

2012/13 Continuing Education (CE) Audit Program

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
Teacher Regulation Branch (TRB)				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> • <i>under the supervision of, assessed and evaluated by a member of the Ministry of Education Teacher Regulation Branch</i> (Ref: K-12 Funding General Policy) 	<p>Verification that all staff teaching K-12 students hold a certificate of qualification as a teacher, or a letter of permission to teach issued under Section 25(2) of the <i>Teaching Profession Act</i>.</p>	<p>Whether teaching staff are current members of the TRB.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • <i>School Act</i> Section 17 to 20 • BC Regulation 265/89, Sec.4-Duties of a teacher • K-12 Funding General Policy • TRB Website: www.bcteacherregulation.ca/CertificateServices/FindATeacher.aspx <p>Audit Steps</p> <p>1. Prior to the audit, verify teachers' membership in the TRB by reviewing each of the teachers' current membership.</p>	
B.C. Residency				
<p><i>To be eligible for provincial funding, Boards of Education must ensure that students are:</i></p> <ul style="list-style-type: none"> • <i>ordinarily resident in BC</i> (and where applicable) <i>with their parent/legal guardian</i> • <i>enrolled in the district</i> <p>(Ref: K-12 Funding General Policy)</p> <p><i>Non-resident Out-of-Province/ International students are not eligible for funding. Per Form 1701 Instructions.</i></p>	<p>Confirmation that there is a District wide process to ensure funded students are ordinarily resident in BC.</p>	<p>That students reported for funding are ordinarily resident in BC and therefore eligible for provincial funding.</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • <i>School Act</i> Section 82 <p>Audit Steps:</p> <p>1. Determine the school process for ensuring that students (incl. adults), and parents/legal guardians (of school-age students) are ordinarily resident in BC.</p> <p>2. Obtain a copy of the District's policy and/or school's practice or if none available, document the full school process as determined in Step 1, including names of personnel contacted. Note: Verification of residency and district enrolment is included in the audit steps below.</p>	

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Planning and General Understanding of the Program				
<p>Note: This step is essential, as it will enable an efficient and effective use of time and audit personnel.</p> <p>Note: The organization of District CE schools vary. The ECHO9100 Report lists all the CE students for the district. However the students may be attending one or more CE school resulting in their records being distributed.</p>	<p>An understanding of the organization, location of schools (including incarceration centres), location of files, key personnel and how the CE programs are delivered.</p>	<p>How the District CE school operates and whether it operates in accordance with Ministry policies and requirements.</p>	<p>Note to Lead Auditors: 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>Audit Steps:</p> <ol style="list-style-type: none"> 1. Interview appropriate staff and review relevant documentation to determine the district policies and procedures including recruitment; enrolment, program registration; preparation, completion and implementation of a graduation plan (for non-graduated students)/course selection/enrolment form (for all non-graduated students where attendance requirement is based on the 'Active' attendance option) or course enrolment form (adults); course registration, and tracking and reporting of the 'attendance' requirement (for 2012/13SY either 10/10 or meeting the DL Active Policy). 2. Document contact person and notes from the interview(s) on an Observation Sheet and attach supporting documentation. 	
Student Eligibility				
<p>Students are to be reported by the CE school with which they are enrolled and meet the Adult Funding Policy's definition of attendance in accordance with the Form 1701 instructions for the September, February and May reporting/registration periods:</p> <ul style="list-style-type: none"> • <i>School aged students reported in a CE school must be born June 30, 1996 or before</i> • <i>Students born prior to July 1, 1993 are considered to be adult students.</i> (Ref. Form 1701 Instructions, P.2) <p>NOTE: <i>school-age students in Alternate programs are only reported in one school unless enrolled in a Gr10-12 DL course</i> (Form 1701 Instructions, P.3)</p>	<p>Evidence that reported FTE claims meet all the requirements specified in Form 1701 Instructions, the Adult Funding Policy, Adult Program Policy, and the K-12 Funding-General Policy to qualify for CE funding.</p>	<p>Whether the districts are accurately reporting students and courses in accordance with Ministry of Education requirements for CE funding.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • Form 1701 Fall [September], February, and May Data Collection Instructions for 2012/13 school year • Adult Funding Policy <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. 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. 2. From District list of cross enrolled school-age non-grad students, verify no CE claims were reported in the District's Alternate schools. 3. Identify any Alternate student duplicate claims on an observation sheet and attach supporting documentation. 	

