

**2008/09 Continuing Education (CE) Audit Program  
Student Enrolment Data Claimed for the Period of July 1, 2007 to May 30, 2008**

Date of Visit: \_\_\_\_\_ Facility Visited: \_\_\_\_\_ School District: \_\_\_\_\_

Lead Auditor: \_\_\_\_\_ Audit Team Members: \_\_\_\_\_

| Criteria   | We are looking for:   | What the analysis will allow us to say:  | Audit Procedures  | Auditors' Initials |
|--|---|--|---|--------------------|
| <p>Ref. June Data Collection (Public CE Centres)<br/><a href="http://www.bced.gov.bc.ca/datacollections/june/">www.bced.gov.bc.ca/datacollections/june/</a> Instructions for Form 1701</p> <p>Students reported for funding by the CE centre are:</p> <ul style="list-style-type: none"> <li>• <i>Students born between July 1, 1988 and June 30, 1991</i></li> <li>• <i>“Students born prior to July 1, 1988 are considered to be adult students and should be reported only if they are enrolled in a course(s) which is part of a planned program of studies leading to a B.C. Certificate of Graduation (Dogwood) or a B.C. Adult Graduation Diploma (Adult Dogwood). The plan of studies <b>must</b> include details such as the timeframe for the start and completion of courses and done in accordance with the Ministry policy on adult students.”</i></li> </ul> | <p>Evidence that students and courses reported for funding meet all the requirements specified in Form 1701</p> <p>Completion Instructions and the Ministry of Education (MEd) K-12 Funding-Adults, K-12 Funding-General and Adult Graduation Program policies to qualify for CE funding.</p> | <p>Whether the districts are accurately reporting students and courses in accordance with Ministry of Education (MEd) requirements for CE funding.</p> | <p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• June Data Collection (Public CE Centres) – Instructions for Form 1701, dated March 20, 2008</li> </ul>  |                    |
| <b>Planning and General Understanding of the Program</b>   |   |  |   |                    |
| <p><b>Note:</b> This step is essential, as it will enable an efficient and effective use of time and audit personnel.</p>  | <p>An understanding of the organization, location of centres (including incarceration centres), location of files, key personnel and how the CE programs are delivered.</p>   | <p>How the District CE centre operates and whether it operates in accordance with MEd policies and requirements.</p>                                   | <p><b>Note to Lead Auditors:</b> Most of this information could be acquired (prior to the audit visit) by telephone, email, or through exploration of the district’s website.</p> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Interview appropriate staff and review relevant documentation to determine the district policies and procedures including</li> </ol> |                    |

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|   |                     |   | <p>recruitment; enrolment, program registration; preparation, completion and implementation of a planned program of studies; course registration, maintenance of attendance; and the tracking and reporting of progress.</p> <p>2. Document contact person and notes from the interview(s) on an Observation Sheet and attach supporting documentation.</p> <p><b>Note:</b> The organization of District CE centres and programs vary. The Form 1701 lists all students for the district. However the students may be attending one or more centres or schools resulting in their records being distributed.</p> |                    |
| <b>B.C. College of Teachers (BCCoT)</b>   |                     |   |  |                    |
| <p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> <li>• <i>under the supervision of, assessed and evaluated by a member of the BC College of Teachers</i></li> </ul> <p>(Ref: K-12 Funding General Policy)</p>   |                     |   | <p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• K-12 Funding-General Policy</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Verify teachers' membership in BCCoT by reviewing a copy of each of the teachers' current membership in BCCoT.</li> </ol>  |                    |
| <b>B.C. Residency</b>   |                     |   |  |                    |
| <p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> <li>• <i>ordinarily resident in BC (and where applicable) with their parent/legal guardian</i></li> <li>• <i>enrolled in the district</i></li> </ul> <p>(Ref: K-12 Funding General Policy)</p> <p><i>International students are not eligible for a provincially funded education, as they do not meet residency requirements</i> (Ref: International Students Policy). See International Students Policy for exceptions.</p> |                     |   | <p><b>Key Documents:</b> As above.</p> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Determine the school process for ensuring that parents or legal guardians are ordinarily resident in BC.</li> <li>2. Document the full school process as determined in Step 1, including names of personnel contacted.</li> </ol>  |                    |

