



Course Review Process

Effective Date: November 2023 onwards.

1. Introduction

The Course Review Process outlined below is designed to ensure the continuous improvement of training programs offered by Earth & Beauty. This process aims to gather feedback from students, instructors, and industry professionals to evaluate the effectiveness of courses and make necessary enhancements. The process should be conducted regularly and systematically to maintain the quality and relevance of training programs.

2. Feedback Collection

2.1 Student Feedback:

- a. Implement a structured feedback mechanism for students to provide their input on each course they complete.
- b. Utilise various methods, such as online surveys, feedback forms, or focus groups, to gather student feedback.
- c. Include specific questions related to course content, instructional methods, learning materials, and overall satisfaction.
- d. Encourage students to provide constructive criticism and suggestions for improvement.

2.2 Instructor Feedback:

- a. Facilitate a feedback process for instructors to share their insights on course delivery and effectiveness.
- b. Conduct periodic meetings or surveys to gather instructors' feedback on course materials, teaching methodologies, and student engagement.
- c. Encourage instructors to provide suggestions for enhancing course content, practical exercises, and assessment methods.

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2.3 Industry Professional Feedback:

- a. Establish connections with industry professionals and invite their input on the relevance and alignment of courses with industry standards.
- b. Organise advisory board meetings or industry forums where professionals can provide feedback on course content and industry trends.
- c. Seek input on the practical skills and knowledge required by graduates to succeed in the beauty and aesthetics industry.

3. Course Evaluation

3.1 Data Analysis:

- a. Collect and analyse feedback from students, instructors, and industry professionals.
- b. Identify common themes, trends, and areas for improvement based on the feedback received.
- c. Consider both quantitative data (e.g., ratings, rankings) and qualitative feedback to gain a comprehensive understanding of course strengths and weaknesses.

3.2 Review Committee:

- a. Establish a review committee comprising key stakeholders, such as program coordinators, instructors, and industry professionals.
- b. The committee should be responsible for reviewing the course evaluation data and recommending changes or improvements.

3.3 Curriculum Review:

- a. Based on the feedback and recommendations, conduct a comprehensive review of the course curriculum.
- b. Identify areas where the curriculum can be updated, modified, or expanded to address the identified areas for improvement.
- c. Ensure that the curriculum aligns with industry standards, emerging trends, and the evolving needs of the beauty and aesthetics field.

3.4 Implementation of Changes:

- a. Collaborate with instructors and relevant stakeholders to implement the recommended changes in a timely manner.

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b. Update course materials, instructional strategies, and assessment methods as required.

c. Communicate the changes to instructors and students to ensure their awareness and understanding.

4. Monitoring and Continuous Improvement

4.1 Ongoing Evaluation:

a. Implement a system for continuous monitoring and evaluation of courses after the changes have been implemented.

b. Regularly solicit feedback from students, instructors, and industry professionals to assess the impact of the changes and identify any further areas for improvement.

4.2 Professional Development:

a. Provide professional development opportunities for instructors to enhance their teaching skills and stay updated with industry advancements.

b. Offer training programs, workshops, or conferences to ensure instructors have the necessary knowledge and skills to deliver high-quality training.

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c. Encourage instructors to engage in self-reflection and continuous improvement of their instructional practices.

4.3 Stakeholder Communication:

a. Maintain open and transparent communication channels with students, instructors, and industry professionals regarding the course review process and its outcomes.

b. Share updates on the improvements made based on the feedback received to demonstrate the commitment to quality and continuous improvement.

4.4 Periodic Review:

a. Schedule regular intervals for comprehensive course reviews to ensure ongoing relevance and effectiveness.

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b. Conduct a thorough evaluation of courses at predetermined intervals (e.g., annually or biennially) to assess their alignment with industry standards and emerging trends.

4.5 Documentation:

a. Maintain proper documentation of the course review process, including feedback received, recommendations made, and changes implemented.

b. Keep records of the ongoing monitoring and evaluation efforts for future reference and to track the progress of course improvements.

5. Policy Review

The Course Review Process should be periodically reviewed and updated to ensure its effectiveness and alignment with the evolving needs of Earth & Beauty. Any necessary revisions or modifications should be made to enhance the process and its outcomes.

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