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Course Claim Eligibility (Number of Eligible Courses Reported)				
'COURSE' Clarifications:				
<p>Course Definition: <i>A course is defined by the Student Credentials Ministerial Order M164/96...consider a four credit course (approximately 120 hours) as one course and a two credit course (approximately 60 hours) as a half course (see chapter 2 of the Handbook of Procedures for the Graduation Program for credit definition). (Ref: Form 1701 Instructions, P.12)</i></p>				
<p>Not fundable through Form 1701: (Ref: Form 1701 Instructions, P.12) <i>Items that are not secondary courses, such as prior learning assessment, credit granting, tutorial time and teacher consultation, and courses completed via challenge. NOTE: Partial credit courses are Ministry approved and must have assigned Ministry course code (verify through online Course Registry).</i></p>				
<p>Planning 10: Planning 10 is a four-credit grade 10 course designed for delivery within the school timetable at grade 10. Planning 10 is ineligible for partial credit. (Ref. Planning 10 FAQ http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/support_materials/planning10_qa.pdf). Planning 12 is a course that will allow non-graduated adult students to take Planning 10 as a Grade 12 elective for the Adult Dogwood Program (if Planning 10 was not completed in secondary school). Adults in the Adult Dogwood program receive Grade 12 credit recognition based on the previous completion of Planning 10 – not a duplicate funding claim.</p>				
<p>General Education Development (GED): (Ref: GED Preparation Course Funding Policy and Form 1701 Instructions, P.2) <i>The Ministry of Education will fund the delivery by Boards of Education of a locally developed GED preparation course for adult students preparing to write the GED tests. Funding for a GED preparation course will be subject to the Adult Funding Policy. The Ministry of Education does not fund students to write the GED tests. The Ministry of Education will only fund the locally developed GED preparation course as one course, not as five courses for each subject area of the GED. The Ministry of Education will not fund school-aged students to enrol in a GED preparation course.</i></p>				
<p>Graduation Transitions <i>is only be reported once for a student taking a graduation program leading to a BC Certificate of Graduation – Dogwood during their K-12 education and are to be reported when the student is enrolled in grade 12. (Ref: Form 1701 Instructions, P.12)</i></p>				
<p>Advanced Placement – <i>Schools may claim an AP course as a separate course..only if it meets the definition of a course, is a separate and distinct instructional session of 80-100+ hours on the student's timetable, the course is being taught by a certified teacher and is in accordance with the Student Credentials Ministerial Order M162/96. (Ref: Form 1701 Instructions P.12)</i></p>				
<p>Support Blocks: (Ref: Form 1701 Instructions, P.14) <i>for non special needs, school aged, non graduated students in grades 10-12 and SU engaged in their learning at structured times in addition to their academic or regular program courses and are taking less than 8 courses. <u>The combined total number of support block and courses leading to graduation cannot exceed 8 for these students.</u> Support blocks are not to be reported for school aged graduates, adult students, or by Distributed Learning schools. Each support block is to be considered equivalent to the 120 hours of instruction of a regular 4-credit course, instructional service is provided and documented by a teacher, regular attendance is expected, and does not include independent study time, drop-in sessions, voluntary study halls, tutorial sessions or time spent on courses at another school.</i></p>				
<p>Self-paced courses have an open-ended timeline but encompass one organized set of learning outcomes. While the completion of the course's learning outcomes may be over a number of registration periods, only one course is undertaken and therefore eligible for only one funding claim. NOTE: There has to be evidence of a qualified teacher's instructional component to be in compliance with Section 17 of the <i>School Act</i> and BC Reg 265/89, Section 4 (Duties of a Teacher).</p>				

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CAREER PROGRAMS (FOR NON GRADUATE STUDENTS ONLY)				