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| <b>Enrolment and Attendance</b>   |   |  |  |                    |
| <p>Students should be reported by the CE centre in which they are enrolled and in attendance between July 1, 2007 and May 30, 2008.</p> <p><i>For 2008 full year CE Centre count, students in Grades 10 to 12 and SU may be reported and funded in more than one district. This differs from the September and February count where non DL school-aged students may only be enrolled and reported in one district. (Ref: Instructions for Form 1701, P.2)</i></p> <p><b>Definition:</b><br/>The definition of attendance is in accordance with K-12 Funding-Adults policy: <i>For funding purposes, attendance is defined to be over the period of a school year AND either a minimum of 10 hours <b>direct classroom instruction for each course</b> OR a demonstrated completion of 10% of the course requirements (known as the 10/10 rule).</i></p> | <p>Verification that students reported on Form 1701 were enrolled and in attendance between July 1, 2007 and May 30, 2008 and meet all the Ministry of Education requirements.</p> <p>Evidence that sampled students are attending each course claimed for funding in accordance with the definition of attendance as stated in K-12 Funding-Adults policy.</p> | <p>That the district has reported for funding only:</p> <p>a) students who were enrolled and in attendance in accordance with the CE definition of attendance during the specified time period, and</p> <p>b) students who are enrolled in course(s) that meet the MEd requirements.</p> | <p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• Form 1701 ECHO Report 9100.</li> <li>• K-12 Funding-Adults Policy</li> </ul> <p><b>Audit Steps (Enrolment):</b><br/><b>Review by sampling Form 1701 data:</b></p> <ol style="list-style-type: none"> <li>1. Select a sample of CE students totalling a minimum of 25% of the students listed on Form 1701 CE enrolment report (ECHO 9100). If applicable: In order to ensure that none of the students on the sample list are identified on the current INAC nominal roll request the District's list of nominal roll students.</li> <li>2. Verify that the student is enrolled by reviewing student and school documents and interviewing staff.<br/>Evidence supporting enrolment includes: <ul style="list-style-type: none"> <li>• Course and student time tables</li> <li>• System course registration reports</li> <li>• Attendance records</li> <li>• Program of studies</li> <li>• Information from interviews with teachers and other staff</li> <li>• Student work (modules, test, project work)</li> </ul> </li> <li>3. Verify that the student and parent/legal guardian (where applicable) is/are ordinarily resident in BC.</li> <li>4. If there is a CE program in a Corrections or Remand Centre request a list of the students in the program(s) so they can be identified when considering the attendance requirement.</li> <li>5. Identify on observation sheets those students who do not meet the criteria, including the name(s) of staff contacts and attach supporting documentation.</li> </ol> <p><b>Note:</b> For students in Corrections Centres</p> |                    |

