**EXTERNSHIP PROPOSAL**

Complete this Proposal form and submit to the College for approval by the Training and Credentials Committee **before** undertaking Externship Training to [examinations@anzcvs.org.au](mailto:examinations@anzcvs.org.au).

To: The Training and Credentials Committee

**Re: Externship Supervision**

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| Proposed Externship Supervisor Name: |  |

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| Proposed Externship Supervisor Qualifications: |  |

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| **Name** of Proposed *Externship Training* Institution: |  |

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| **Address** of Proposed *Externship Training* Institution: |  |

**I agree to act as an Externship Supervisor for primary discipline training for:**

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| Fellowship Candidate Name: |  |

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| Fellowship Subject: |  |

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| **Name** of *Primary Training* Institution: |  |

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| **Address** of *Primary Training* Institution: |  |

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| **Date Range** | **Days and Hours**  Attending 5 days per week for at least 38-40 hours per week as specified in the subject guidelines.  **\***Any deviation to a 5-day week **must** **have prior approval** from the ACE-Training and Credentials | **Additional Information**  **\***If it is not possible to complete a 5-day, 38–40-hour week or if days are non-consecutive, provide a rationale for the deviation in this column. Where there is a team of specialists in the discipline, a secondary supervisor may be nominated to provide continuous training. |
| ***Example 1:***  *06/01/25-17/01/25* | *Mon-Fri, 8am-5pm,*  *40 hours each week* |  |
| ***Example 2****:*  *21/4/25 – 02/05/25* | *\*Mon – Fri, 8am – 6pm* | *Friday 25 April 2025 is a public holiday, but hours worked over the 2 weeks will be equivalent to more than 38-40h per week.* |
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| **Total Weeks (Days & Hours)** |  | |
| ***Example1:***  ***Example 2:*** | *2 weeks (10 days, 80 hours)*  *\*2 weeks (9 days, 81 hours)* | |

I hereby attest that the Candidate will train full time (attending five days for at least 38-40 hours per week as specified in the subject guidelines) under my direct supervision and maintain an appropriately formatted activity log of cases seen on Externship. I currently work at least 25 hours per week practicing in the Candidate’s primary specialist discipline and the Candidate will have access to me at least 25 hours per week whilst training.

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| Signed:  Supervisor of Externship |  |

Digital Signature Accepted

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| Date: |  |