

PENTORA GROUP

Course Content Review Policy

Policy 7 of 10 | Version 1.0 | April 2026

Organisation Pentora Group Inc.	Jurisdiction Toronto, Ontario, Canada	Sector Energy — Oil & Gas / CPD
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7.1 Purpose

Pentora Group is committed to ensuring that all course content is accurate, current, relevant, and of the highest professional quality. This policy establishes the framework for reviewing and updating course materials on a regular basis.

7.2 Review Frequency

All Pentora Group course materials are subject to the following review schedule:

- Routine Review: Every 12 months from the date of last accreditation or update.
- Triggered Review: Immediately upon a significant change in the industry, regulatory environment, or market conditions relevant to the course content — for example, a major policy announcement, new oil and gas legislation, or a significant market event.
- Post-Delivery Review: Following each course cohort, facilitator notes and participant feedback are used to identify content gaps or areas requiring clarification.

7.3 Review Criteria

During each review, content is assessed against the following criteria:

- Factual accuracy — all statistics, data, and case studies are verified against current industry sources.
- Relevance — content reflects the current state of the energy sector and the needs of the target audience.
- Accessibility — language and presentation are appropriate for the stated audience and free from bias.
- Intellectual property — all third-party references are correctly attributed and permissions are in place.

7.4 Review Process

1. The Course Director conducts an initial review of all materials against the criteria above.
2. Subject matter experts are consulted where specialist verification is required.
3. Updated materials are version-controlled and stored securely.
4. Where substantive changes are made, the updated course is resubmitted to The CPD Group for review if required under accreditation terms.

7.5 Record Keeping

A version log is maintained for each course, recording the date of each review, the reviewer, and a summary of changes made.

Approved by Dr. Annick N. Adjei, PhD	Date April 2026
Role Founder & Director, Pentora Group Inc.	Review Date April 2027