

ARCP MAY-JUNE 2024 – IMPLEMENTATION NOTE NO. 11

Introduction

1. This document is intended to give HoS/TPDs guidance on the transition to Curriculum 2024, including preparation for the ARCP process in May/June 2024. It has been developed by the OST Project Board following feedback from the 3rd TPD Conference and the Lead Dean.
2. This ARCP will be different due to the timescales and the need to record the intended Level of the trainee moving to the new curriculum.
3. All Deaneries have arranged their ARCPs to have taken place by mid-June 2024. This is to ensure that all outcomes have been recorded to facilitate the smooth transfer into the new ePortfolio. The timescale is laid out in Table 1 below.

Date	Activity
To be decided by Deanery, must be before ARCP date	Cut-off date for evidence to be uploaded to e-Portfolio
7 June	Refraction Certificate results out
12 June	All ARCPs have been completed
30 June	Last possible deadline for Outcome 5 – all ARCPs must be signed off with final outcome before the data migration
30 June	All trainees to download their full portfolio before the data migration
1 July	Current e-Portfolio no longer functional

Curriculum transition rules

4. The only group that has an option as to whether to stay on the old or move to the new curriculum are those who will be ST6 in August 2024. All those in ST7 will remain on the old curriculum and everybody else will be transferred to the new curriculum.

Table 2

Current ST Year (August 2023)	ST Year in August 2024	Change to New Curriculum in August 2024	MINIMUM Level of Training in August 2024
ST 1	ST 2	YES	Level 1 - max 1 year left
ST 2	ST 3	YES	Start of Level 2
ST 3	ST 4	YES	Start of Level 3
ST 4	ST 5	YES	Level 3 - max 1.5 yrs left
ST 5	ST 6	OPTIONAL	Level 3 - max 6 mths left
ST 6	ST 7	NO	-

5. The situation can be more complex for those who are classified as Time Out of Training (TOOT), but even so, the GMC requires everyone to have moved to a new curriculum within 2 years of implementation. Table 3 outlines the expectations for transfer by CCT date. Anyone who will CCT after 5 August 2026 has to move to the new curriculum, but there is some flexibility for those *CCT'ing* between 6 August 2024 and 5 August 2026.

Table 3

CCT Date	Curriculum in August 2024
Before 6 August 2025	Stay in OLD curriculum
Between 6 August 2025 and 5 August 2026	OPTIONAL - can move to new curriculum
After 5 August 2026	Have to move to NEW curriculum

6. The level at which trainees can transition will be recorded at the June 2024 ARCP. **This information will facilitate the smooth transition to the new ePortfolio from August 2024.**

Intended Level

7. All trainees moving to the new curriculum, whatever their status, must be assigned the appropriate Level. The Level must be agreed by the ES/TPD and recorded as part of the ARCP process. Table 4 summarises the requirements for ascertaining Level and is issued as a generic template (Intended Level Form) by RCOphth to help trainees and deaneries provide evidence in a consistent format. The Intended Level Form will only be used on this

single occasion to establish the intended level of the trainee moving to the new curriculum.

8. Completion of the Intended Level Form is required to establish the trainee’s desired Level. If the required evidence is missing, the trainee will be advised that progression to the required Level can be made at the next ARCP. Competencies for the next level can still be accrued while in the previous Level.

Table 4	
Information required to ascertain Level	Note
ST year as at August 2024	
Trainee self-assessment of intended Level	<ul style="list-style-type: none"> • 2, 3 – unlikely to be many Level 4 • For Level 3 to 4, the signed-off SIAs must also be listed.
Evidence	<ul style="list-style-type: none"> • Specific to each Level and ST year as stipulated in the Simple Guide to the Transition • Those seeking to move to a Level higher than that implied by their training year will have to provide completed Curriculum Transition Checklists signed off by their ES/CS. • Those seeking to progress to Level 4 but who have not passed the Part 2 FRCOphth should already have been identified by the TPD. No other exemptions are permitted.
Confirmation of intended Level by trainee and ES/TPD	The agreed level must be recorded in the online ARCP form.

Intended Level process

9. The Intended Level Form should be completed prior to the ARCP date by all trainees undergoing a formal review, and following discussions with their ES and TPDs. Please note as follows:
 - The completed form should be uploaded to Additional Evidence in the e-Portfolio along with transition checklists where applicable.
 - In order to complete the Intended Level Form, transition checklists should be reviewed and completed as appropriate to the ST stage to establish gaps in training before discussing transition plans with the ES and TPD. They may not be required for all trainees – please refer to the [Simple Guide to the Transition](#). Note: these development tools have been in use since 2022 and are not formal assessments.
 - Level 3 Special Interest Areas (SIAs) that have been signed off as complete must be included in the final recommendation.

- Where trainees are taking time out of training (TOOT), decisions regarding level must be postponed until after their return to work. The default level of training at transition will therefore be based on their current ST stage.
- ST6 trainees remaining on the old curriculum, as well as ST7s, will not need to complete the Intended Level Form.
- For transition into Level 4 in August 2024, exemption from Part 2 FRCOphth must be noted where applicable.

ARCP Process

10. For those moving to the new curriculum, the documentation for the ARCP will consist of:
 - Educational Supervisors Report
 - MSF
 - Intended Level Form, which trainees must upload to their Additional Evidence tab
11. In addition to awarding an outcome based on the standard review of evidence on the e-Portfolio, ARCP panels must record level of training at the transition point (August 2024), based on the agreed Intended Level Form. The decision regarding the appropriate level of training must be reached unanimously before the ARCP. There will be no right to appeal at any point. The decision must be recorded in the 'Grade/Level at next rotation' free-text field of the ARCP outcome form.
12. Due to the special nature and timing of this year's ARCP trainees will be given 2 weeks to meet Outcome 5 requirements, including where a completed Form R or SOAR declaration has not been submitted. If more time is required for other reasons, ad hoc arrangements are possible and should be discussed by Deanery administrators with College staff.
13. There should be sufficient time to submit appeal requests before access to the e-Portfolio is suspended. If appeal panels are unable to wait until portfolio evidence (which will have been migrated onto a new platform) is visible again after 1 August, ad hoc arrangements should be discussed by Deanery administrators with College staff.
14. All trainees are asked to download their full portfolio by 30 June 2024 to ensure existing evidence is available to view during the downtime, should it be required.
15. All other aspects of awarding an outcome will be the same (e.g. standard review of evidence on e-Portfolio, including supervisor reports). Progression to the next ST year will not be affected by the Level recorded.

Resources

16. These areas on the Curriculum 2024 website contain useful information about transition for both TPDs and trainees.

[What do I need to know?](#)

[Your guide to the transition](#)

- [Simple one-page guide to the transition](#)

- [All Curriculum Transition Checklists](#)
- [To Do List for TPDs/HoS](#)
- [Intended Level Form](#)

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Curriculum 2024