Important Note: This MOTI Course Content Review Policy forms an integral part of and should be read together with the Learner Profile User Agreement (UA).

1   INTRODUCTION:

1.1   MOTI takes the standard of its Self-Paced Courses very seriously. For this reason, the below policy sets out how we ensure the standards of our Self-Paced Courses is maintained.

1.2   Self-Paced Course reviews are an integral part of MOTI's quality assurance process.

1.3   The focus of Self-Paced Course reviews is on:

1.3.1   The appropriateness of the content in order to achieve the learning outcomes,

1.3.2   The course content being up to date and accurate.

1.4   If you feel that any of our Self-Paced Courses do not meet acceptable Target Industry standards, please communicate the same to us at websupport@mysophia.eu.

2   RESPONSIBILITY:

2.1   Responsibility for course review and recommendations being addressed rests with the Trainers with whom MOTI collaborates and the Content Department of MOTI.

2.2   Management responsibility for the Review process lies with the MOTI and executed as follows:

2.2.1   Review by at least two other Trainers on Sophia (peer review); OR

2.2.2   Review by one non-Trainer Subject Matter Experts appointed by MOTI.

3   FREQUENCY:

3.1   Each Self-Paced Course is reviewed on an annual basis.

3.2   All legal elements of the learning materials are reviewed by MOTI's Legal Representatives to ensure the most up to date version of any legal references are used and are correct as of the time of the review.

4   TIMING:

4.1   At the review date, reviewing Trainers or Subject Matter Experts will have a 30-day period to complete the review of the Self-Paced Course and all findings reported back to MOTI.

4.2   MOTI will then action any appropriate changes to the Self-Paced Course materials within an additional 30-day period.

4.3   Any legal advice/review related to legal references within the Self-Paced Course will form part of the 30-day review period by the Trainers or Subject Matter Specialist.

5   REPORTING AND REMEDIAL ACTIONS:

Following the review of a Self-Paced Course, a detailed report will be compiled by MOTI and provided to the developing Trainer outlining all elements that require addressing and updating. The Trainer will then have 30 days to make the necessary adjustments to the Self-Paced Course failing which it will be unpublished from the Sophia platform.