<p>Audit Steps: Prior to audit request a list of all students in career programs as well as the name of the district/schools' Career Program Coordinator. It should be that this district staff member will have all the documentation for each funded student claim.</p> <p>Definition: Educational programs focusing on a career or career-related area of study, which combine related courses with a work component...may include any of the following types of programs: Career Preparation, Co-operative Education, Secondary School Apprenticeship, Accelerated Credit Enrolment in Industry Training (ACE-IT), or Career Technical Centre Programs (Ref. Career Development Policy)</p> <p>NOTE: Schools and Boards of Education may also create career program courses as educational options. Boards must approve all career program courses offered. Reporting career program participation to the Ministry, schools must use Ministry codes identified through the online Course Registry</p> <p>NOTE: See audit steps below if career program is partnered with a post-secondary institution.</p>				
<p>Career Preparation Programs prepare students for entry into the workplace or for further education and training in a specific career pathway that includes coursework and work experience placements.</p> <p>Cooperative Education Programs provide hands-on experience in different careers combining career exploration and skill enhancement with work experience.</p> <p>NOTE: These are Board/Authority Approved courses designed locally and may be associated with WEX12A/12B funding claims (see WEX audit process below). If associated with a post-secondary partner (eligible for school-age only) see related audit process below, otherwise audit in accordance with standard course eligibility verification above.</p>				
<p>Secondary School Apprenticeship-SSA (school-age only) courses provide students with opportunities to begin apprenticeship training while in secondary school (Ref. Form 1701 Instructions, P.11) and meet the requirements as outlined in the Program Guide for Secondary School Apprenticeship http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/2012pg_secschapprenticeship.pdf</p> <p>Audit Steps: use the following Ministry directives to verify SSA course claims and the auditor's Career Program checklist for SSA:</p> <p>SSA allows secondary students to earn graduation requirements while transitioning into the work force with a total of 480 hours of work experience (not to be associated with WEX12A/12B). Program consists of SSA11A, SSA11B, SSA12A, and SSA12B – each 4-credit course claims. Requirements in accordance with Program Guide for Secondary School Apprenticeship:</p> <ul style="list-style-type: none"> • Students must have an in-school orientation • Students must have sponsors recognized by the ITA • Students in SSA programs complete an ITA registration form with the school district coordinator, and ITA recognized sponsor • School district coordinator registers SSA program students as youth apprentices* with the ITA, keeps copies of all forms required for registrations, and retains the TWID number for the duration of the apprenticeship • Educators must, in conjunction with employers/sponsors, establish a training plan for students and sponsors once students are registered with ITA • Work-based training hours are accrued only after students apply for registration as youth apprentices* with ITA • SSA students must be evaluated by educators with valid teaching certificates who assign final percentages. <p>*SSA youth apprentices must be 19 and under (at time of enrolment – students 20+ are ineligible) and complete their SSA work based training by 3 months past graduation (or 6 months after graduation for SSA scholarship requirements) Ref. ITA website for SSA.</p>				
<p>Work Experience 12A and 12B claims must meet the directives of the Elective Work Experience Courses and Workplace Safety Policy www.bced.gov.bc.ca/policy/policies/elective_work_experience.htm , MO237/11 Work Experience Order www.bced.gov.bc.ca/legislation/schoollaw/e/m237-11.pdf , and in accordance with the program Guide for Ministry-Authorized Work Experience Courses www.bced.gov.bc.ca/irp/pdfs/health_career_education/2009pg_minauthworkexper.pdf ...when tracking hours related to the work study program segment of WEX12, only one four credit course is claimed regardless of the number of reporting periods the student requires to complete the work placement component.(Ref. Form 1701 Instructions P.13)</p>				