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|   |   |   | <p>attendance requirement has been interpreted to be: five hours of direct instruction per course or 5% of the course. In Remand Centres attendance requirement has been interpreted to be: three hours of direct instruction per course or 3% of the course. These students will be included on the Form 1701.</p> <p><b>Audit Steps (Attendance):</b></p> <ol style="list-style-type: none"> <li>Determine that each of the students in the sample attended <b>each course</b> claimed for funding.</li> <li>Evidence to support the students' attendance includes: <ul style="list-style-type: none"> <li>Classroom teacher attendance sheets</li> <li>Computer bubble sheets</li> <li>Electronic data (system logins/outs)</li> <li>Information gathered through interviews with teachers and other staff</li> <li>Record of work performed (progress)</li> </ul> </li> <li>Identify on observation sheets those students who do not meet the criteria, including the name(s) of staff contacts and attach supporting documentation.</li> </ol> |                    |
| <b>Number of Courses Reported</b>   |   |   |   |                    |
| <p>The school district must report the actual number of courses (see Course Clarifications below), leading to graduation, in which the student was enrolled and in attendance between July 1, 2007 and May 30, 2008.</p> <p>In accordance with Instructions for Form 1701 P.5:<br/> <i>The number of courses leading to graduation are required to calculate the Full-Time Equivalent (FTE) for all secondary students, enrolled in Grades 10 to 12 and Secondary</i></p> | <p>Assurance of accuracy and appropriateness of the number of courses claimed for funding for each student reported to the Ministry of Education by school districts.</p> | <p>Whether the district is accurately reporting the number of courses and the FTE generated by those courses in compliance with the Ministry's school and student data collection instructions.</p> | <p><b>Key Documents:</b><br/> As above, and</p> <ul style="list-style-type: none"> <li>M164/96 Student Credentials Order</li> <li>M205/95 Graduation Requirements Order</li> <li>M295/95 Required Areas of Study in an Educational Program Order</li> <li>M302/04 Graduation Program Order</li> <li>M320/04 Adult Graduation Requirements Order</li> <li>Adult Graduation Program Policy</li> <li>Adult Graduation Program Website<br/> <a href="http://www.bced.gov.bc.ca/adult_graduation/diploma.htm">www.bced.gov.bc.ca/adult_graduation/diploma.htm</a></li> </ul>   |                    |

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| <p><b>Ungraded.</b><br/><i>Continuing Education Centres are only to report students enrolled in Grades 10, 11, 12 or Secondary Ungraded.</i></p> <p><b>Secondary Ungraded:</b> <i>“Ungraded students are not necessarily special education students. The ungraded category can include students taking courses at a number of levels and not considered to be in a specific grade level. (Ref: Instructions for Form 1701 P 4)</i></p> <p><b>Note:</b> <i>Adults are not eligible for ESL or Aboriginal Education funding (Ref. K-12 Funding-Adults).</i></p>   |                     |   | <ul style="list-style-type: none"> <li>• MEd Manual of Course Information for the Graduation Program<br/><a href="http://www.bced.gov.bc.ca/graduation/courseinfo/cid.pdf">www.bced.gov.bc.ca/graduation/courseinfo/cid.pdf</a></li> <li>• MEd Handbook of Procedures for the Graduation Program</li> <li>• Recognition of Post-Secondary Transition Programs for Funding Purposes Policy</li> <li>• <i>School Act</i> Section 82</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Reconcile the number of courses recorded on the Form1701 to the courses that the student is enrolled in. For each of the students in the sample: <ul style="list-style-type: none"> <li>• Determine the number of courses reported on the Form 1701 and compare to the courses in which the student was enrolled and attending.</li> <li>• Calculate the FTE equivalency using the table provided below.</li> </ul> </li> <li>2. Complete an observation sheet detailing each discrepancy, and attach supporting documentation. Also, document name and any explanation provided by staff for the FTE discrepancy and attach the supporting documentation.</li> </ol> |                    |
| <p><b>‘COURSE’ Clarifications:</b><br/><i>Items that are <b>not secondary courses</b>, such as prior learning assessment credit granting, tutorial time and teacher consultation, are not fundable. (Ref. Instructions for Form 1701, P.5)</i></p> <p>Courses completed via a <b>challenge process</b> are not to be reported on Form 1701. <b>NOTE:</b> School districts are eligible to receive funding for the <b>administration of the challenge process</b> via the TRAX data collection system (Ref. Handbook of Procedures for the Graduation Program).</p> <p><b>Course Definition:</b> A course is as defined by M164/96 Student Credentials Order to be an organized set of learning activities in a subject area that meet the learning outcomes set in the applicable educational program guide. The requirements for the course must be defined; courses must be approved, and identified as a four credit course (a two credit course is reported as a half course).<br/>A course is approximately 80-120 hours in length (Ref. K-12 Funding-Adults Policy).</p> <p><b>‘Partial’ Course Eligibility</b> – in accordance with the K-12 Funding – Adults policy...<i>Calculated on 8 courses being one full-time FTE. Each full</i></p> |                     |   |   |                    |

