



Global-CPD Course Content Review Policy

1. Purpose

This policy ensures that all professional development activities and training content delivered by Global-CPD are regularly reviewed, updated, and aligned with current educational standards, institutional needs, and participant feedback. The goal is to maintain high-quality, relevant, and impactful learning experiences.

2. Scope

This policy applies to:

- All CPD training programs (online, onsite, and blended)
- Learning materials including presentations, handouts, activities, and assessments
- Course frameworks and content hosted on the LMS or distributed to clients
- Program designs created by or for Global-CPD

3. Review Process

All training content will be subject to structured review under the following framework:

- **Annual Internal Review:** Trainers and program leaders will review course materials for accuracy, relevance, and instructional effectiveness.
- **Post-Program Feedback Loop:** Participant and stakeholder feedback will be collected through evaluation forms and follow-up tools after each delivery cycle.
- **Collaborative Updates:** Input from academic consultants, institutional partners, and internal quality reviewers will guide revision priorities.

4. Review Frequency

- Core CPD Programs: Reviewed every **2 years** or following significant changes in curriculum or policy.
- Custom/Institution-Specific Programs: Reviewed **after each delivery** using feedback and post-course evaluation data.
- All program materials are version-controlled and archived to ensure transparency.

5. Responsibility

- The **Academic Coordinator** oversees the annual review calendar and assigns review tasks.
- **Program Leaders and Trainers** are responsible for conducting peer reviews, identifying updates, and implementing changes with support from the **Quality Assurance Team**.

6. Documentation

All changes must be documented using version control procedures. Updated materials must include:

- Version number
- Date of update
- Reviewer's name or team
- Summary of changes made

7. Policy Review

This policy is reviewed every **two years** by the Internal Quality Assurance Team or earlier if required by changes in delivery format, technology, or stakeholder needs.

For questions or concerns related to this policy, please contact:

Global-CPD Administrative Office

 Email: support@global-cpd.org

 Website: www.global-cpd.org

Document Control

Policy Title: Course Content Review Policy

Policy Reference: CPD-POL-03

Effective Date: 04.09.2008

Next Review Date: 04.05.2024

Version Number: V9.0

Policy Owner: Academic Coordinator, Global-CPD

Approval Authority: Director, Global-CPD

Status: Active

Revision History:

Version	Date	Author	Description / Changes
1.0	04.09.2008	Osman Bedel	Initial policy draft and approval
2.0	01.09.2010	QA Team	Added content evaluation step based on feedback
3.0	03.09.2012	QA Team	Introduced structured version control and documentation
4.0	02.09.2014	QA Lead	Defined review frequency by content type
5.0	01.09.2016	Osman Bedel	Integrated review responsibilities into training workflow
6.0	03.09.2018	QA Team	Formalized internal review calendar and archival process
7.0	01.09.2020	QA Team	Added LMS-related material review procedures
8.0	02.09.2022	Policy Officer	Updated language to align with blended learning standards
9.0	04.05.2024	Osman Bedel	Reformatted under new Document Control structure