

Charlotte's Forest School



Policy Review and Renewal Policy

1. Overview

1.1 Charlotte's Forest School maintains a coherent set of policies to protect the interests of candidates, the integrity of qualifications, to meet regulatory requirements and to maintain the business if key individuals were to become unavailable.

1.2 Charlotte's Forest School develops policies as required and reviews all policies for continuing validity every two years. The review date is March of every other year.

1.3 The policies are reviewed by the company director and the office team every other March using data, market intelligence and current best practice from a number of sources collected in the previous year. Data to be reviewed includes:

- a) Charlotte's Forest School Candidate evaluation data
- b) Charlotte's Forest School Complaints register
- c) Charlotte's Forest School Appeals register
- d) Charlotte's Forest School Malpractice register
- e) Charlotte's Forest School correspondence records
- f) Charlotte's Forest School internal quality assurance
- g) External quality assurance reports
- h) ITC First guidance

1.4 All policies are archived in a Charlotte's Forest School Central File and uploaded to the ITC First website every other year.

2. Review, Renewal & Implementation

2.1 Policies that are reviewed will have the current year placed in the header of the document, regardless of whether they are amended or not.

2.2 Policies that are amended during the year will have their version number adjusted.

2.3 All policies are maintained centrally by Charlotte's Forest School in a hard copy Central File for all staff to view at any time.

2.4 All staff will be made aware of changes by forwarding of all policies to all staff members by email within 5 days of their amendment.

2.5 All amended policies will be uploaded to the ITC First website every other March and after any amendment. This allows all Centre tutors to have immediate access to current versions at anytime and anywhere with internet access.