



**Ministry of Education
Resource Management Division**

2010/11 Continuing Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 33 (Chilliwack)

2010/11 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 33(Chilliwack)

Background

The Ministry of Education funds boards of education based on the number of student full time equivalents (FTEs) reported by the districts on *Form 1701: Student Data Collection* (Form 1701). The FTEs are calculated by factoring the number of qualifying courses the student takes. A funding formula is used to allocate funds to boards based primarily on the calculated student FTE.

Continuing Education centres provide adults who have not graduated from secondary school the option of obtaining a BC Adult Graduation Diploma or a regular Dogwood Diploma by taking courses offered through school districts, and effective September 1, 2008 boards that have passed motions may offer graduated adults specific courses tuition-free. In certain situations, school-age students may also enrol in Continuing Education courses.

The Resource Management Division annually conducts Continuing Education audits, in selected school districts, to verify enrolment reported on Form 1701. School districts are selected for audit based on a variety of factors including the length of time since their last audit, enrolment size, and changes in enrolment.

Since 2009/10 funding recoveries are expanded to include FTEs outside of the sample where the auditors can make a clear link between the audit findings in the sample and those FTEs outside the sample.

Purpose

The purpose of the Continuing Education enrolment audit is to provide assurance to the Ministry of Education and boards of education that Ministry policy, legislation and directions are being followed. The audits are based on *Form 1701: Student Data Collection, Completion Instructions for Public Schools* and related Ministry policies.

Description of the Audit Process

An entry meeting was held with the Superintendent and the Continuing Education Centre's Principal. The purpose and process of the audit were reviewed and information about the programs offered by the Continuing Education Department was provided. The administrators and the audit team discussed the procedures that would be followed to undertake the audit.

The auditors worked in the Chilliwack Education Centre. To minimize the likelihood of missing relevant data, the auditors gave staff the opportunity to seek further information on all students where there was a discrepancy in the FTE calculation. Throughout the audit the Principal and Vice Principal were kept apprised of any issues.

Exit meetings were held with the Continuing Education Centre's Principal and the Superintendent. At each exit meeting the auditors presented their preliminary results and clarified any outstanding issues.

Description of the Programs

This is the first year of the Continuing Education program in the Chilliwack School District. The program, called Futures, has four components: Main Campus, Adult Sto Lo, Cheam, Ford Mountain (Corrections). Futures provides educational upgrading, graduation diplomas, skill building trades and apprenticeship for eligible students, as well as individual education and pre-employment programs that lead to graduation. There are parent education programs and academic support for pregnant and parenting youth. For Aboriginal students there are individual academic programs in a culturally supportive environment. Another component of the Futures program is Corrections Education. Educational opportunities are provided for incarcerated students and those on probation.

There are eight Teachers, one Counsellor, one Learning Assistance Teacher and four Education Assistants. The program runs during the day and in the evenings. Teaching blocks run one hour and 20 minutes. There is a comprehensive registration process for every student. Students in the Continuing Education program at Futures are claimed for funding when they meet the 'active' requirement in accordance with the Active Policy for Distributed Learning.

Observations

The auditors found that:

- 1.375 FTEs (consisting of 0.8750 school-age in February, 0.2500 non-graduated adults in September, and 0.2500 non-graduated adults in February) were claimed for courses where the student did not meet the attendance/active requirements.
- 1.5000 non-graduated adult FTEs (consisting of 0.8750 in September and 0.6250 in February) were claimed for courses that were ineligible for funding as per Form 1701 Instructions. A number of the course reported were for inactive Work Experience 12 claims, three claims were verified to be reflective of Grade 8 courses claimed as a Grade 11 course, two claims were verified to be Transfer Standing, two claims were verified to be undertaken through the Challenge process; and, all claims were confirmed by Vice Principal, Dave Manual, as being claimed for funding in error by the Continuing Education Centre.
- 2.0000 FTEs (consisting of 0.0625 school-age in September, 0.1875 school-age in February, 0.5625 non-graduated adults in September, 0.3750 non-graduated adults in February, 0.3750 graduated adults in September, and 0.4375 graduated adults in February) were adjusted to reflect actual course credit values. These two-credit courses were reported for funding as four-credit courses.
- 1.0000 graduated adult FTEs (consisting of 0.6250 in September and 0.3750 in February) were ineligible courses reported for funding. These courses were not those listed on Appendix 1 of the Education Guarantee Information page. In accordance with the Adult Funding Policy, *“Boards of education will be funded for graduated adults taking courses offered at continuing education or K-12 schools through Phase 3 of the “Education Guarantee”.* *Courses eligible for funding can be found in Appendix 1 of the Education Guarantee Information page”.*
- 2 students claimed in September for Aboriginal Education supplemental funding did not have documentation to demonstrate that the requirements related to the provision of programs/ services for each student, as required in the Form 1701 Instructions, had been met. The Form

1701 Instructions state that, there must be “*support services must be in evidence at the time of the September 30, 2010 claim*”; “*evidence that the student has self-identified as being of Aboriginal Ancestry*”; “*evidence that the Aboriginal Education Program is in addition to any other programs and services to which the student is eligible*”; and, there must be “*evidence that the Aboriginal Education Programs and services provide a continuum of substantive learning experiences and/or support services throughout the school year.*”

- There were a number of student files containing Communication Forms that were dated when the form was filled out even though the communication took place prior to the funding claim date. This form developed by the Continuing Education Centre, to record instructional-communication between teacher and student, was dated when the form was filled out and not when the actual communication took place. Additional evidence in the files verified that the teacher/student communication did take place within the funding claim period.

Recommendations

The auditors recommend that:

- The District ensure that all students reported for funding meet the definition of attendance/active as defined in the Adult Funding Policy.
- The District’s Continuing Education Department ensure that for all courses claimed at each funding claim period, students are enrolled and attending in accordance with Ministry requirements.
- The District’s Continuing Education Centre ensure that courses claimed are eligible in accordance with the Form 1701 Instructions and per Ministry directives for each student group claimed, before reporting courses for funding.
- The District’s Continuing Education Centre ensure only eligible courses, in accordance with the Adult Funding Policy, are reported for Graduated Adults.
- The District’s Continuing Education Centre verify funding claims are consistent with the credit value of the courses claimed, before they are reported.
- The District’s Continuing Education Centre ensure only students who meet the requirements for Aboriginal Education supplemental funding are claimed for supplemental funding.
- The District ensure that the Continuing Education Centre staff are aware of and adhering to the supplemental funding reporting requirements outlined in the Form 1701 Instructions.
- The District’s Continuing Education Centre ensure all dates on forms correspond with the actual ‘active’ date to verify claims are in accordance with the activation submission timeline as listed in the Form 1701 Instructions, before being reported for funding.

Auditors' Comments

The auditors wish to express their appreciation to the District and program staff for their cooperation and hospitality.

**Funding & Compliance Branch
Resource Management Division
Ministry of Education
April 21, 2011**
