# Major Change Request Form

Please complete this form and return to QA@rcot.co.uk *before* making the major change. Please allow up to 6 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** |
| University |  |
| 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. |
|  |
| 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. |
|  |

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