

Course Content Review Policy

LENS takes the standard of its courses and content of training very seriously. This policy sets out how we ensure the standards and integrity of our CPD activities are maintained and monitored.

Course and training reviews are an integral part of LENS's quality assurance process.

The focus of course and training reviews is on:

- The appropriateness of the content and assessment method to achieve learning outcomes.
- Ensuring course and training content is accurate and up to date.

1. Responsibility

Responsibility for course and training review and recommendations rests with the Training & Development Lead. Oversight of the review process lies with the Director.

2. Frequency

Each course and training session is reviewed on an annual basis by a subject matter specialist to ensure accuracy.

Legal elements of learning materials are reviewed to ensure references are current and correct at the time of review.

3. Timing

At the review date, subject specialists have 30 days to complete their review and report findings.

Any required changes are implemented within a further 30-day period.

4. Reporting

Following review, a detailed report will be produced outlining all required updates.

5. Approval and Review

Approved by: Joe Booker

Position: Director / Lead Practitioner

Organisation: Leading Educational and Neurodiversity Support

Date approved: 12.01.26

Review date: 12.01.27