TMP-TA000005	Unicorn Cupcake	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	16/10/2024	In Review	⌵
TMP-TA000003	Cmon Aussie	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	16/10/2024	In Review	⌵
TMP-TA001123	New Contact	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	16/10/2024	In Review	⌵

**Figure 5**

2. 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 6**. 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).

**My Trainee Application - Review** ✕ Exit

---

Select Your Training Program

<b>Application ID</b>	<b>Training Program *</b>
TMP-TA001018	Basic Training AU (Adult Medicine)

---

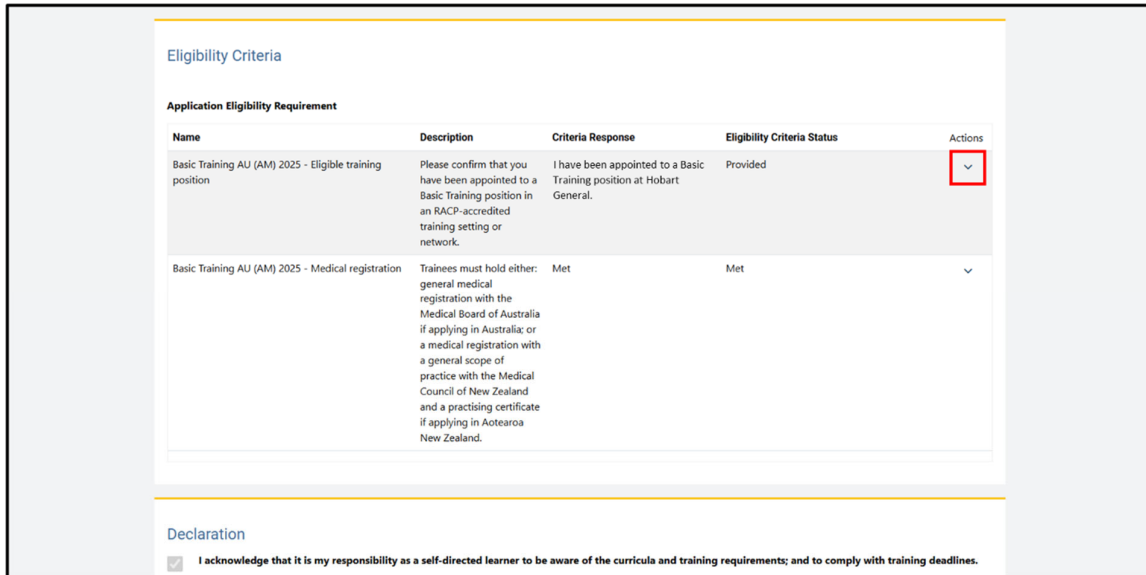
General Medical Registration

<b>Medical Registration Authority *</b>	<b>Registration Type</b>
Australia (AHPRA)	General Registration
<b>Medical Registration Number *</b>	<b>Registration Status</b>
MED0001193614	Registered
<b>First Name *</b>	
Ranah	