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| <p><i>course (four credits) is funded as 0.125 of an FTE, up to 8 courses. Partial or shorter courses (i.e. 2 credit courses) are prorated...</i></p> <p><b>Post-Secondary courses</b>, to be eligible for funding, must be part of the student's planned program of studies leading to graduation and meet the requirements in Recognition of the Post-Secondary Transition Programs for Funding Purposes Policy. (Ref. Instructions for Form 1701, P.5)</p> <p>Only one General Education Development (<b>GED</b>) preparation course is fundable per lifetime. Students who are <b>only registered to write</b> the GED examinations are not fundable. <b>NOTE:</b> To be eligible for GED prep course claim, the student <b>MUST</b> meet the following requirements at the time of application: be a BC resident, be at least 18 years of age on the date of the tests, and not have received a Grade 12 graduation certificate from any institution. (Ref: GED Preparation Course Funding and K-12 Funding-Adults Policy)</p> <p><b>Graduation Transitions</b> may only be reported once for a student during their K-12 education and only when the student is enrolled in Grade 12. (as at September 2007 – Ref: Instructions for Form 1701, P.6)</p> <p><b>Support blocks</b> can be reported for funding in the 2008 CE full year count only. <i>A support block is for non-special needs, <b>school-aged, non-graduate students in Grades 10-12 and SU who are taking less than eight courses</b>, but who are engaged in their learning at structured times in addition to their courses. These students may be reported for up to a total of eight courses maximum (courses + support blocks). Support blocks are considered to be equivalent to the 120 of instruction of a regular course, instructional service is provided by a teacher, and regular attendance is expected. Support blocks do not include independent study time, voluntary study halls, tutorial sessions or time spent on DL courses at another school.</i> (Ref: Instructions for Form 1701, P.6).</p> <p><b>NOTE:</b> As a support block is considered equivalent to the requirements of a regular course, in addition to instructional service by a teacher there should be some type of grade and mark as well as attendance evidence available.</p> |  |  |   |                    |
| <b>School-Age Students</b>   |  |  |   |                    |
| In addition to the above audit criteria, to obtain funding for school-age students, districts must meet the following:   |  |  |   |                    |
| <b>Only students born between July 1, 1988 and June 30, 1991 should be reported for funding</b> by the CE centre (Instructions for Form 1701, P.2)   |  |  |   |                    |
| <b>NOTE:</b> The following criteria and processes may also apply to non-graduated adult students undertaking a B.C. Certificate of Graduation.   |  |  |   |                    |
| <p>The courses <b>must</b> lead to graduation. (Ref. Instructions for Form 1701, P.6)</p> <p><b>Note:</b> Locally Developed (LD) courses are not eligible for credit for students in the 2004 Graduation Program. Unless school districts have specifically indicated otherwise, all LD courses, except the non-credit LD courses are closed as of August 31, 2006. Boards/ Authorities should have converted LD courses that they will continue to offer</p>  | Verification that courses reported for funding meet MEd graduation requirements. | Whether the district has reported for funding only those courses which lead to graduation in accordance with Ministry graduation requirements. | <p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• As above; and</li> <li>• Earning Credits Through Equivalency Policy</li> <li>• Graduation Requirements Policy</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Verify that the courses claimed are leading to the graduation of the student. Use <a href="http://www.bced.gov.bc.ca/graduation/ataglance.pdf">www.bced.gov.bc.ca/graduation/ataglance.pdf</a> for specific (Dogwood) graduation requirements and reference Course Information for the Graduation Program at</li> </ol> |                    |

