



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 a prevocational training provider to apply for a change in accreditation status from a **Secondment Allocation Provider** to a **Primary Allocation Provider** for PGY1 and PGY2 doctors.

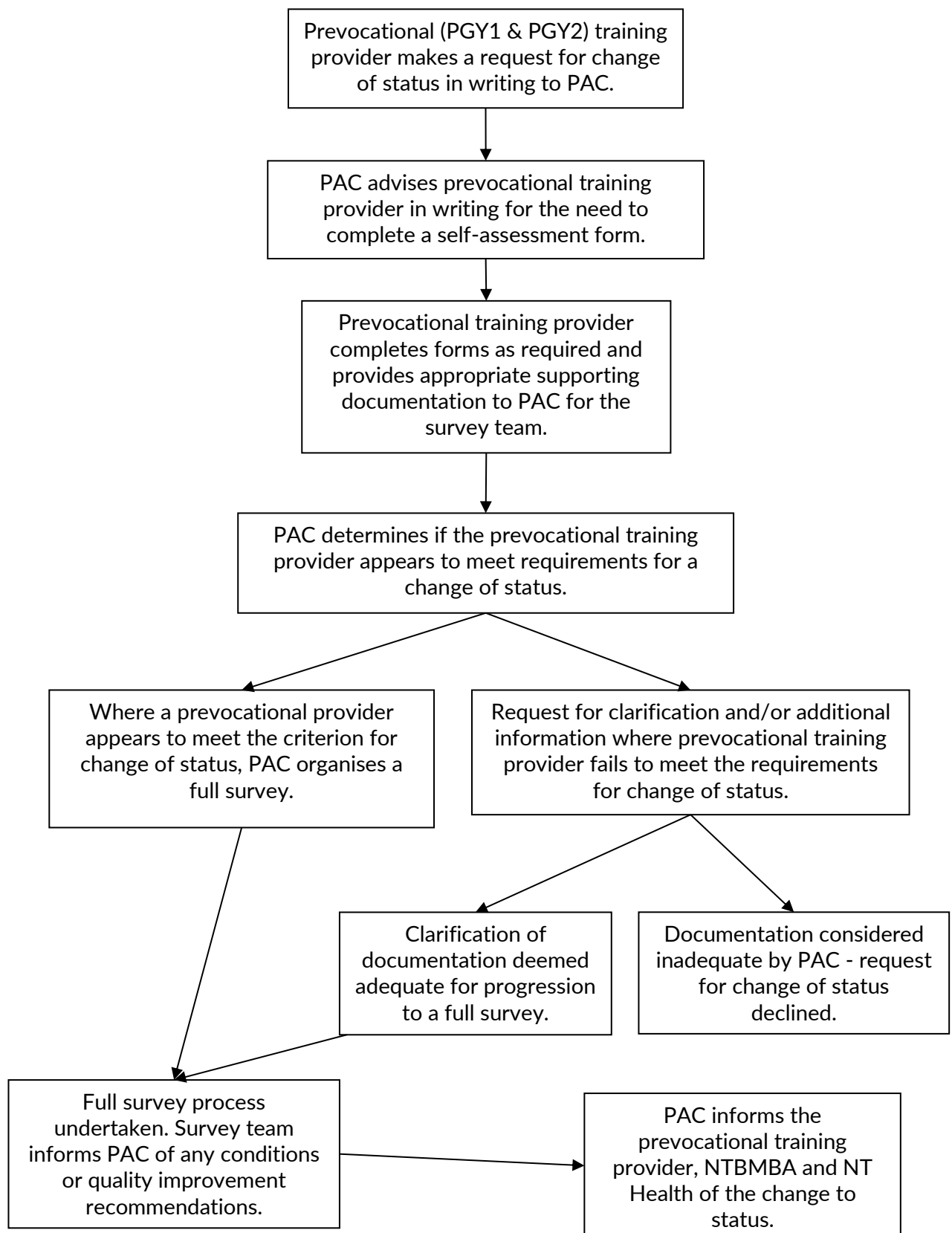
SCOPE

A prevocational training provider may be considered for a change from **Secondment Allocation Status** to **Primary Allocation Status** only where it can demonstrate its capacity to meet all relevant accreditation requirements.

Applicants must provide evidence that they comply with the National Standards and Requirements for Prevocational (PGY1 and PGY2) Training Programs and Terms including their ability to support, supervise, educate and assess prevocational doctors as a primary allocation provider.



PROCESS FLOWCHART



APPLICATION - CHANGE OF ACCREDITATION STATUS



PROCESS

The timeframe for this process aligns with the Full Survey Process.

- 1. Application Request**
The prevocational training provider submits a written request to the Prevocational Accreditation Committee (PAC) seeking a change from Secondment Allocation Status to Primary Allocation Status.
- 2. Self-Assessment**
PAC advises the provider to complete a self-assessment form and submit supporting evidence.
- 3. Submission of Evidence**
The provider submits the completed self-assessment and supporting documentation demonstrating its ability to:
 - Deliver the compulsory terms required for full intern registration (where applicable);
 - Meet the National Standards and Requirements for Prevocational (PGY1 and PGY2) Training Programs and Terms; and
 - Provide appropriate supervision, orientation, assessment, education and support for prevocational doctors.
- 4. Review of Documentation**
The PAC reviews the submission to determine whether there is sufficient evidence to proceed to a full accreditation survey.

If additional information is required the provider will be asked to submit further clarification or supporting evidence.
- 5. Full Survey**
Once the PAC is satisfied that the application is adequately supported, a full accreditation survey will be conducted in accordance with the accreditation process.
- 6. Decision on Application**
If the evidence remains insufficient to support the requested change in status, PAC may decline the application. The provider will be advised in writing of the decision and any areas requiring improvement.
- 7. Notification of Outcome**
Following completion of the full survey process, PAC will advise the provider, NT Health and the Medical Board of Australia (NT) of the accreditation decision.

APPLICATION - CHANGE OF ACCREDITATION STATUS



SUPPORTING DOCUMENTATION

1. *Prevocational Training Provider Allocation Status Policy 1.3*
2. *Accreditation Policy 1.1*
3. *Prevocational Accreditation Form 3*

PERFORMANCE MEASURES/KPI

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

Process contact officer: Quality Assurance Officer