

SOUTHWEST FIRE ACADEMY		POLICY-000-000 Rev.006	
POLICY	SECTION: 000 - Administration		
	TITLE: Policy Index		
	Date Approved: June 1, 2015		Current Revision Date: November 11, 2019
Subject: Policy Index			
Scope: This Policy applies to all employee's and students of the Southwest Fire Academy			
Purpose: To establish the format and chapters for the Southwest Fire Academy Policy Manual			
Procedure: The following policies have been approved by the President of Southwest Fire Academy and are now in effect:			
<ul style="list-style-type: none"> • Section 0 – Administration <ul style="list-style-type: none"> ○ 000-000.6 – Policy Index ○ 000-001.2 – Policy Intent and Application ○ 000-002.2 – Course and Student Records ○ 000-003.1 – NFPA 1002 License Verification ○ 000-004.2 – Academic Policy – Non-Vocational • Section 1 – Health and Safety <ul style="list-style-type: none"> ○ 100-001.5 – Health and Safety Policy • Section 2 – Building and Facility Maintenance • Section 3 – Environment • Section 4 – Student <ul style="list-style-type: none"> ○ 400-001.3 – Student Refunds – Rebooking Fees – Vocational ○ 400-002.2 – Student Enrolment Procedure – Vocational ○ 400-003.1 – Student Enrolment – Non-Vocational ○ 400-004.2 – Use of Personal Information ○ 400-005.2 – Student Complaint Policy ○ 400-006.4 – Student Expulsion Policy ○ 400-007.1 – Statement of Students Rights and Responsibilities – PCC ○ 400-008.1 – Student Grade Release ○ 400-009.1 – Volunteer NFPA 1001 OFMEM Certification 			

- 400-010.2 – Student Refunds – Non-Vocational
- Section 5 – Staff
 - 500-001.2 – Staff Uniform Policy
- Section 6 – Procedures
 - 600-001.2 – Violence and Sexual Harassment Policy
 - 600-002.2 – Alternative Admission Test
 - 600-003.1 – Non-Discrimination Policy
 - 600-004.1 – Student Accommodation and Access to Testing
 - 600-005.1 – FirePro Inventory Management
 - 600-006.1 – Advisory Board
 - 600-007.1 – Student Appeals
 - 600-008.1 – Test Instrument Security
 - 600-009.1 – Test Evaluator and Proctor
- Section 7 – Training
 - 700-001.1 – Program Review
 - 700-002.1 – Pre-Class Facility Readiness Procedure
 - 700-003.1 – Training Safety Plans
- Section 8 – Appendices
- Section 9 – Miscellaneous

- All employees shall receive an electronic version of the Southwest Fire Academy Policies and all policies shall be posted on the website and be made available for download

References:

1. Section 21 Guidance Notes
2. Ministry of Colleges and Universities

Notes:

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