

Forming Connections

COURSE CONTENT REVIEW POLICY

Last reviewed: 26/05/2026

Next review due: 25/05/2027

Policy owner: Education Director

Applies to: All staff, contractors, volunteers, participants, parents/carers, and external partners

1. Policy Statement

At **Forming Connections**, we take the standard of our courses and training materials very seriously. For this reason, this policy sets out how we ensure the standards of our service, accuracy of information, and educational quality are continually maintained. Course reviews are an integral part of our internal quality assurance process.

The focus of our course reviews is on:

- The appropriateness of the content and assessment methods to effectively achieve the core learning outcomes.
- Ensuring all course content is up to date, accurate, and reflects current best practices.

2. Responsibilities

- **Overall Review Process:** The responsibility for overseeing the annual review process and final sign-off lies with the company Director, **Brenda Keirnan**.
- **Actioning Updates:** Responsibility for updating course materials and ensuring review recommendations are implemented rests with the Training Lead / Director.

3. Frequency & Regulatory Compliance

Each course is reviewed on an **annual basis**.

- **Subject Matter Review:** Courses are reviewed by a designated Subject Matter Specialist (or the Training Lead) to ensure pedagogical accuracy and relevance to participants/delegates.

- **Regulatory & Legal Review:** All statutory frameworks, guidance, or legal references within the learning materials (such as data protection, safeguarding updates, or industry-specific regulations) will be reviewed by the company's designated representative/Director to ensure the most up-to-date versions are used and are correct at the time of the review.

4. Timing & Process

- **The Review Window (30 Days):** At the designated review date, the Subject Matter Specialist/Director has a **30-day period** to complete the evaluation of the course content (including all legal and regulatory references) and compile the findings.
- **The Update Window (30 Days):** Once the review is complete, any required changes, corrections, or updates to the course manuals, slides, or assessment criteria will be actioned and finalized within an additional **30-day period**.

5. Reporting

Following the content and regulatory review, a summary report (or quality assurance log) will be maintained by the Director, outlining all elements that required addressing, updating, and the dates the changes were successfully deployed.

6. Policy Authorisation & Review

This policy has been approved & authorised by:

- **Name:** Brenda Keirnan
- **Position:** Director / Owner
- **Date:** 26th May 2026
- **Review Date of Policy:** 26th May 2027

Name: Brenda Keirnan
Role: Education Director
Date: 26/05/2026