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<p>Definitions: “<i>work experience</i>” means that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career. “<i>work study program</i>” means work experience at a standard work site.</p> <p>Audit Steps: use the following Ministry directives to verify WEX course claims and the auditor’s Career Program checklist for WEX</p> <p>Before undertaking work study program portion of WEX course:</p> <ul style="list-style-type: none"> • Boards must establish guidelines regarding conduct, supervision, evaluation and participation of students in all school-arranged work placements • Students must have an in-school orientation • There must be a signed Work Experience Agreement Form • Evidence students are at sites where WorkSafeBC coverage is provided <p>During/after work study program portion of WEX course:</p> <ul style="list-style-type: none"> • Once student is undertaking school-arranged work placement school personnel must monitor each student in accordance with board guidelines • An educator with valid teaching certificate must evaluate all work experience courses and assign a percentage <p>NOTE: Only one WEX12 course claim is eligible for adults taking Adult Graduation Program</p>				
<p>Accelerated Credit Enrolment in Industry Training-ACE IT (school-age only) is an industry training program for high school students. Through an ACE IT program, students take courses that will provide both high school graduation credits that are equivalent to the first level of apprenticeship technical training. NOTE: All Districts/Board Authorities are required to submit an up-to-date ACE IT Intent to Deliver form for the 2012/13 school year (Ref. ITA website for ACE IT) Audit Step: Obtain a copy of the district’s ACE IT Intent to Deliver Form for the 2012/13 school year and follow audit procedures below for Post-Secondary Transition Programs.</p> <p>ACE IT programs are developed and offered as partnerships between school districts and post-secondary institutions, and classes are often taught at colleges through agreements with school districts. Districts claim for student funding with a funding transfer to the college. Work experience (WEX12A and 12B) placements are usually part of this program, or students could be enrolled in both ACE IT and a Secondary School Apprenticeship program (no WEX12A/12B claim as SSA has its own work experience component - see above). <i>Students must be registered in a technical training program funded by the Industry Training Authority in order to report students in ACE-IT Programs.</i> (Ref: Form 1701 Instructions, P.11)</p>				
<p>Career Technical Centre Programs (school-age only) are an educational program that combine secondary and post-secondary courses. Students earn both a secondary graduation and post secondary certificate in a broad range of trades and technology areas. <i>Boards must have a post-secondary partner or be certified by the Industry Training Authority in order to report students in Career Technical Programs</i> (Ref. Form 1701 Instructions P.11).NOTE: Follow audit procedures below for Post-Secondary Transition Programs and the auditor’s Career Program checklist for PSI.</p>				
<p>Post-Secondary Transition Programs (ONLY For School-Age Students Who Began Taking These Programs Funded as Courses During Grades 11 and 12) <i>May be reported (for funding) if they are part of the school aged student’s planned program leading to graduation and meet the requirements in the Recognition of Post-Secondary Transition Programs for Funding Purposes Policy</i> (Ref. Form 1701 Instructions, P.12)</p> <p>Audit Steps: use the following Ministry directives to verify Post-Secondary Transition Program course claims –</p> <ul style="list-style-type: none"> • Post secondary courses lead to a post-secondary credential from a district partnered post secondary institution, which is a member of the BC Transfer System • Courses are part of a school district program that is an educational option for Grade 11 and 12 students • School district pays any tuition costs for post-secondary courses reported for funding • Student’s annual plan of courses is signed and current with the program plan courses listed including when and where they will be taking the post-secondary courses 				

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School-Age Students-Course Claim Eligibility				
Verify the eligibility of courses claimed for funding and that attendance requirements are met.				
NOTE: The following criteria and processes may also apply to non-graduated adult students undertaking a B.C. Certificate of Graduation.				
