**TO DO LIST FOR TRAINEES FOR CURRICULUM 2024**

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| **I am a Trainee. What do I need to do?** | **Note** |
| Tell my HoS or TPD in writing about which Level of training I want to be in August 2024. | If you haven’t already done this, please do so by 1 March 2024. |
| If I am due to enter ST6 in August 2024 and want to remain on the old curriculum, tell my HoS or TPD in writing. | If you haven’t already done this, please do so by 1 March 2024. |
| Make sure that I keep my ePortfolio uptodate.  | Do not leave all your supervisor reports (2 ESRs and 4 CRSs per training year) and assessments to the last minute.  |
| Complete the Curriculum Transition Checklists appropriate to my desired Level in August 2024. | [These](https://www.rcophth.ac.uk/wp-content/uploads/2023/08/Implementation-Note-9-All-Curriculum-Transition-Checklists-CTCs-1.docx) should be completed by 30 April 2024. |
| Make sure my ARCP is signed off by the Chair of panel and completed by me 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.** |
| Make sure all my information is uptodate so that I am prepared for the decommissioning of the old ePortfolio prior to the switch to the new ePortfolio. | This will be in July 2024. My information will be transferred from the old to the new platform automatically. |
| Start using my new ePortfolio. | From 1 August 2024. |
| I am a West Midlands trainee. | You will be an Early Adopter of the new ePortfolio from after your ARCP. |