

## Programme Handover from Education Development to Education Delivery (EDEL-SOP-038)

<b>Document Title</b>	Programme Handover from Education Development to Education Delivery
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<b>Department</b>	Education Delivery / Education Development Department
<b>Owner/Responsible for Implementation</b>	Manager, Education Delivery
<b>Approving Body</b>	Academic Board
<b>Effective date:</b>	February 2021
<b>Next Review date:</b>	February 2027
<b>Related Documents</b>	ED-Pol-026 - Programme Development Policy ED-SOP-029 - Curriculum Development Procedure ED-SOP-030 - Online and Blended Learning Procedure ED-T-037 – New Programme Handover Form

1. On approval for development of a new programme as per Education Programme Request and Approval Procedure (ED-SOP-028), the nominated Education Specialist enters information to **Sections 1 - 3** of Course Master List where possible.
2. The Education Delivery Manager completes **Section 4** of the form.
3. The projected timelines for programme development to allow for marketing and enrolment must be within those specified on the Course Master List.
4. The Education Development Team and the Programme Coordinator liaise on programme online setup and microsite details.
5. The Education Specialist and Programme Coordinator meet and finalise handover of programme from Education Development to Education Delivery once all programme content has been agreed and finalised.
6. The Course Master List is a working document until the first cycle of the new programme has been completed. Once the first cycle has been completed, the Programme Board meet to review the programme, and any changes decided by the Programme Board are added to the Course Master List .
7. The Course Master List is then finalised and agreed by both departments, Education Delivery and Education Development, and stored in the Programme folder on RCPI Sharepoint.