<p>To be eligible for provincial funding, Boards of Education must ensure that students are provided the requirements for an educational program set out in the following</p> <ul style="list-style-type: none"> • M302/04 Graduation Program Order for students in Grades 10-12 (2004 program) (Ref. K-12 Funding-General Policy) <p><i>School-aged students are reported when they meet the Adult Funding Policy's definition of attendance. (Form 1701, P.13)</i></p> <p><i>School-aged graduates... who took part in less than 80 hours of instruction during the summer months are only to be claimed for ½ a course. *</i></p> <p><i>Report only the courses taken at your school.</i> (Ref. P.14 Form 1701 Instructions)</p> <p>*NOTE School-aged non-graduated students undertaking courses during the summer months are to be reported through the Form 1701 Instructions for Summer Learning process – not via the September Form 1701 claim period.</p>	<p>Verification that courses reported for funding are eligible and meet Ministry graduation requirements.</p> <p>Verification of the actual credit value of courses reported and assurance the claims were reported through the correct data collection period for each student.</p>	<p>Whether the district has reported for funding only eligible courses which lead to graduation in accordance with Ministry graduation requirements and the credit values are accurate.</p> <p>That the claims for specific student groups were reported in the correct data collection period.</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • Student Credentials Order M164/96 • Required Areas of Study in an Educational Program Order M295/95 • Course Registry website • Handbook of Grad Procedures (12/13) www.bced.gov.bc.ca/exams/handbook/1213/handbook_of_procedures.pdf • BCeSIS Documents: Reporting deadline timetables [i.e., September 28th timetable from archived GDEs], Student Daily Activity forms – i.e., for September 17 to October 12, 2012 [found in 'courses' on BCeSIS], and BC Student Information Verification Form [short version] <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Using the student sample verify: <ul style="list-style-type: none"> • that the student and parent/legal guardian (where applicable) is/are ordinarily resident in BC. • the total FTE, for each student, confirming the actual credit value of each course through the online Course Registry. • the determined FTE equivalent (based on the Form 1701 FTE calculation table P.15) with the district reported FTE. • the eligibility of each student's total courses claimed leading to graduation and these were reported in the correct data collection period*. (See audit steps below for verification of attendance.) 2. Identify discrepancies on an Observation Sheet and attach supporting documentation. 	

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Adult Students-Course Claim Eligibility				
<p style="text-align: center;">Verify the eligibility of courses claimed for funding.</p> <p><i>Adults may be charged fees for courses that are not "Eligible" courses...Adult students are not eligible for ESL or Aboriginal Education funding...Eligible courses will be funded if they are documented on a Course Enrolment Form and if the student taking the course(s) meets the attendance requirement (10/10 or DL Active). Graduated adults are not eligible for Special Education funding. (Ref. Adult Funding Policy)</i></p>				
Non-Graduated Adult Students-Course Claim Eligibility				
<p><i>Non-graduated adult students may be eligible for funding if they are enrolled in eligible courses that lead to the B.C. Certificate of Graduation or the B.C. Adult Graduation Diploma.</i></p> <p>Definition - "Eligible courses:" For non-graduated adult students, eligible courses include Ministry Authorized courses, Board/Authority Authorized courses, and courses listed in Appendix 1 of the Education Guarantee Information page.</p> <p>NOTE: In 2010-2011 these [locally developed] courses, with the exception of the GED preparation course, will be replaced by the new ministry authorized Literacy Foundations courses. (Ref: Adult Program Policy)</p> <p><i>Adults who took part in less than 80 hours of instruction during the summer months are only to be claimed for ½ a course. Report only the courses taken at your school.*</i> (Ref. P.14 Form 1701 Instructions)</p> <p>*NOTE: Adults are entitled to attend eligible courses offered during summer months but are to be reported through the September claim period, and claims must reflect actual credit value of the course(s) taken if provided through a District Summer Learning Centre.</p>	<p>A current course enrolment form documenting each eligible course for each student.</p> <p>Courses claimed for funding are in accordance with adult funding and program policies and legislation for adult learners.</p> <p>Verification of the actual credit value of courses reported.</p>	<p>Whether the sampled adult students have a current course enrolment form</p> <p>Whether the adult students' funded FTEs represent eligible courses in accordance with relevant policy and legislation for adults.</p> <p>The reported credit values are accurate.</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • Adult Program Policy • M320/04 Adult Graduation Requirements Order • Adult Graduation Program Website • Authorized course list for Graduated Adults (Education Guarantee Appendix 1) <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Interview appropriate staff to determine the processes used to identify whether students have graduated from a high school or secondary school in BC or another jurisdiction. 2. While reviewing registration or other student documents look for indications of the student's prior graduation status. 3. Determine that there is a 2012/13 course enrolment form for each of the students claimed for funding. 4. Verify that the courses claimed are eligible leading to graduation http://www.bced.gov.bc.ca/graduation/docs/adult_at_a_glance.pdf. 5. Confirm actual credit value of courses claimed through the online Course Registry. Then reconcile the FTEs claimed including the tuition free courses noted in Appendix 1 of Education Guarantee website to ensure course claims are eligible for funding. 6. Identify discrepancies on an Observation Sheet and attach supporting documentation. 	

