



Australian Government

**Department of Health,
Disability and Ageing**



BONDED RETURN OF SERVICE SYSTEM (BROSS)

PARTICIPANT USER GUIDE

-CAREER PHASES-

AUGUST 2025



6. Phases

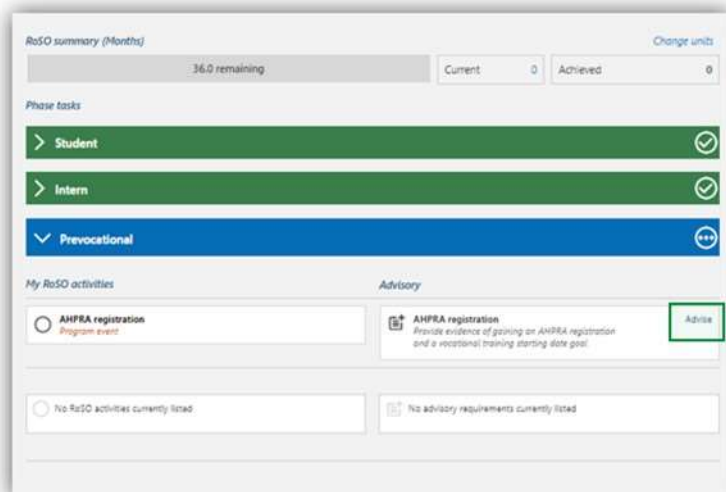
6.1 Entering Medical Course duration changes

To update your **'Prevocational'** phase with your AHPRA registration and Medicare provider number, go to your **'Manage my RoSO'** page and then under the **'Prevocational'** accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Prevocational'** button under the Program timeline.



To enter your **'AHPRA registration'** click on the **'Advise'** link under the **'Prevocational'** accordion.



In the **'Advisory: General registration with AHPRA'** page, complete all mandatory **orange** fields and upload the required evidence from AHPRA that general registration has been attained. If you are unable to provide the evidence outlined, you may provide a statutory declaration that includes all the required information.

The final field **'Vocational training goal'** is the future date that you think you will commence training with your specialty college, which can be changed at any time. If you do not intend to undertake vocational training, enter a date that falls after your Program completion date to avoid receiving automated reminders.



Click '**Submit**' once completed.

Advisory: General registration with AHPRA

The following details are required to notify the Program of attaining full general registration after completion of an internship.

AHPRA registration details

Date of AHPRA registration

Date registration notification provided

Registration number

Provider details

Please provide the Medicare number provided on registration.

Medicare provider number

Upload evidence

Upload a pdf, scan or photograph of the AHPRA registration Certificate

No documents listed

Vocational training goal

Vocational training starting date goal

6.2 Completing Student Phase

To update your '**Student**' phase with your medical course completion, go to your '**Manage my RoSO**' page and select the '**Student**' accordion.

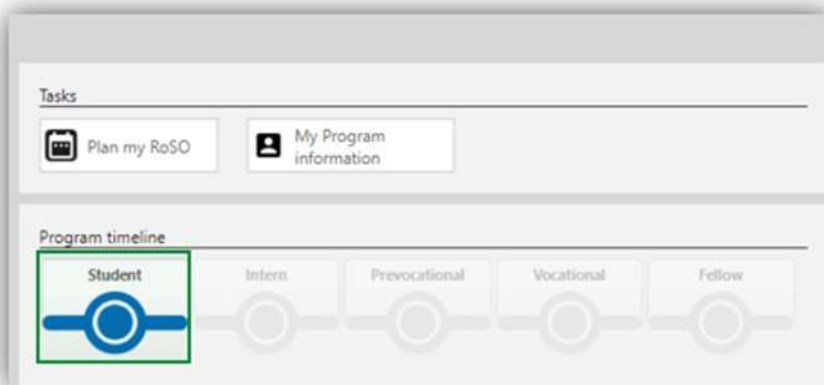
You must update in BRoSS any change which impacts on the completion time of your course of study in medicine. Evidence must be from the university confirming the change and including the following information:

- name of the bonded participant.
- date of the evidence.
- date on which the change takes effect.
- date on which the approved change of circumstances has been completed.

