



INITIAL APPLICATION FOR ACCREDITATION

PROCESS 2.1

Approved by PAC: 2015

Last Amended: August 2026

Next Review: August 2029

RELATED POLICY

Prevocational Training Provider Allocation Status Policy 1.3

PURPOSE

This document outlines the process for organisations seeking initial accreditation as a provider of prevocational medical training programs for PGY1 and PGY2 doctors.

SCOPE

A prevocational training provider may be granted full accreditation (up to 4 years) where it can demonstrate its capacity to meet all requirements set out in the National Standards and requirements for prevocational (PGY1 and PGY2) training programs and terms.

Providers may apply for either:

- **Primary Allocation Accreditation Status;** or
- **Secondment Allocation Accreditation Status.**

Applicants must meet the eligibility and service delivery requirements relevant to their proposed accreditation status as outlined in the Service Delivery Allocation Status Policy.

PROCESS DESCRIPTION

The accreditation process follows the timeframes outlined in the **Full Survey Process** and includes the following steps:

1. Expression of Interest

The training provider submits a written request to the Prevocational Accreditation Committee (PAC) seeking approval to become a prevocational training provider and to train PGY1 and/or PGY2 doctors for the first time.

2. Application Invitation

The PAC advises the training provider in writing of the requirement to complete a Prevocational Accreditation Application Form.

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3. Application Submission

The training provider completes and submits the application form together with any supporting documentation to the PAC.

4. Application Review

The PAC reviews the application and supporting evidence to assess the training provider's readiness to become an accredited training provider.

5. Outcome

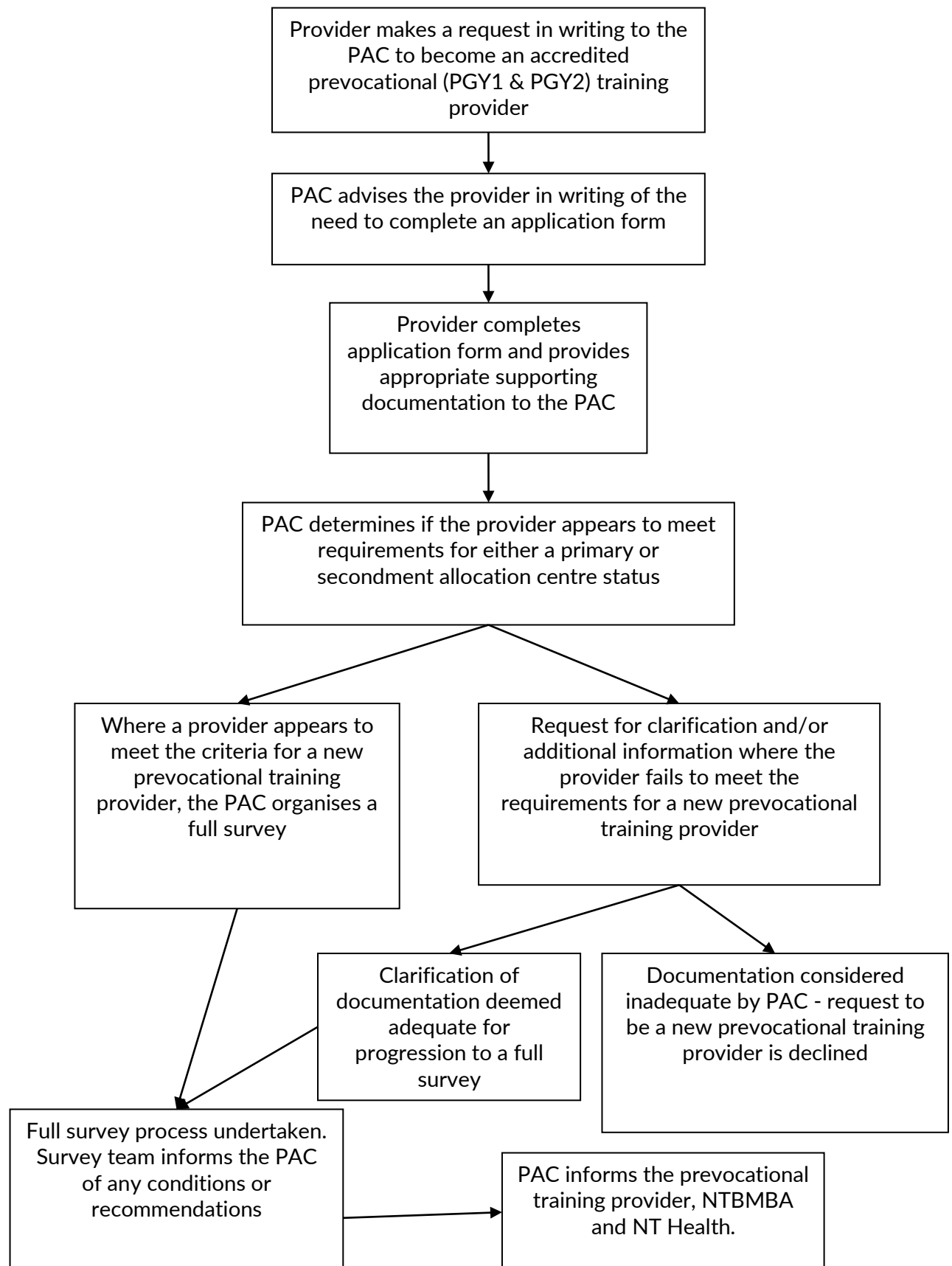
Following review the PAC will either:

- a. Support the application and advise the training provider that a full accreditation survey is required. The Full Survey Process will then be initiated; or
- b. Request further development by advising the training provider of any areas requiring improvement or additional evidence before the application can be considered further.



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PROCESS FLOWCHART





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SUPPORTING DOCUMENTATION

1. *Prevocational Training Provider Allocation Status Policy 1.3*
2. *Accreditation Policy 1.1*

PERFORMANCE MEASURES/KPI

1. 100% of requests for initial accreditation status are managed according to this process

Process contact officer: Quality Assurance Officer