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Graduated Adults-Course Claim Eligibility				
<p><i>...graduated adult students will be funded for a select group of upgrading and literacy courses ...Courses eligible for funding can be found in Appendix 1 of the Education Guarantee Information page.</i> (Ref. Adult Funding Policy)</p> <p>Definition: <i>a graduated student is defined as a student who has completed the graduation requirements from a secondary school or high school in BC or in another jurisdiction.</i> (Ref. Adult Funding Policy)</p> <p><i>To be eligible to claim for funding, the board of education must:</i></p> <ul style="list-style-type: none"> • <i>Pass a motion that it intends to provide tuition-free education to graduated adults in Continuing Education...and notify the ministry that it has done so.</i> (Ref. Adult Funding Policy) 	<p>A current course enrolment form documenting each eligible course for each student.</p> <p>Verification that the district has claimed only eligible courses for graduated adult students.</p> <p>Confirmation that the district has passed a motion to provide tuition-free education to graduated adults.</p>	<p>Whether the sampled adult students have a current course enrolment form.</p> <p>Whether the sampled graduated adult students' funded FTEs represent eligible courses in accordance with relevant policy and legislation for graduated adults.</p> <p>Whether the district has notified the Ministry of their motion to provide tuition-free education to graduated adults.</p>	<p>Key Documents: As above.</p> <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Interview appropriate staff to verify the district notified the Ministry of their agreed motion to provide tuition-free education to graduated adults. 2. Interview appropriate staff to identify the processes used to determine whether students have graduated from a secondary school or post-secondary institution in BC or another jurisdiction. 3. Determine that there is a 2012/13 course enrolment form for each student claimed for funding. 4. Verify that the courses claimed are eligible for funding by: <ul style="list-style-type: none"> • reconciling the courses claimed with the tuition free courses noted in Appendix 1 of Education Guarantee website to ensure courses are fundable. 5. Identify discrepancies on an Observation Sheet and attach supporting documentation. 	
Attendance (Attendance for CE = 10/10 Rule or meeting the DL Active Policy for All Three Reporting/Registration Periods)				
All Student Categories				
<p><i>...report all new courses leading to graduation in which the student has met the attendance requirements. For September 2012: between May 5, 2012 and September 28, 2012. For February 2013: between September 29, 2012 and February 15, 2013. For May 2013: between February 16, 2013 and May 3, 2013</i> (Ref. Form 1701 Instructions)</p>				
<p>Definition (Attendance): <i>Attendance is defined to be over one reporting 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 Grade 10-12 active requirements as outlined in the DL Active Policy. Attendance for students in Correctional Facilities is defined</i></p>	<p>Verification that students reported for funding were attending in accordance with CE attendance requirements and met all Ministry directives.</p>	<p>That the district has reported for funding only students who:</p> <ol style="list-style-type: none"> a) were attending courses claimed in accordance with the CE definitions of attendance during the specified 	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • DL Active Policy <p>Audit Steps (Attendance 10/10):</p> <ol style="list-style-type: none"> 1. Determine that the students attended (per 10/10 rule) each eligible course claimed for funding. 2. Evidence to support the students' attendance includes: 	

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<p><i>as over one reporting period AND: 1) For sentenced inmates, either 5 hours of instruction in a classroom or learning centre or demonstrated completion of 5% of the course requirements; for remanded inmates, either 3 hours of instruction in a classroom or learning centre or demonstrated completion of 3% of the course requirements OR 2) meets the Grade 10-12 active requirements as outlined in the DL Active Policy.