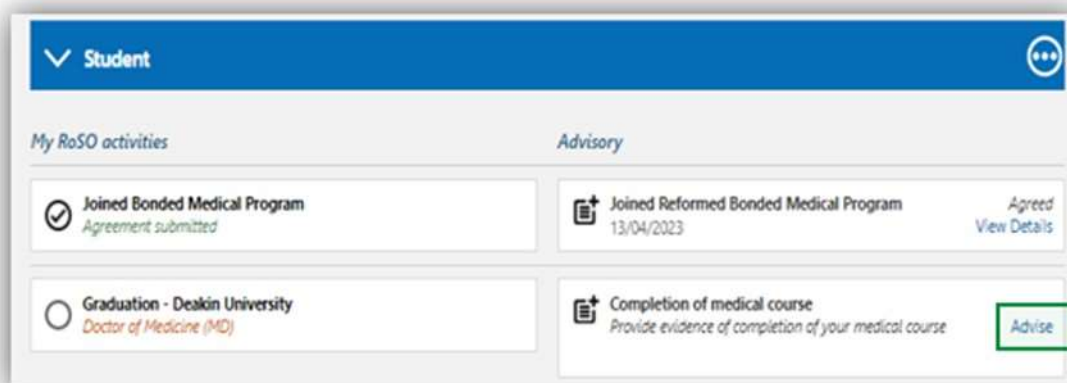


If you are unable to provide the evidence outlined, you may provide a statutory declaration that includes all the required information.

You can get to your **'Manage my RoSO'** page by clicking on the **'Student'** button under the Program timeline.



On the **'Completion of medical course'** tile click the **'Advise'** link.



In the **'Advisory: Completion of medical course'** fill in the required information, upload your evidence and click **'Submit'**.



Advisory: Completion of medical course

The following details are required to notify the Program of the successful completion of the medical course.

Dates

Date of evidence

Actual date of completion

Upload evidence
Upload evidence of course completion from the University.

Document 1: BRoSS Medical Course Completion evidence.pdf

Planned internship commencement

Internship training starting date goal

After submitting this advisory, your **'Student'** accordion will change to green with a tick and the **'Intern'** accordion will now be blue.

Phase tasks

> Student ☒

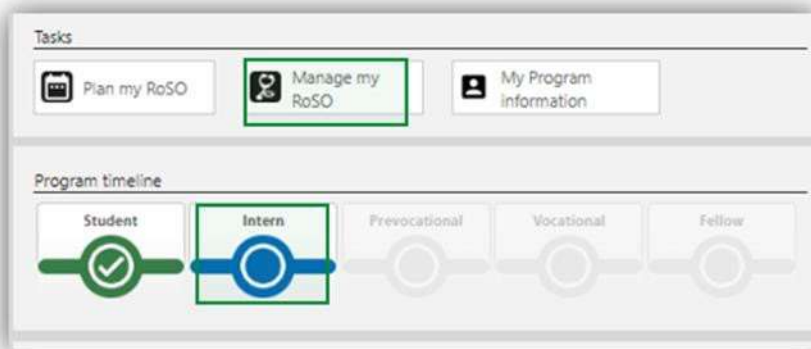
▼ Intern ☐

6.3 Entering your Internship Information

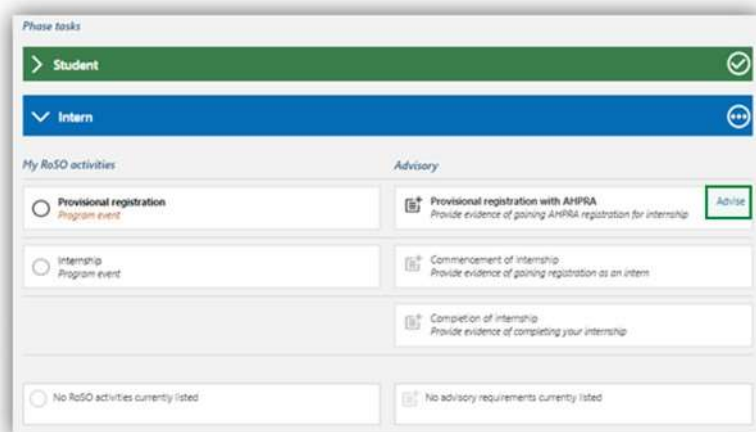
To update your **'Intern'** phase with your APHRA registration and internship details, go to your **'Manage my RoSO'** page and then select the **'Intern'** accordion. Internship and vocational training sections also have planning dates set within BRoSS. If your plans change, review your record, and amend your planned start or finish date.



