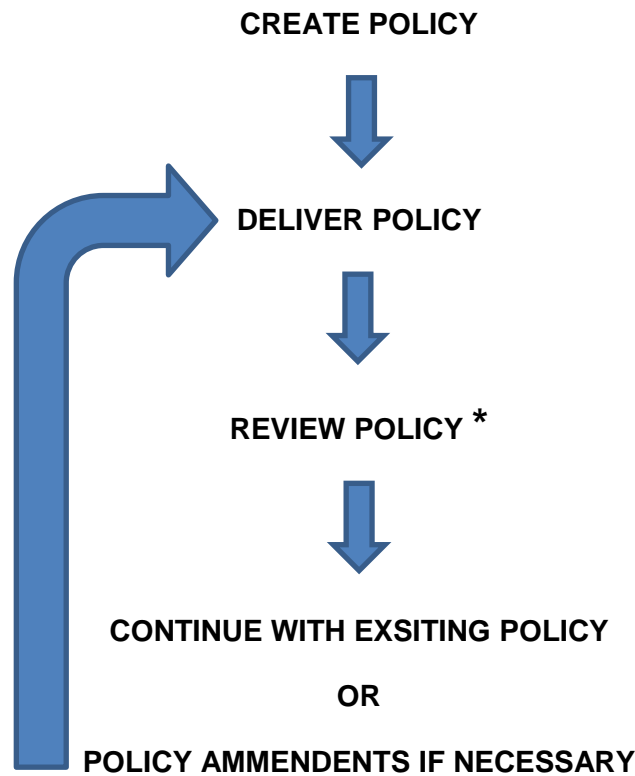


PROCESS FOR REVIEWING POLICIES

We ensure that any policy we create and deliver is assessed on a regular basis and if required policy amendments are made and the policy is then delivered with the amendments in place. This is shown in the diagram below.



* A discussion about a review of any of our policies is undertaken at staff meetings that take place on a weekly basis. Any policy amendments that need to be made are brought to the attention of Andrea Plimmer and Paul Banks at Trafford College before they are passed and amended.