



# Course Content Review Policy

*Training Policies and Quality Assurance Documents*

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<b>Applies to</b>	Online and in-person fire safety training	<b>Version</b>	1.0
<b>Approved date</b>	17 May 2026	<b>Next review</b>	Annual
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## Purpose

ESI: Fire Safety takes the quality and accuracy of its fire safety training seriously. This policy explains how course content is reviewed to ensure it remains current, practical, legally accurate and suitable for learners.

## Courses Covered

- Fire Safety Awareness
- Fire Warden / Fire Marshal Training
- Practical Fire Extinguisher Use
- Fire Blanket Awareness
- Bespoke Workplace Fire Safety Training
- Online Fire Safety Courses and Webinars

## Review Focus

- Whether the content supports the stated learning outcomes.
- Whether fire safety law references are current and accurate.
- Whether course examples reflect real workplace risks and current good practice.
- Whether online and in-person versions remain consistent where appropriate.
- Whether practical extinguisher content remains safe, proportionate and risk assessed.
- Whether learner feedback, complaints, incidents, reflections or audit findings indicate a need for change.
- Whether certificates, course descriptions and marketing accurately describe the course.

## Responsibilities

Jamie Morgan MIET MIFSM is responsible for approving technical fire safety content and ensuring appropriate review takes place. Where needed, course material may be reviewed by a subject matter specialist, trainer, competent fire safety professional or external adviser.

## Frequency

Each course will be reviewed at least annually. Courses will also be reviewed sooner where legislation, guidance, British Standards, enforcement expectations, learner feedback, incidents or delivery arrangements change.



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### Review Process

1. Identify the course and materials to be reviewed.
2. Check legal references, technical content, learning outcomes and assessment/knowledge check methods.
3. Review learner feedback, trainer reflections, complaints, appeals and any incidents.
4. Record findings and required changes.
5. Update course slides, handouts, trainer notes, assessments, certificates and marketing as required.
6. Save the updated version and retain a record of changes.

### Course Review Record

Course reviewed	
Review date	
Reviewer	
Findings	
Changes required	
Changes completed by / date	
Next review due	

### Approval and Review

Approved by	Jamie Morgan MIET MIFSM
Position	Director / Lead Fire Safety Consultant
Signature	
Date	17 May 2026
Review arrangements	Annual review, or earlier if legislation, awarding/CPD requirements, course content or delivery arrangements change.