



Golbourn Training Solutions

COMPETENCY POLICY STATEMENT

General Policy:

Golbourn Training Solutions is dedicated to ensuring our courses, subject knowledge, references and all relevant documentation is as current and accurate as possible. It is vital all instructors (to include all sub-contract or consortium instructors) maintain their own relevant qualifications and competences.

All Instructors:

All instructors must comply with the consortium or sub-contract terms of contract at all times, this is to include teaching only agreed course content and syllabus. If an instructor identifies course material that has been superseded and not acknowledged yet by Golbourn Training Solutions, they are to inform these findings as soon as possible.

Every effort should be made to maintain an instructor's competences and continual development of CPD learning.

Administration:

Golbourn Training Solutions will be responsible to maintain and ensure all updates to guidelines, statements, policy's and regulations are at the correct level, maintaining competency of course content.

When changes have been identified, those changes will be implemented as soon as is practically possible, including sending amendment documentation to awarding bodies. Any updates through amendments are to be assimilated to all instructors involved with that content delivery.

Assessment and research:

It is Golbourn Training Solutions Policy to commence subject knowledge, references, guidelines and legislation checks every three months for each core subject and course.

Signed:

Dated: 01/01/2017

Owner Steven Golbourn

Golbourn Training Solutions