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## COURSE CONTENT REVIEW POLICY

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## Table of Contents

Table of Contents .....	2
Purpose .....	3
Responsibilities .....	3
Policy Statement.....	3
Approval(s).....	4
Revision History .....	4

## Purpose

I5O Consulting Services is committed to providing exceptional course content for the predetermined audiences. To ensure the quality, currency, effectiveness, and applicability of all course content, I5O Consulting Services has established a review process for all course content published. I5O Consulting Services has developed this policy to ensure that all course content is designed and reviewed according to compliance and accreditation standards including the standards of IACET.

## Responsibilities

I5O Consulting Services is responsible to carry out to details of this policy to ensure that all course content is designed and reviewed to the compliance and accreditation standards. Learning events are valuable to participants only if the course content is of quality to ensure learning; the material is developed using current information; the material is effective in having the participants achieve the learning outcomes; and the material is applicable to the participants.

## Policy Statement

All course content goes through at least two levels of review regardless of method of delivery. A draft of the course content will be presented for review internally before publishing for any audience. The draft course content should include all necessary requirements set forth. Upon submitting the content for review, the draft will go through, at minimum, one grammar review and one content review. Upon completing and addressing the review comments from all reviews performed, the draft course content will be updated. A final review and signoff is required by an I5O Consulting Services partner. The content will be maintained and updated as required on an as needed basis.

## Approval(s)

Approver:	Teresa Hardee
Approval Date:	11/27/2020

## Revision History

Version #:	Policy Effective Date:	Next Review Date:
1.0	5/30/2020	5/30/2021
2.0	11/27/2020	11/27/2021