**TO DO LIST FOR TRAINING PROGRAMME DIRECTORS/HEADS OF SCHOOL FOR CURRICULUM 2024**

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| **I am a Training Programme Director or Head of School. What do I need to do?** | **Note** |
| Identify any potential competition for Level 4 SIA posts. | This should already have been done.  |
| Make sure all your trainees have confirmed to you in writing their intentions for August 2024.  | Send a list of your trainees and their intentions to the RCOphth by 1 March 2024. |
| Review applications for Level 4 posts and start planning rotations for Curriculum 2024. | Indicative deadline 1 February 2024. |
| Confirm Level 4 post allocations. | Indicative deadline 1 March 2024. |
| Finalise rotation allocation for August 2024. | Indicative deadline 1 April 2024 |
| Make sure all ARCPs in your deanery are signed off and completed by trainees by 15 June 2024. | There will be a one-week deadline to finalise any Outcome 5s. **ARCP forms on the old ePortfolio will not be available after 30 June 2024.** |
| Remind your trainees to get all their information up to date so that they are prepared for the decommissioning of the old ePortfolio prior to the switch to the new ePortfolio. | As soon as possible after the ARCPs have finished. Information will be transferred from the old to the new platform automatically. |
| Remind trainees and trainers to start using the new ePortfolio. | From 1 August 2024. |