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| <p>to students for credit to Board/Authority Authorized (BAA) courses, which students in both the 1995 and 2004 Graduation Programs can take for credit. (Ref: 2007/08 Course Information for the Graduation Program Manual, P.168)</p> <p><b>Note:</b> Some CE students require remedial or modified courses (may also be applicable to non-graduated Adults). These are non-credit courses and Boards/authorities should approve and report these to the Ministry. (Ref. 2007/08 Course Information for the Graduation Program Manual, P.168). Non-credit courses, to be funded, must be part of the student's planned program of studies leading to graduation. (Ref: Instructions for Form 1701, P.6)</p> |  |   | <p><a href="http://www.bced.gov.bc.ca/graduation/courseinfo/cid.pdf">www.bced.gov.bc.ca/graduation/courseinfo/cid.pdf</a> to identify eligible courses.</p> <ul style="list-style-type: none"> <li>• Reconcile the courses claimed with the Graduation Requirements to ensure courses are allowed.</li> </ul> <p>2. Identify on Observation Sheets each of the student's courses that do not meet the criteria and attach supporting documentation.</p> <p><b>Note:</b> See the Course Information Graduation Program Manual for courses that meet the Foundation Studies requirement (for 1995 Graduation Program students repeating Grade 12 in 2007/08), courses that meet the 2004 Graduation Program requirements, and external credentials.</p> |                    |
| <b>Non-Graduated Adult Students</b>   |  |   |   |                    |
| In addition to the above audit criteria (with the exception of the School-Age Students Section), to obtain funding for non-graduated adult students, school districts must meet the following:  |  |   |   |                    |
| <p><i>Adult students may be eligible for funding if they are enrolled in eligible courses leading to a B.C. Certificate of Graduation or the B.C. Adult Graduation Diploma, or enrolled in a GED preparation course.</i> (Ref: K-12 Funding-Adults Policy)</p> <p>(Ref: Instructions Form 1701, Pages 2 and 6, and K-12 Funding-Adults Policy): Non-graduated adult students must have a current planned program of studies leading to graduation. The planned program of studies must:</p> <ul style="list-style-type: none"> <li>• Include the courses needed to graduate;</li> </ul>   | <p>A dated annual planned program of studies leading to graduation for each student.</p> <p>Courses claimed for funding are in accordance with graduation program policy and legislation for adult learners.</p> <p>Verification that the adult students have signed their planned</p> | <p>Whether the sampled adult students have a dated annual planned program of studies that meets the requirements for graduation.</p> <p>Whether the sampled adult students' funded FTEs represent courses leading to graduation.</p> <p>Whether the sampled adult students have</p> | <p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• As above.</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Determine that there is a 2007/08 planned program of studies for each student claimed for funding.</li> <li>2. Verify that the student has signed the plan.</li> <li>3. Verify that the courses in the planned program of studies leading to graduation meet the BC Adult Graduation Requirements Order – See Adult Graduation Program Eligibility Document chart for direction:</li> </ol> <p><a href="http://www.bced.gov.bc.ca/adult_graduation/dipl_oma.htm">www.bced.gov.bc.ca/adult_graduation/dipl_oma.htm</a> . (See School-Aged Students</p>                                 |                    |