**Figure 6**

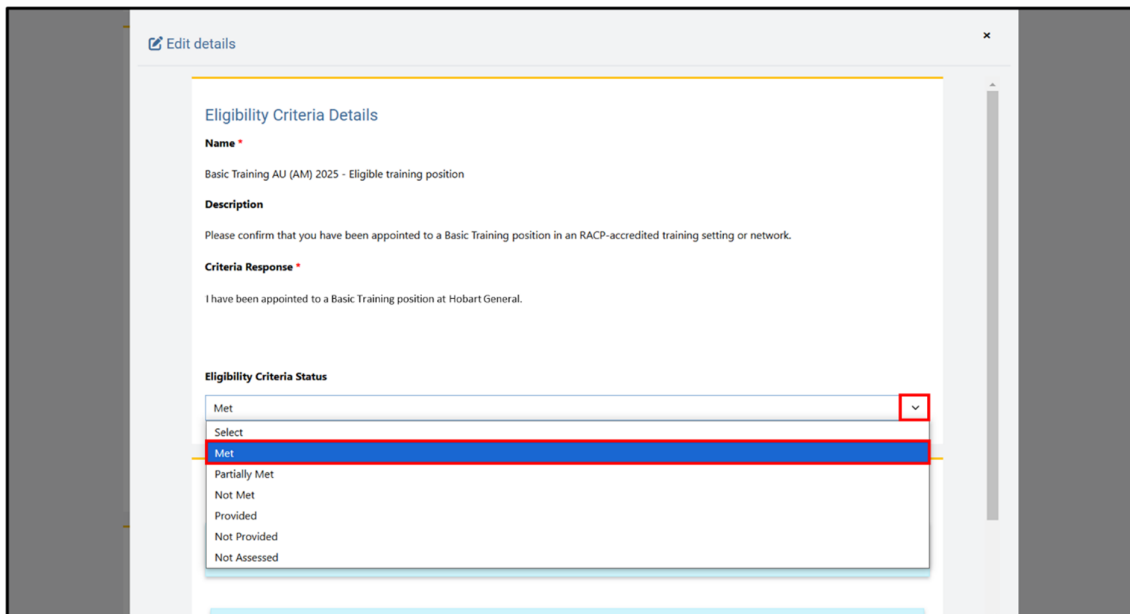


Under Eligibility Criteria section please review criteria entered for **Eligible Position** criteria. Confirm that the criteria is met by hovering over the **Actions** button and selecting **Edit details**. Refer to **Figure 7**.



**Figure 7**

A new window will open. Change the eligibility criteria status from **Provided** to **Met**. Refer to **Figure 8**.



**Figure 8**

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: Request for more information

3. Scroll down to the **Additional Information Requested** section. Refer to **Figure 9**.
  - 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 9**



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

## Section 2.2: 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 10**.
  - 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 11**.





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 10

Approval Conditions

Click here

Submit

Figure 11

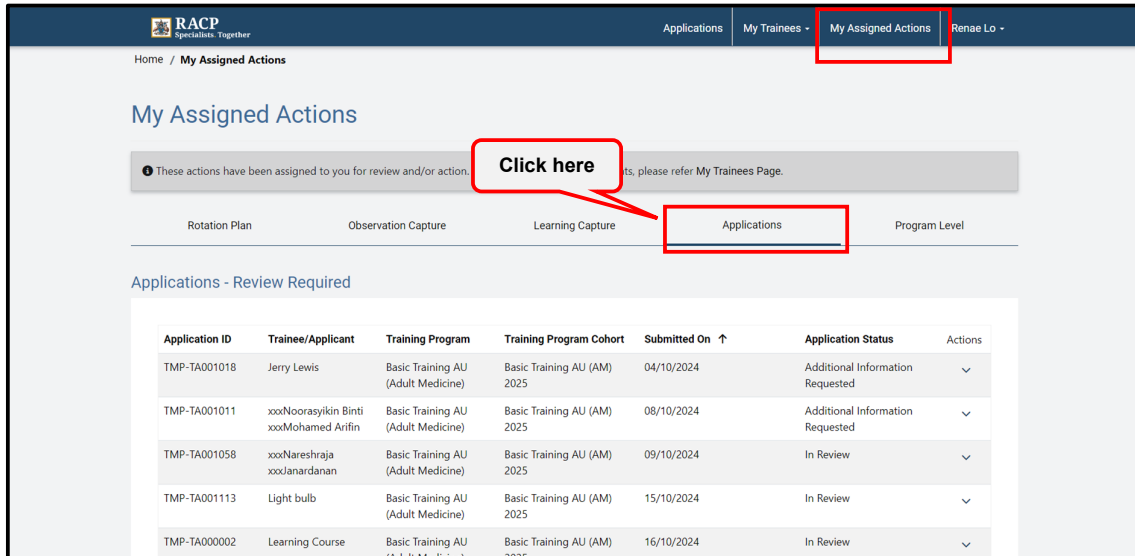


**Note:** The Trainee will then be notified of their Application Outcome.

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

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. Refer to **Figure 12**.



Home / My Assigned Actions

My Assigned Actions

These actions have been assigned to you for review and/or action. [Click here](#) for more information. If you have any questions, please refer My Trainees Page.

Rotation Plan    Observation Capture    Learning Capture    **Applications**    Program Level

Applications - Review Required

Application ID	Trainee/Applicant	Training Program	Training Program Cohort	Submitted On ↑	Application Status	Actions
TMP-TA001018	Jerry Lewis	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	04/10/2024	Additional Information Requested	⌵
TMP-TA001011	xxxNoorasyikin Binti xxxMohamed Arifin	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	08/10/2024	Additional Information Requested	⌵
TMP-TA001058	xxxNareshraja xxxJanardanan	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	09/10/2024	In Review	⌵
TMP-TA001113	Light bulb	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	15/10/2024	In Review	⌵
TMP-TA000002	Learning Course	Basic Training AU (Adult Medicine)	Basic Training AU (AM) 2025	16/10/2024	In Review	⌵

*Figure 12*

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.



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## 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 requiring approval via the My Trainees' Applications page
- View Training Applications requiring approval via the My Assigned Actions page
- Request for more information
- Make an application decision