SafePath TRAINING

Course Content Review Policy

1. Purpose

The purpose of this policy is to ensure that all course content provided by SafePath Training remains accurate, relevant, and compliant with the latest industry regulations and best practices.

2. Scope

This policy applies to all training materials, assessments, presentations, and supporting documents used in the delivery of SafePath Training courses.

3. Review Triggers

Course content is reviewed and updated under the following circumstances:

- - When there are changes to legislation, regulations, or industry standards.
- - When internal procedures or safety protocols are revised.
- - In response to learner or instructor feedback highlighting outdated or unclear material.
- - As part of a regular annual content review process.

4. Responsibilities

The Training Manager is responsible for initiating and coordinating the content review process. Subject Matter Experts (SMEs) will assist in reviewing and validating any technical or regulatory updates.

5. Review Process

1. Identify the need for content update (triggered by review or notification).
2. Review current course materials for accuracy and completeness.
3. Update content as required and document changes.
4. Validate updates with relevant SMEs or regulatory guidance.

5. Distribute updated materials and notify instructors of changes.
6. Archive superseded versions securely.

6. Record Keeping

A log of all content reviews and updates, including dates, responsible personnel, and nature of changes, will be maintained for audit and quality assurance purposes.

7. Policy Review

This policy will be reviewed annually or sooner if required to reflect changes in operational or regulatory conditions.

Policy Initiated	July 2025
Policy Created by	David Foster
Policy Reviewed	