

<b>SOUTHWEST FIRE ACADEMY</b>		<b>POLICY-700-001</b>	
<b>POLICY</b>	<b>SECTION:</b> 700 - Training		
	<b>TITLE:</b> Program Review		
	<b>Date Approved:</b> June 1, 2015		<b>Revision Dates:</b> NONE
<b>Subject:</b>  Program Review			
<b>Scope:</b>  This Policy applies to all employees of the Southwest Fire Academy			
<b>Purpose:</b>  To establish the procedure to formally review the programs offered by the Southwest Fire Academy			
<b>Procedure:</b> <ul style="list-style-type: none"> <li>• Southwest Fire Academy shall identify program lead instructors. Program lead instructors shall: <ul style="list-style-type: none"> <li>○ Ensure all student evaluations are filled out at the end of each course</li> <li>○ Review student evaluations and summarize feedback</li> <li>○ Conduct an instructor de-briefing after each course</li> <li>○ Recommend changes / improvements to course</li> </ul> </li> <li>• SFA shall review all recommendations and make the required changes to programs. This will be done formally and if required approval from the Ministry of Training, Colleges and Universities shall be received.</li> </ul>			
<b>References:</b> <ol style="list-style-type: none"> <li>1. Section 21 Guidance Notes</li> <li>2. Ministry of Colleges and Universities</li> </ol>			
<b>Notes:</b>			