

HOLLAND COLLEGE		
Quality Process A14	Issue Date: May 13, 2025	Revision: Seven
Title: Control of Program Related Documentation		Page 1 of 6
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1. PURPOSE:

To ensure that documents necessary to the operation of the program are available, accessible, and up to date. To provide guidance to program areas for student file management and retention.

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2. SCOPE:

All programs.

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3. RELATED PROCESSES, DOCUMENTS & DEFINITIONS:

3.1 Quality Process [B09](#)— Adult Education

3.2 Quality Form [011.docx](#)— Document Location List

3.3 Quality Form [103.pdf](#) ([103.docx](#))— Adult Education Document Location List

3.4 Quality Form [145.docx](#)— Holland College Student File Checklist For Programs

3.5 Quality Form [104.pdf](#) ([104.docx](#))— Adult Education Student File Checklist

3.6 Quality Form [110.pdf](#) ([110.docx](#))— Community Education Student File Checklist for LINC Students

3.7 Quality Form [QF110A.pdf](#) ([QF110A.docx](#)) Community Education student File Checklist for EAP Students

3.8 Quality Form [QF110B.pdf](#) ([QF110B.docx](#)) Community Education Student File Checklist of EAL Students

3.9 Appendix A Atlantic Police Academy Student File Retention Checklist

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4. RESPONSIBILITIES:

4.1 Program Managers: for ensuring that student files and documents are up to date and maintained as described in this policy.

4.2 Staff: for ensuring that documents/files, for which they have assigned responsibility, are maintained as required.

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5. PROCESS:

GENERAL

5.1 The documentation maintained will vary according to the type of program.

DOCUMENTATION LOCATION LISTS

5.2 All Program Managers will maintain a Document Location List (Quality Form 011 for Post-Secondary Programs or Quality Form 103 for Adult Education or QF110 for Community Education) for programs under their responsibility.

STUDENT FILES

5.3 A file on each enrolled student will be maintained by the program.

5.4 Student files may be kept electronically or in hard copy.

5.5 Regardless of the format, ensuring private information is protected and access is limited to only those that require access is of utmost importance.

5.6 The student file checklist is used to track forms and other documentation required to be in each student's file. In cases where it is more efficient to keep a particular form or document in a separate file, a class/group file, or electronically, this can be noted on the Student File Checklist.

5.7 Student file Checklist are required for Adult Education (QF104) and Community Education (QF110, QF110A, and QF110B) students. The QF145 is optional for post-secondary programs.

(Note: With the moving of many files to the online forum it was evident that for some areas the QF145 was not serving any purpose as in some cases this was the only form in the student file. A number of faculty have indicated they would prefer to keep using the form, so a decision was made to make it optional.)

5.8 Student file retention

(post-graduation and when the student exits before program completion) for all programs except the Atlantic Police Academy.

a) Student files are to be kept in the Program area until one year after graduation or exit of the program and then will be destroyed by the program.

- b)** Upon graduation or exit, student files are to be reviewed, and any unnecessary documentation (copies of tests, assessments, etc.) should be purged. The remaining documentation should be retained for one year and then destroyed.
- c)** The College recognizes that there may be external governing bodies that stipulate certain student records are retained longer than one year post graduation that will supersede this. In the interest of protecting student's personal information, these records should not be kept any longer than these external requirements stipulate.

5.9 Records may be transferred from one storage medium to another, e.g. paper copy to a scanned image, as long as the integrity of the information remains intact.

5.10 If the record is transferred to another storage medium, the original may be destroyed once the information is verified. This should be done not only to save time and space, but to ensure the appropriate copy is used when accessing the information.

5.11 Note, the length of time any student record is to be retained does not change regardless of the medium (hard copy or electronic) or how the record is stored. The protection, security, and privacy of student information housed in each of the administrative units must have the highest priority in both the maintenance and destruction of records.

5.12 Atlantic Police Academy Student Records Management

- a)** To comply with Policing Standards regarding the storage and retention of Member training records, APA student files and course training materials shall be retained for a period of 30 years.

The retention of student records applies to all APA Public Safety Programs; Specialized training courses; and contract training courses.

- b)** For specific guidelines on record maintenance, Appendix A includes detailed checklists outlining what information should be kept and the designated locations for each type of document. This systematic approach ensures consistency and accuracy in record-keeping, enabling both the Academy and its cadets to uphold the highest standards of accountability and professionalism in law enforcement training.

CONTROL OF EXTERNAL DOCUMENTS

- 5.13** Up-to-date versions of external documents, such as accreditation or regulatory documents, that have a direct bearing on the program will be available to staff and all staff concerned must be made aware of amendments.

PROGRAM DOCUMENTATION FILES

- 5.14** Program Managers will maintain a file(s) for each program under their responsibility.
- 5.15** The Program Manager will ensure that documents and files identified on the Document Location List are maintained/stored as indicated.
- 5.16** Program files will be stored in locations that are accessible to all staff directly related to the program.

APPENDIX A

Atlantic Police Academy Records Management

For all APA Cadet Public Safety Programs (Police Science, Fire, Conservation, Corrections, Sheriff): All records shall be saved in the *APA Records Management* SharePoint site.

Folder: Year

Sub-Folder: Program Name

Students File should include:

- ☐ QF07
- ☐ QF099 (Release of information to Employers)
- ☐ QF154 (Exchange of information with OJT agency)
- ☐ HC/APA Transcript
- ☐ OJT Training Booklet
- ☐ Holland College Police Sciences (Cadet) Police Constable Diploma
- ☐ Crisis Intervention & De-Escalation Certification
- ☐ CEW / Taser Certification
- ☐ PEIFFA Fire Extinguisher IFTAS Certificate
- ☐ LIDAR Operators Certificate
- ☐ RADAR Operators Certificate
- ☐ Approved Screening Device Certificate
- ☐ PARE Test results
- ☐ Other Certifications (ie. Carbine, PROS User, Accident Investigation etc) listed
- ☐ CPKN Transcript (or copies of Certificates)
- ☐ Student awards and letters
- ☐ Copy of PEI Police Act Oath
- ☐ Copy of PEI Police Act file
- ☐ Final marks on all assignments, tests and examinations (including scenario and fitness)
- ☐ Verification of successful completion of all courses and OJT

- ☐ Student Achievement Management
 - o Polygraph report / booklet
 - o Course syllabus

- ☐ Admissions File
 - o Polygraph report / booklet
 - o CV & Resume
 - o Letters and prerequisites
 - o Education Transcripts

For all APA Contract and Inservice Courses: All records shall be saved in the *APA Records Management* SharePoint site.

Folder: Year

Sub-Folder: Contract / InService Training

Sub-sub-folder: CourseName_date

Course file should contain:

- ☐ Price quote
- ☐ QF188 / QF195 for the course/training
- ☐ Class Attendee List / Instructor List
- ☐ Instructor Resume / CV
- ☐ Course / Training syllabus and schedule
- ☐ Course Lesson Plans / PowerPoint / Materials
- ☐ Student assessments
- ☐ Pertinent Emails
- ☐ Course and Instructor evaluations
- ☐ Electronic Training Log or Training report