You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Intern'** button under the Program timeline.



To enter your **'Provisional registration with APHRA'** click on the **'Advise'** link.



In the **'Advisory: Provisional registration with APHRA'** complete the mandatory **orange** fields and upload the required evidence from APHRA showing that provisional registration has been attained.



Click **'Submit'** once completed.

Advisory: Provisional registration with AHPRA

The following details are required to notify the Program of attainment of AHPRA provisional registration

AHPRA registration details

Date of provisional registration

Date registration notification provided

Provisional AHPRA registration number

Provider details

Please provide the Medicare number provided on registration.

Medicare provider number

Upload evidence

Upload a PDF, scan, or photograph of your AHPRA Provisional Registration Certificate.

No documents listed

You will be taken back to the **'Manage my RoSO'** page, there will now be **green** text with a tick next to the event tile.

To enter your **'Commencement of internship'** details click the **'Advise'** link.

Intern

My RoSO activities

☒ Provisional registration
Program event

☐ Internship
Program event

Advisory

☒ Provisional registration with AHPRA
25/05/2018
Advised
View Details

☒ Commencement of internship
Provide evidence of going registration as an intern

☐ Completion of internship
Provide evidence of completing your internship

In the **'Advisory: Commencement of internship'** complete the mandatory **orange** fields, adding your facility address and upload a signed contract of employment or letter of agreement from your employer, including:



- name of the bonded participant.
- commencement date of the internship.
- expected completion date of the internship.
- position name.
- facility name.
- facility address.
- number of hours employed each week.

If you are unable to provide the evidence outlined, you may provide a statutory declaration that includes all the required information.

Click **'Submit'** once completed.

You will be taken back to the **'Manage my RoSO'** page, there will now be three dots next to the event title that indicate your internship is activated.



6.4 Completing your Internship Phase

On the completion of your internship training, you will need to update your BRoSS **'Intern'** phase on your **'Manage my RoSO'** page.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Intern'** button under the Program timeline.

Click on the **'Advise'** link on the **'Completion of internship'** tile.

Enter the date you completed your internship and click **'Submit'**.

Your **'Manage my RoSO'** page will update so your **'Intern'** phase will now be **green**, and your **'Prevocational'** phase will be **blue**.



6.5 Commencing your Pre-Vocational training Phase

To update your **'Prevocational'** phase with your APFRA registration and Medicare provider number, go to your **'Manage my RoSO'** page and then under the **'Prevocational'** accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Prevocational'** button under the Program timeline.

To enter your **'APFRA registration'** click on the **'Advise'** link under the **'Prevocational'** accordion.



In the **'Advisory: General registration with AHPRA'** page, complete all mandatory **orange** fields and upload the required evidence from AHPRA that general registration has been attained. If you are unable to provide the evidence outlined, you may provide a statutory declaration that includes all the required information.

The final field **'Vocational training goal'** is the future date that you think you will commence training with your specialty college, which can be changed at any time. If you do not intend to undertake vocational training, enter a date that falls after your Program completion date to avoid receiving automated reminders.

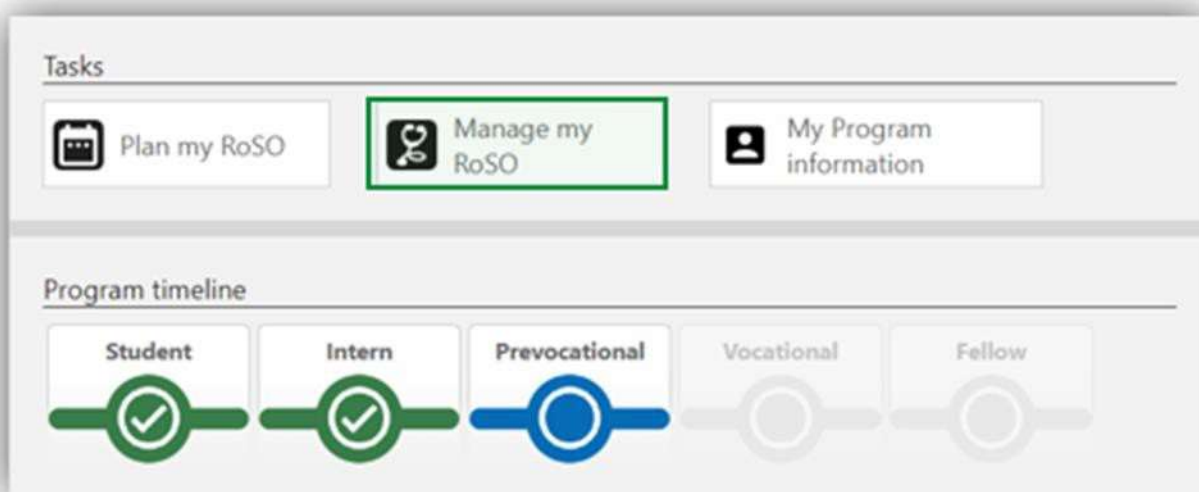
Click **'Submit'** once completed.



