Programme Set-Up and Enrolment Procedure (EDEL-SOP-039)

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Related Documents	ED-Pol-026 – Programme Development Policy EDEL-SOP-038 – Programme Handover from Education Development to Education Delivery ED-T-034 - New Programme Handover Form

1.   Programme Set-up

1.1   Once the Course Master List is complete the Programme Coordinator takes over the management of the programme which includes, but is not limited to, Teaching Faculty engagement, marketing, enrolment, delivery and evaluation.

1.2   The Programme Coordinator sets up the programme in the learner management system (LMS) in accordance with the instructions contained on RCPI intranet.

1.3   The Programme Coordinator contacts the Teaching Faculty for the programme and checks their details in Quercus are correct, if the faculty member has not worked with RCPI previously, the coordinator asks them to register an account on the RCPI website.

1.4   The Programme Coordinator contacts the Learning Technologist so that the micro-site can be updated, using the New Programme Handover Form (ED-F-034) in accordance with the Public Information and Communications Policy (Comms-Pol-201).

1.5   Once the Programme Coordinator has set up the microsite or edited a pre-existing micro-site (i.e. for a revised programme), the coordinator sets up the programme on Quercus, Course Merchant, & Brightspace. The details for the programme set-up are taken from the Course Master List.

1.6   The Learning Technologist builds the programme content and the grading scheme into the Programme Master.

1.7   The Learning Technologist then performs user testing on the Master Programme and advises the Programme Coordinator when the programme is ready to go-live.

1.8   A booking option for each Programme is created across Course Merchant, Quercus and Brightspace.

1.9   The Programme Coordinator completes UAT of the booking process.

1.10   The programme is now live. The Programme Coordinator contacts the Communications Department to inform them that the promotional campaign can commence.

2.   Learner Enrolment

2.1   Enrolment onto RCPI programmes can commence online (or where a query is received over the phone, the called can be instructed to enrol on the programme) by taking the following steps:

- Go to the Courses & Events Section of the RCPI website.
- Select "Courses"
- Search for the relevant programme.
- Select the chosen programme and click 'Find out More'.

- From here a prospective learner will be brought to the programme microsite. This details all information regarding the programme as well as the option to book onto the programme.
- Learners will now be asked to login to their RCPI account to progress the booking. If the learner is not previoulsy registered with RCPI, they will be directed to complete an online form capturing their details which will generate a unique RCPI ID for the learner.