

SOUTHWEST FIRE ACADEMY		POLICY-000-002 Rev.002	
POLICY	SECTION: 000 - Administration		
	TITLE: Course and Student Records		
	Date Approved: July 25, 2016		Current Revision Date: November 11, 2019
Subject: Course and Student Record Retention			
Scope: This Policy applies to all lead instructors and administration staff			
Purpose: To establish a procedure to maintain student and course records			
Procedure: Southwest Fire Academy shall maintain student records in the following formats: <ul style="list-style-type: none"> • Digital Course Records on SFA Server • Physical Course Records • Physical Student Records • Student Records via Transcript Service (PCC Approved Courses Only) • FirePro Student Records <p>It is the responsibility of the Lead Instructor to provide all required course and student documentation and a completed Course Documentation Form (SFA Form 000-004) to the records administrator for filing within 5 business days of the end of the course</p> <p>It is the responsibility of the Records Administrator to create and maintain the records in accordance with this policy</p>			

Digital Course Records on SFA Server

- A file on the SFA server called Digital Course Records shall be maintained
- In that file, sub folders shall be created for each year
- In the yearly sub folder, each course shall have a folder identified by the course number
- NFPA Based Course Numbers shall be assigned the following way:
 - XX (year) – XXXX (SFA or NFPA Standard Number). X (Chapter # if required) – X Level in Standard – X (number of course in year)
 - Example – 16-1006.5-O-3
 - Course in 2016
 - NFPA 1006
 - Chapter 5
 - O
 - Third NFPA 1006 Chapter 5 Course of the Year (Note – additional information may be included)
 - After the course number a description shall follow with the location of the course:
 - Rope Rescue Operations – SFA Campus
- In each course folder there shall be the following sub folders created:
 - Certificates
 - Completed JPR's
 - Completed Student Evaluations
 - Completed Test Answer Sheets
 - Completed Training Safety Plans
 - Expenses
 - Instructor Pay Sheets
 - Invoices
 - Service Contract / Enrolment Contract (if applicable)
 - Student Applications
 - Student Attendance Sheets
 - Student Transcripts (if applicable)
- All sub folders shall be populated with scanned images of original completed training records
- Additional folders can be added as deemed necessary

Physical Course Records

- All hard copies of course records required to make the digital course records shall be filed and maintained:
 - Generic course documents filed by course:
 - Completed Student Evaluations
 - Completed Training Safety Plans
 - Expenses
 - Invoices
 - Service Contract / Enrolment Contract (if applicable)
 - Student Applications
 - Student Attendance Sheets
 - Student Transcripts (if applicable)
 - A cover sheet shall accompany all physical course records with the following information on it:
 - NFPA Standard
 - Chapter and Name of Course
 - Course Number
 - Location of Course
 - Date Records are Filed
- All hard copies shall be maintained for a period of no less than seven years

Physical Student Records

- All hard copies of student records required to make the digital course records shall be filed and maintained chronologically:
 - Student Records (Individual Files):
 - Certificates (copy)
 - Completed JPR's
 - Service Contract / Enrolment Contract (if applicable)
 - Student Applications
 - Student Transcripts (if applicable)
- All hard copies shall be maintained for a period of no less than seven years

Student Records via Transcript Service

- All students that register in an SFA course that is regulated under the Ministry of Colleges and Universities shall have their transcripts filed within 10 business days with the Transcript Service Provider contracted by Southwest Fire Academy

References:

1. Ministry of Colleges and Universities

Notes:



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