**AHCS Accredited Programme – Notification of change form**

A separate form must be completed for each AHCS accredited programme

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| **Section 1 - The programme** | |
| University |  |
| Programme title |  |
| Mode of delivery | Full time  Part time  Other (please provide details) |
| **Contact details** | |
| Name |  |
| Job title |  |
| Telephone number |  |
| Email address |  |

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| **Section 2 - Proposed change(s)** |
| Indicate which aspects of your programme will be affected by the change(s). See Appendix 1 for examples.  Academic Content  Teaching Method(s)  Placement learning  Admissions  Programme management  Programme resources  Curriculum  Assessment  Other (please state) |
| **Provide a detailed description of proposed change(s).** |
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| **Section 3 - University internal process** |
| Details of university approval process including dates of meetings. |
| When do you wish to introduce any change(s)? (specify academic year) |
| Documentation: provide electronic copies of the change documentation and list here the documents you have attached. |

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| **Section 4 - Discussion with stakeholders** |
| Provide details of your discussions with stakeholders |

**Appendix 1 – Examples of changes**

The following academic modifications are regarded as ‘major’ and would require the formal approval from your organisation before implementation:

1. A change to the programme title;
2. A change to the programme award;
3. A change to the length of the programme;
4. A change of 25% or more of the aims and/or learning outcomes of a programme over the past 3 years;
5. A change of more than 25% of the programme content over the past 3 years;
6. A new mode of delivery and / or study e.g. introduction of a distance learning mode;
7. A change to appropriately qualified, specialist teaching staff to support students;
8. A review of the future delivery of your programme i.e. if going to close.

The following practice modifications are regarded as ‘major’ and would impact on the programme’s ability to meet its clinical practice obligations:

1. Insufficient placement capacity to ensure the development of student competency;
2. Insufficient, appropriately qualified, supervisor availability to support students;
3. Changes to clinical structure and/or assessments.

The following information would also require notification to AHCS:

1. Cohort attrition levels above 25%.