



# **Menopause Movement**

## **Monitoring and Standardisation Policy**

This policy aims to establish a standardised approach to monitoring and evaluating the Menopause Movement e-learning course to ensure it meets quality standards and delivers effective learning outcomes. It applies to all e-learning offered by Menopause Movement and outlines the procedures that will be used to ensure that courses are monitored, evaluated, and improved.

### Course Development:

All course modules must follow a standardised development process that deliver the learning objectives identified in the needs assessment; the development of a relevant scheme of work and curriculum; the creation of assessment and evaluation strategies to create an effective learning experience.

### Assessment:

Assessment criteria is applied consistently with all learners completing a multiple-choice assessment at the end of each module before moving on to the next module. Once all assessments have been completed, a certificate of completion is issued.

### Quality Assurance:

- To ensure that the courses meet the required quality standards, all modules are reviewed following the processes outlined in our Quality Assurance Policy before they are released.
- Modules and topics covered must be consistent across all instructors and delivery modes. The course clinical lead will ensure that the course is reviewed regularly to reflect any updates or changes.
- The review process will include checking that the course content and materials are accurate, relevant, and up-to-date, and is delivered using appropriate instructional methods and technologies.



- All communication with learners, including emails and discussion forums must follow the clear, professional, and consistent guidelines.

#### Monitoring and Evaluation:

To monitor the effectiveness of the courses and ensure that they continue to meet the required quality standards, a process of ongoing evaluation is implemented. This includes consideration of learner feedback, course completion rates, and other metrics.

Monitoring and standardisation ensure all learners receive a consistent and reliable e-learning experience. Menopause Movement will ensure course material is accurate and up to date, our tutor delivery and content is consistent, and our assessments are fair and consistent, by:

- Discussing the course requirements to ensure all tutors interpret them in the same way.
- Preparing course materials and end of module assessments.
- Creating schemes of work and course materials.
- Interpreting policies and procedures.
- Designing and revising assessment and quality assurance documents.
- Creating assessment materials.

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