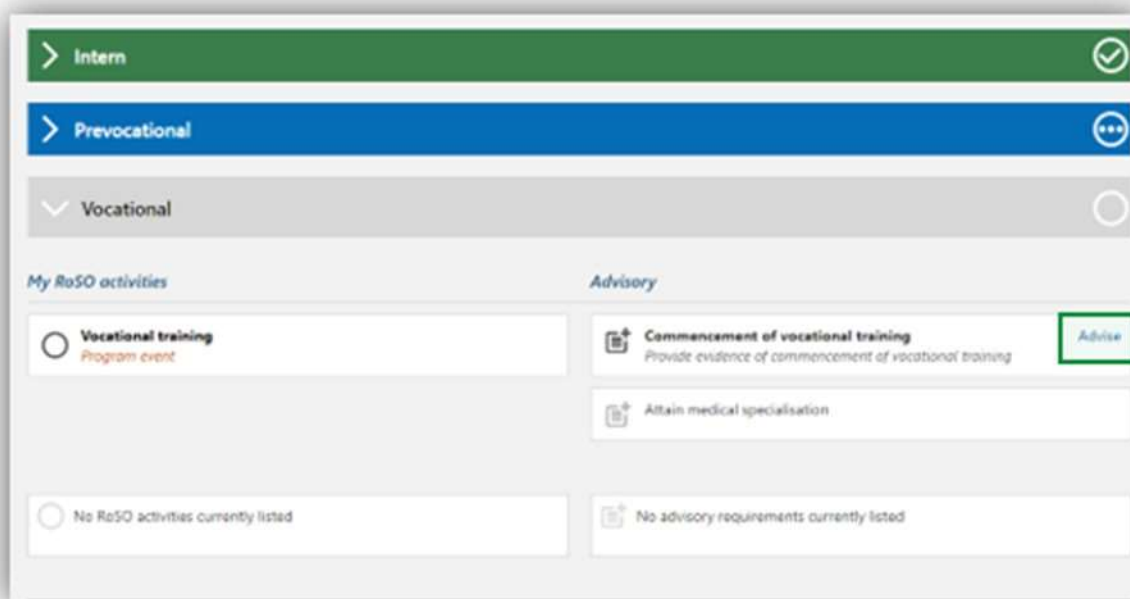
6.6 Commencing your Vocational Phase

To update your **'Vocational'** phase with your training college details, go to your **'Manage my RoSO'** page and then under the **'Vocational'** accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on the **'Manage my RoSO'** button or the **'Prevocational'** phase under the Program timeline.



The **'Vocational'** accordion will be greyed out until you **'Advise'** of your **'Commencement of vocational training'** by clicking on the **'Advise'** link.





In the **'Advisory: Commencement of vocational training'** page, complete all mandatory orange fields and upload evidence from both the medical college that you have enrolled in vocational training and evidence from your employer. Evidence must include both of the following:

- information from the medical college, including:
 - date of commencement of vocational training.
 - anticipated date of completion.
 - name of the medical college.
 - type of specialisation; and
- a signed employment contract or signed letter of agreement from your employer, including the following information:
 - name of the bonded participant.
 - employment commencement date.
 - expected employment completion date.
 - position name.
 - facility name.
 - facility address.
 - number of hours employed each week.

When entering your specialty work placement details, you are required to provide your work contract or Medicare provider number (including location specific provider number).

If you are unable to provide the evidence outlined, you may provide a statutory declaration that includes all the required information.

Click **'Submit'**.

