Discontinuation Form – Completion guidance

Notification of qualification closure

DCN-FRM/CG v1

**Introduction**

This document includes guidance and tips to help you to complete the *Discontinuation Form – Notification of qualification closure* (DCN-FRM).

The DCN-FRM should be completed by any provider (PRV) or awarding organisation (AO) of an **existing** GOC approved qualification in:

* Optometry and Dispensing Optics;
* Additional Supply, Supplementary Prescribing and/or Independent Prescribing, and;
* Contact Lens.

A provider / awarding organisation should use this form to notify the GOC when its qualification is being withdrawn, discontinued, suspended, closed or merged\*

\*For ease, this document will refer to all these situations as *closure*.

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| **Who should use this form?** |
| Any GOC provider / awarding organisation choosing to close or discontinue delivery of **any** GOC approved qualification. |
| **Qualifications using GOC Handbook requirements** |
| Providers and awarding organisations delivering GOC approved qualifications under one of our handbooks listed below who are closing a qualification will need to complete this form.  Associated handbooks:   * Accreditation and Quality Assurance Handbook: Routes to Registration in Optometry (2015); * Guidelines for the Approval & Quality Assurance of: Routes to GOC Registration for Dispensing Opticians (March 2011); * Visit Handbook Guidelines for the Approval of: Training Institutions; and Providers of Schemes for Registration for United Kingdom Trained Contact Lens Opticians (Nov 2007); * A Handbook for Optometry Specialist Registration in Therapeutic Prescribing (July 2008). |
| **Adaptations and the Education and Training Requirements** |
| Providers and awarding organisations who have chosen not to adapt a qualification need to complete this form as a declaration that the qualification will be closing. **These qualifications will no longer have GOC approval following its closure**.  As our providers and awarding organisations transition to the GOC’s new [education and training requirements](https://optical.org/en/education-and-cpd/education/education-and-training-requirements-from-march-2021/) (ETRs) via our adaptation process, it is important that we fully understand and have records of **any** qualifications that will no longer be offered as a GOC-approved qualification under the ETR. This will ensure that our records account for all qualifications approved under the pre-2021 handbook requirements.  The following are scenarios that may arise during the adaptation process which will require this form to be completed.   * Providers or awarding organisations who may be adapting by merging one or more existing GOC approved qualification into one adapted qualification. It is important to be clear which qualification is to be adapted and which will be closed. * Providers or awarding organisations who currently offer more than one GOC-approved qualification but are choosing to adapt only one of these qualifications under the ETR. It is important to be clear which qualification is to be adapted and which will be closed. * Providers or awarding organisations who have partnered with another organisation to become joint providers seeking approval for a new joint qualification. It is important to be clear which qualification is to be adapted and which will be closed. * Providers who have opted to become a centre of an awarding organisation (AO), delivering all or part of a qualification on behalf of the AO, it is important to be clear which qualification is to be adapted and which will be closed. |

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| **Section one** – Provider / awarding organisation details | |
| 1.1  1.2 | Give the full name and address of the GOC approved provider / awarding organisation, this should be the primary location/campus or head office. |
| 1.3 | Give details of the person dealing with the notification. This should be the main and first point of contact for the GOC, we will contact this person if we have any queries or need to request additional information.  This is likely to be a programme lead or equivalent, however, the form can be completed by someone other than the decision maker or programme lead providing that the relevant decision maker/person signs the declaration. |
| 1.8  1.9  1.10  1.11  1.12 | Give details of as many additional contacts as you deem necessary.  This section may not be required but we would expect you to use this section to provide us with details of any additional colleague(s) that you wish us to include in all related communications.  Copy and paste the table provided as many times as required. |
| **Section two** – Qualification closure details | |
| 2.1  2.2 | We will need the exact titles of the qualification and any associated exit awards that you are closing. |
| 2.3 | Please provide a simple overview for the reason the decision to close has been made.  If the closure is related to adapting to the new ETRs, please make this clear. |
| 2.4 | **Teaching out** – the qualification will cease taking on new students but will continue to be delivered until all cohorts have graduated from the course. Teaching out includes the conclusion of all trailing students and resits.  **Transfer** – an end point/date of closure will be identified for the closing qualification. All students will be transferred to an equivalent qualification to continue their studies on or before the end date. |
| 2.5 | Please provide any information that is relevant.  This could include:   * The name of qualification students are transferring to. * When do you intend to teach out by / transfer students? * How and when details of the plans will be communicated to students? * Will you need to put additional student support measures in place? * How will trailing students be supported? * How will exams and resits be managed? |
| 2.6 | It will be useful to understand the timelines surrounding the closure, please give details of any relevant key events and associated dates.  These could include:   * The date from which the existing qualification will cease to recruit new students. * The date from which the last cohort on the existing qualification will graduate. * If you intend to transfer existing students onto a new or alternative qualification:   + date by which you will confirm transfer to affected students / cohorts? (if applicable)   + what date will they be transferred? * Date decision to close will be communicated externally.   Please note that whilst we do not require you to submit documentation to support these dates and/or events, we may request to see evidence relating to these. |
| 2.7 | Please provide commentary around how you will continue to meet the GOC requirements until the qualification has ceased.  This could include the following but is not limited to these suggestions. Please refer to the relevant requirements and comment as necessary:   * Resources – both staff and on-site equipment etc. * Placements and how these will be resourced and managed. * Assessments and exam management. |
| 2.8 | Please provide details outlining what will happen with any students still taking the qualification after the closure date. This should include: what support will be given to those students, will a hard deadline for graduation be given? How will this be communicated etc.? |
| 2.9 | Please set out any risks identified, if preferred, please attach a risk register or risk assessment document.  Please ensure that any attachments are clearly named and referenced giving page numbers if part of a wider document. |
| **Section three:** Declaration | |
|  | The person who has overall responsibility for the qualification should complete this section. |