# Major Change Request Form

Please complete this form and return to [qa@rcot.co.uk](mailto:qa@rcot.co.uk) *before* making the major change. Please allow up to six weeks for completion of this process.

To identify if the planned changes are considered to be *Major* or *Minor* please visit Section 3.2 of this webpage: <https://www.rcot.co.uk/node/2268/> for more information

|  |  |
| --- | --- |
| **Programme details** | |
| Education Provider: |  |
| Programme Title: |  |
| Programme Lead: |  |
| Professional Lead: |  |
| Name of person making the request: |  |
| Contact email: |  |
| **Major change details**  If you are submitting multiple changes, please use one form per change | |
| Outline of proposed change (i.e. Change of Professional Lead): | |
|  | |
| What Standards(s) does this impact? | |
|  | |
| Please provide rationale and details of the proposed change | |
|  | |
| Please explain how the Standards will continue to be met | |
|  | |
| Please list any supporting documents attached to this submission with proposed changes clearly identifiable including the internal review process undertaken and where stakeholders (e.g. learners, external examiner) have provided feedback. | |
| Please also attach a CV | |
| What date is the proposed change planned to take effect? | |
|  | |
| Is this a permanent or temporary change?  Where a temporary change is requested, please identify the timeframe where the change will be in place and the process for reverting to the original status. | |
|  | |

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| --- | --- | --- | --- | --- | --- | --- |
| **RCOT internal use** | | | **Programme Code.** | |  | |
| Date received |  | Allocated Officer | |  | | |
| Notes |  | | | | | |
| Outcome | Approval recommended and forward to Education Enhancement Manager | | | | |  |
| Further information requested | | | | |  |
| Considered a Minor Change | | | | |  |
| Approved with the following conditions: | | | | |  |
| Date |  | | | | | |
| Education Enhancement Manager | Comments: | | | | | |
| Signature: | | | | | |
| Date: | | | | | |