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| <ul style="list-style-type: none"> <li>• Include the timeframe for the start and completion of courses;</li> <li>• Be signed by the student;</li> <li>• Be on file at the school; and,</li> <li>• Be in accordance with the Adult Graduation Program Requirements Order M320/04.</li> </ul> <p><b>Excluded:</b> Adult students (born before July 1, 1988) who are not taking a planned program of studies leading to a B.C. Certificate of Graduation (Dogwood Diploma). (Ref: Instructions for Form 1701 P.2)</p>  | <p>program of studies leading to graduation.</p>  | <p>chosen their funded course selection. By signing the planned program of studies students indicate they have been a full partner in the development of the program.</p>   | <p>Section should non-graduated adults be identified taking a Dogwood Graduation Program)</p> <p>4. Verify that the courses claimed are eligible for funding:</p> <ul style="list-style-type: none"> <li>• Reconcile the courses claimed with the 2007/08 Manual of Course Information for the Graduation Program <a href="http://www.bced.gov.bc.ca/graduation/courseinfo/cid.pdf">www.bced.gov.bc.ca/graduation/courseinfo/cid.pdf</a> to ensure courses are fundable.</li> </ul> <p>5. Identify on observation sheets those students who do not meet the criteria and attach supporting documentation including name(s) of staff contacts (if applicable).</p>  |                    |
| <b>Graduated Adults</b>   |   |   |  |                    |
| <p>An education program <b>leading to graduation</b> “does not apply to a student who has (a) already met the general requirements for graduation, or (b) completed the requirements for graduation from a secondary school or high school in another jurisdiction.” See <i>School Act</i> 82 (2.2) subsection (2.1)</p> <p>Prior to September 1, 2008 students, older than school-age, that have already met the general requirements for graduation or have completed the requirement for graduation in a secondary or high school in another jurisdiction <b>are not eligible for funding.</b></p> | <p>Verification that the district has not reported for funding adult student FTEs where the student has met the requirements for graduation either in BC or another jurisdiction.</p> | <p>Whether the district has reported any FTE funding for the sampled adult students who have already met the requirements for graduation in BC or another jurisdiction.</p> | <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Interview appropriate staff to determine the processes used to identify whether students have graduated from a secondary school or post-secondary institution anywhere other than BC.</li> <li>2. While reviewing registration or other student documents look for indications of the student’s prior graduation status.</li> <li>3. For students reported as non-graduate adult FTEs or those graduated adult student FTEs reported for funding prior to September 1, 2008 - To determine whether a secondary or post-secondary graduate from outside of North America (and <b>is deemed ordinarily resident</b>) is eligible for funding, examine the CE centre’s assessment of that student. The assessment must be a recognized standardized test (eg. Canadian Adult Achievement Test - CAAT) which provides grade levels for specific subjects. If the student scores lower than Grade 12 in any subject, they <b>may</b> be eligible for funding based on the interpretation that those</li> </ol> |                    |

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|          |                     |   | <p>scoring lower than Grade 12 would not be considered secondary graduates in BC.</p> <p>4. Identify on observation sheets those students who do not meet the criteria and attach supporting documentation, including staff contact name (if applicable).</p> <p><b>Note:</b> The school must provide evidence that the students referred to above are eligible for funding. Contact the Funding and Compliance Unit if there is uncertainty about the credentials of students from outside North America or about their assessment results.</p> |                    |

**FTE EQUIVALENCY TABLE**

Refer to this table to determine the funding FTE calculation in cases where the determined amount of courses that should be appropriately funded differs from the reported number courses on the Form 1701. Include the determined FTE equivalency on the finding sheet.

| School-aged and Adult students in Grades 10-12 and Secondary Ungraded |                     |               |
|---|---------------------|---------------|
| No. of Courses  | Reported as Courses | Funded as FTE |
| 1   | 01.00               | 0.1250        |
| 1.5   | 01.50               | 0.1875        |
| 2   | 02.00               | 0.2500        |
| 2.5   | 02.50               | 0.3125        |
| 3   | 03.00               | 0.3750        |
| 3.5   | 03.50               | 0.4375        |
| 4   | 04.00               | 0.5000        |
| 5   | 05.00               | 0.6250        |
| 6   | 06.00               | 0.7500        |
| 7   | 07.00               | 0.8750        |
| 8   | 08.00               | 1.0000        |
| 9   | 09.00               | 1.1250        |
| 10  | 10.00               | 1.2500        |

**Note:** While it is only the number of courses leading to graduation that districts are to report for all secondary students enrolled in grades 10 to 12 and SU, the student could be taking more than 10 courses in the CE full year reporting period.