</i></p> <p><i>CE centres must choose either the 10/10 criteria OR the active requirements as a definition of "attendance". All CE centres within a school district must report uniformly with the exception of correctional facilities. Correctional facilities may report attendance in a different manner than the one selected by all CE centres within their district. (Ref. Adult Funding Policy)</i></p> <p>Interpretation – Instruction in a Classroom: direct communication between teachers and students who are enrolled and participating in an educational program that is supervised and assessed by the teacher. (Per Governance and Legislation Branch, September 2008)</p> <p>Active Date – for a student in a course is defined as being the submission date as listed in the Form 1701 Instructions supportable with evidence, which satisfies the Active policy criteria for funding.</p> <p>Submission Dates – September 28, 2012, or February 15, 2013, or May 3, 2013 (Per Form 1701 Instructions for 12/13SY)</p> <p>Active participation...is equivalent to attendance in a school and is a requirement</p>	<p>Evidence that students are attending each course claimed for funding in accordance with the definition of attendance as identified in the Form 1701 Instructions and the Adult Funding Policy.</p>	<p>time period, and b) students claimed for each eligible course(s) met the Ministry attendance requirements.</p>	<ul style="list-style-type: none"> • Form 1701 reporting deadline date timetables [i.e., September 28th from BCeSIS archived GDEs] • Classroom attendance sheets • Electronic data (system logins/outs) i.e., BCeSIS documents: Attendance Summary by Period from September 4 to October 19, 2012, Student Daily Activity form September 17 to October 12, 2012 [found in "courses" in BCeSIS – the add/drop information] • Information gathered through interviews with school staff • Record of work performed (progress) <p>3. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p> <p>Audit Steps (Attendance DL Active) To determine the students were active in each course claimed for funding by the appropriate activation date listed in the Form 1701 Instructions:</p> <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify there is a course plan (that meets the Active Policy's description) for each course in which the student is claimed. 2. Verify there is a current course selection/enrolment form (that meets the Active Policy's definition) documenting the eligible courses by the Active date. <ul style="list-style-type: none"> • for non-graduated school age and adults – the FTE claimed reflects eligible courses and the course(s) listed meet the graduation requirements. • For school age graduates – the FTE claimed reflects eligible courses. • for graduated adults – the courses are only those contained on the list of tuition free courses for Graduated Adults (known as: Appendix 1). 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<p><i>under the School Act...boards of education or authorities must have evidence of active participation to be funded by the Ministry...</i></p> <p>To be considered active in a course for adult funding purposes:</p> <p><i>School files for Grade 10-12 students (including all adult claims) must contain all of the following at the activation submission date as listed in the 1701 instructions to be claimed for funding.</i></p> <ul style="list-style-type: none"> • <i>at least one substantive student course activity submitted by the student to the teacher. The substantive student course activity will be clearly linked to the learning outcomes of each course claimed, will be dated, marked, and represents a minimum of five percent of the course's learning activities. Evidence supporting the gradebook entry must be provided, and dated on or before the Active date.</i> • <i>A clear course plan for each subject listed on the signed student course selection form, which links to learning outcomes, performance standards, required resources and assessment strategies. This course plan is the evidence supporting the requirement that assigned work is meeting the learning outcomes.</i> • <i>A current course selection/enrolment form listing the claimed eligible courses that meet graduation requirements.</i> <p>Course Selection/Enrolment Form Definition: <i>A document on file at the school listing the course(s) in which the student is enrolled and the date(s) of enrolment.</i></p> <p>(Ref. DL Active Policy)</p>			<p>3. Verify there is evidence of substantive student course activity (that meets the Active Policy's description), for each eligible course, submitted to the teacher by the student prior to claiming funding.</p> <p>4. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p>	