The screenshot shows the 'Advisory: Commencement of vocational training' form. The form includes sections for 'Training college details' (Qualification code, Name of medical college, Speciality, Qualifications), 'Vocational training dates' (Vocational training commencement date, Proposed vocational training completion date), 'Employment details' (Position name, Facility name, Expected hours per week, Employment type), and 'Facility location' (One location is required, however multiple locations may be added, with a field to 'Add a full address'). There is also an 'Upload evidence' section with a 'Choose Files' button. An orange callout box points to the 'Add a full address' field, stating: 'This location does not need to be an eligible location. However, you will be provided with the location's MMM eligibility.' Below the callout, a 'Selected location' pop-up window is visible, showing details for '176 Thomson St, Broken Hill, NSW, 2860', including the 'MMM 3 (Q1910)' classification, 'Employment Contract' status, and 'Medicare Provider' status. The form has a 'Submit' button at the bottom.



Once completed, the accordion will change to **blue** as it is now your current phase.

6.7 Attaining Fellowship – Completing your Vocational Phase

To update your **'Vocational'** phase with your fellowship details, go to your **'Manage my RoSO'** page and then under the **'Vocational'** accordion.

You can get to your **'Manage my RoSO'** page from your dashboard by clicking on either the **'Manage my RoSO'** button or the **'Vocational'** button under the Program timeline.

Under the **'Vocational'** accordion, click on the **'Advise'** link on the **'Attain medical specialisation'** tile.



The ‘**Advisory: Attain medical specialisation**’ page will open. Enter the date you attained your Fellowship and upload your evidence. Evidence must be from the relevant medical college and include:

- name of the bonded participant.
- name of the medical college.
- type of specialisation.
- date the specialisation was attained.

If you are unable to provide the evidence outlined, you may provide a statutory declaration that includes all the required information.

Advisory: Attain medical specialisation

The following details are required to notify the Program of the successful attainment of your medical specialisation.

Training college details

Qualification code **FRANZCOG**

Name of medical college **The Royal Australian and New Zealand College of Obstetricians and Gynaecologists**

Speciality **Obstetrics and Gynaecology**

Qualifications **Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists**

Vocational training dates

Date of attainment

Upload evidence

Upload evidence of a medical specialisation qualification.

Choose Files

No documents listed

Submit **Cancel**

then click ‘**Submit**’.



If you are undertaking a dual speciality, you can add a second vocational training specialisation in BRoSS. To add this, under your Vocational or Fellow phase accordion, select *Add another vocational training specialisation*.

Once you begin your training for your second speciality, you will need to 'Advise' your *Commencement of vocational training*.

Locations that are eligible under your second speciality may require you to lodge a location override request. Refer to the location override section for information on how to do this.



Advisory: Commencement of vocational training

The following details are required to notify the Program of commencement of vocational training.

Training organisation

Qualification code FRCPA

Name of medical college The Royal College of Pathologists of Australasia

Speciality -

Qualifications **Fellowship of the Royal College of Pathologists of Australasia**

Vocational training dates

Commencement date

Proposed completion date

Employment details

Position name

Facility name

Expected hours per week 0.00

Employment type -

Facility location

The address for at least one facility is required, however multiple facility addresses may be added.

Add a full address

Upload evidence

Provide evidence of commencement of vocational training.

Choose Files

No documents listed

Submit Cancel

To advise your commencement of vocational training, input your information into the mandatory orange fields. You must also add your facility location/s and upload evidence. Once completed, click *Submit*.

Both specialties will now appear on your BRoSS record.



Your 'Manage my RoSO' page will update so your 'Fellow' phase will now be **blue**, and your 'Vocational' phase will be **green**.

The screenshot shows a web interface for managing Return of Service Obligations (RoSO). It features two main sections: 'Vocational' (highlighted in green) and 'Fellow' (highlighted in blue). Each section has a 'My RoSO activities' column and an 'Advisory' column. The 'Vocational' section shows 'Vocational training' for 'RACGP Gynaecological Oncology' with a start date of 21/01/2021, and 'Attain medical specialisation' on 20/05/2022. The 'Fellow' section shows 'No RoSO activities currently listed' and 'No advisory requirements currently listed'. An orange callout box points to the 'Add another vocational training specialisation' button in the 'Fellow' section, with the text: 'If you have more than one specialty you can add it here by clicking this button.'

Once you have attained fellowship, BRoSS will allow you to complete the final 78 weeks of your RoSO as per section 9(3) of the [Rule](#). If you do not attain fellowship, you will be able to complete the final 78 weeks on the day 12 years after the day you completed your course of study in medicine.