



Menopause Movement

Quality Assurance Policy

Menopause Movement is committed to ensuring that our learners are given the knowledge, opportunities, and support to achieve. We believe in providing a high-quality e-learning experience to our clients. To ensure that our courses meet the highest standards, this Quality Assurance Policy outlines our approach to course development and review.

This policy covers all stages of the course development process from consideration of identified needs including the required skills and knowledge to, to initial planning and final course delivery.

Needs analysis and planning.

84%* of women going into menopause want to be more active but lack confidence knowing how to exercise safely and appropriately (Women In Sport data), as do many of the health and fitness professionals who work with them. As part of the planning process, Menopause Movement work with stakeholders to conduct a needs analysis – considering the views of individual health and fitness pros through a pre-course survey, and consulting with gym chains employing personal trainers, government organisations who use our courses and national charities, to establish the needs of the end user.

The needs analysis determines the course objectives, target audience, and delivery format. We also establish the quality standards that the course must meet. This includes identifying the specific learning outcomes that learners should achieve and the instructional strategies that will be used to achieve these outcomes.

Our training equips the people who work with women out in their communities with a toolkit to help them understand women's barriers and work with women to find their confidence to start the movement journey.

**Development:**

During the development stage, we create a detailed course outline and develop the course content working with the course tutors to ensure they are working in line with the learners needs and are following the Menopause Movement course objectives.

All course materials are developed by subject matter with experts who have relevant experience and qualifications.

Review:

The review process includes the following steps to ensure the course meets our quality standards:

- Checking technology functions correctly and is free from technical errors.
- Ensuring the course and modules are aligned with the learning outcomes and established during the planning stage.
- Ensuring content is accurate, up-to-date, and relevant to the course objectives, including checking elements of navigation, quizzes, compliance, user access, and system compatibility.
- Our development team ensure that modules are appropriate, interactive and accessible by reviewing video modules, checking course notebooks and assessment materials.

Delivery:

The course is hosted on the Teachable learning management system (LMS) and made available to learners via a secure log-in and enrolment with password. Learner engagement, course completion rates and learner feedback forms are routinely monitored to ensure the course is meeting our quality standards and the needs of the users.

Any issues or concerns that arise during this stage are addressed promptly by our support team.

Ongoing improvement:



Menopause Movement are committed to continuous improvement and regularly review our Quality Assurance Policy to ensure that it remains relevant and effective. We also solicit feedback from our learners to identify areas where we can improve our courses and services and use a post-course survey 'would you recommend to others' scale of 0-10; how training will inform their practice and what learners would like to see developed in future modules or additional webinars.

Menopause Movement undertake, to:

- Ensure all course modules are delivered by occupationally competent professionals.
- Provide any pre-course information or guidance promptly.
- Ensure learners are aware of the assessment & certification processes.
- Ensure learners are aware of our appeals and complaints procedures.
- Ensure successful learners receive certificates promptly on completion of the course.
- Provide current information and timely research up-dates for our learners.
- Carry out ongoing process of identifying system errors to ensure complete satisfaction of the e-learning course.

For any queries about our processes please email,

hello@menopausemovement.co

This policy will be reviewed on an annual basis.

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