

Decisive First Aid

Policy Review and Renewal Policy

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1. Overview

1.1 [Decisive First Aid](#) 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 [Decisive First Aid](#) develops policies as required and reviews all policies for continuing validity every year. The review date is April of every year.

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

- a) [Decisive First Aid](#) Candidate evaluation data
- b) [Decisive First Aid](#) Complaints register
- c) [Decisive First Aid](#) Appeals register
- d) [Decisive First Aid](#) Malpractice register
- e) [Decisive First Aid](#) correspondence records
- f) [Decisive First Aid](#) internal quality assurance
- g) External quality assurance reports
- h) ITC First guidance

1.4 All policies are archived in a [Decisive First Aid](#) Central File and uploaded to the ITC First website every 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 [Decisive First Aid](#) 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 March and after and amendment. This allows all Centre tutors to have immediate access to current versions at anytime and anywhere with internet access.