



**Ministry of Education  
Resource Management Division**

**2010/11 Continuing Education Enrolment Audit**

**AUDIT REPORT**

**SCHOOL DISTRICT No. 35 (Langley)**

## **2010/11 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 35 (Langley)**

### **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 as well as 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 Langley Continuing 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 was kept apprised of any issues.

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

## **Description of the Programs**

The Continuing Education program is offered through the Langley Education Centre which also houses Distributed Learning for the District. The facility has wireless Internet with mobile laptop labs for classroom use. There is also a fully functioning science lab with water and gas.

The Continuing Education program offers a wide range of Grade 10 to 12 courses. Students attend two classes per week for one semester (approximately five months). There are two semesters per school year: September to January and February to June.

Students can complete requirements for a BC Certificate of Graduation (Dogwood Diploma) or a BC Adult Graduation Diploma (Adult Dogwood). The program is offered through flexible scheduling which gives students the option to attend morning, afternoon, or evening courses.

## **Observations**

The auditors found that:

- 8.5000 FTEs reported in September (consisting of 7.2500 adults and 1.2500 school-aged students) did not meet the attendance/active requirement. The requirement for students reported in Continuing Education Centres is in accordance with the Adult Funding Policy's attendance definition, which states: *"Attendance is defined to be over one registration period AND either 1) a minimum of 10 hours of instruction in a classroom or learning centre for each course or a demonstrated completion of 10% of the course requirements OR 2) meets the active policy for distributed learning"*.
- 1.6250 FTEs reported in February (consisting of 1.2500 adults and 0.3750 school-age students) did not meet the attendance/active requirement.
- 0.1250 FTE (consisting of 0.0625 non-graduated adult and 0.0625 graduated adult students) were taking summer learning program partial courses whose method of delivery was through the Summer Learning Program but were reported in the September claim period as adult learners for a higher level of funding based on participation in four-credit courses through the District's Continuing Education Centre. The Summer Learning Program is intended for and provided to eligible non-graduated school-age students undertaking their learning during the period of July 1 to August 31 at Summer School. Form 1701 Instructions and the February 18, 2010 Ministry directive for Summer Learning indicates that Adult students are not eligible to be enrolled and attending summer learning program courses. These FTE were adjusted to reflect a two-credit course claimed for funding as a four-credit course. Form 1701 Instructions state that: *A course is defined by the Student Credentials Ministerial Order MO M164/96. For the purpose of completing this form, consider a four credit course (approximately 120 hours) as one course and a two credit course (approximately 60 hours) as a half course"*.
- The auditors identified over 80 adult students taking four-credit courses in the District's Summer Learning Program. It was verified that these claims were reflective of four-credit courses, however these students are only to be reported in accordance with Ministry directives for adult learners.

## **Recommendations**

The auditors recommend that:

- The District's Continuing Education Centre 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 Langley School District report adult students only in accordance with the Ministry's directives for adult learners, and ensure that school-aged graduates and adults who took part in less than 80 hours of instruction during the summer months only be claimed for a half course (0.06250 FTE).

## **Auditors' Comments**

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