

**2012/13 K-12 Regular Enrolment Audit Program**

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

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

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<b>Teacher Regulation Branch (TRB)</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 Ministry of Education Teacher Regulation Branch</i> (Ref: K-12 Funding General Policy)</li> </ul>	<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><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• <i>School Act</i> Section 17 to 20</li> <li>• BC Regulation 265/89, Sec.4-Duties of a teacher</li> <li>• K-12 Funding General Policy</li> <li>• TRB Website: <a href="http://www.bcteacherregulation.ca/CertificateServices/FindTeacher.aspx">www.bcteacherregulation.ca/CertificateServices/FindTeacher.aspx</a></li> </ul> <p><b>Audit Steps</b></p> <p>1. Prior to the audit, verify teachers' membership in the TRB by reviewing each of the teachers' current membership.</p>	
<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</i> (and where applicable) <i>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>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><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• <i>School Act</i> Section 82</li> </ul> <p><b>Audit Steps:</b></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.</p> <p><b>Note:</b> Verification of residency and district enrolment is included in the audit steps below.</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<b>Student Reporting</b>				
<p><b>School age students</b> reported for funding are: (Ref: Form 1701 Instructions, P.2)</p> <ul style="list-style-type: none"> <li>• <i>Born between July 1, 1993 and December 31, 2007</i></li> </ul> <p><b>Note:</b> <i>The following students are not to be reported on Form 1701:</i>  <i>Students enrolled in a Provincial Resource Program (PRP) for 3 months or less... students who are only registered to write the GED (General Education Development) examinations...pre-primary or early childhood education children.</i>  (Ref: Form 1701 Instructions, P.3)</p> <p><b>Adult students</b> reported for funding are: (Ref: Form 1701 Instructions, P.2)</p> <ul style="list-style-type: none"> <li>• <i>Born prior to July 1, 1993</i> <ul style="list-style-type: none"> <li>○ <i>taking Ministry-Authorized or Board/Authority Authorized courses that lead to a graduation diploma (non-graduated adults)</i></li> <li>○ <i>have met the general requirements for graduation in British Columbia or have completed the requirements for graduation from a secondary school or high school in another jurisdiction (Graduated adults only eligible for courses listed on <a href="#">Appendix 1 of Education Guarantee</a>)</i></li> <li>○ <i>taking a locally developed General Education Development (GED) preparation course</i></li> </ul> </li> </ul>	<p>Assurance of accuracy and appropriateness of the student and school data reported to the Ministry of Education by school districts.</p>	<p>Whether or not districts are in compliance with the Ministry's school and student data collection instructions.</p>	<p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• September 2012 Form 1601 and 1701 Instructions</li> <li>• Compliance Audit Policy</li> <li>• Alternate Education School Program Policy</li> <li>• School Act, Section 81, 106.3, 106.4, 114, 117(1)(b), 168(2)(t)</li> <li>• Permanent Student Record Order M082/09</li> <li>• Student Progress Report Order M191/94</li> <li>• School and Student Data Collection Order M152/89</li> <li>• <a href="#">Appendix 1 Education Guarantee</a></li> </ul> <p><b>Audit Steps (age verification):</b></p> <ol style="list-style-type: none"> <li>1. Determine the school process for ensuring that students meet the age requirements.</li> <li>2. Document the school process.</li> <li>3. Select students and check to see that there is documentation that verifies their birth date.</li> <li>4. Document any discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol> <p><b>Audit Steps (graduation status):</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.</li> <li>2. While reviewing registration or other student documents look for indications of the student's prior graduation status.</li> <li>3. Document any discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol>	
<b>Exchange Students</b>				
<p><i>An exchange student is one involved in a reciprocal and equal educational exchange. This exchange must be one in/one out of the same board for the same length of time, with the exchange completed within two years.</i></p>	<p>Verification that students, involved in a reciprocal exchange, are</p>	<p>Whether each exchange student is one involved in an eligible exchange.</p>	<p><b>Key Documents:</b> As above.  <b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Provide district or school staff with the Reciprocal Exchange Compliance Form and request a one-to-one listing of local and district sponsored reciprocal</li> </ol>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p><b>Boards receive funding for the ordinarily resident student.</b>  <b>NOTE:</b> Boards receive funding only for the ordinarily resident student. During a one in/one out reciprocal and equal exchange, the non-resident student acts as a placeholder for the funded local student during that student's absence. Claiming funding for a non-resident student after the resident student has graduated (and is no longer enrolled with the Board and therefore no longer eligible for funding) does not meet the reporting requirements.  (Ref: Form 1701 Instructions, P.3)</p>	<p>eligible for funding.</p>		<p>exchange students.  2. Identify the local and non-resident student names and PEN numbers, and note the destination of local student, origin of non-resident student and the respective timelines for each exchange.  3. View supporting documentation such as a Rotary exchange agreement relating to the student exchange.  4. Ensure the documentation verifies that each visiting student has an eligible reciprocal local student who has, or will, participate in the exchange.  5. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p>	
<b>Alternate Education (non-graduate school-age students only)</b>				
<p><i>Each Alternate Education Program will have:</i>  1. An intake process to facilitate district referrals or self referral.  2. A regularly reviewed learning plan for each student...an official Individual Education Plan (IEP) or a Student Learning Plan created by the school that clearly defines the objectives for the student, additional services provided as required, progress made, and any transition plans.  3. An exit strategy to facilitate the students transition either back into regular school system, continuing education centre, graduation or to work and to post secondary training and education.  4. Evidence of additional services as required by the student population (i.e., youth workers, drug and alcohol counsellors and/or sessions, etc.)  (Ref. Alternate Education School Program Policy)</p>	<p>Evidence that the facility reporting student claims in an alternate program met the Ministry policy requirements.</p>	<p>Whether the facility is operating in accordance with Ministry policy and the non-graduated school age students are eligible for funding allocations specific to a Type 3 Facility.</p>	<p><b>Key Documents:</b> As above, and  • Form 1701 ECHO Report 9100 (Student Detail List)  <b>Audit Steps:</b>  1. Interview appropriate staff to determine, in accordance with the Alternate Education School Program Policy, that the school:  • has an intake process for non-grad school-age students (document what this process is).  • have the required additional services necessary to meet the needs of the student population (document what these services are and who provides – school, outside sources, agencies, etc.).  2.Document contact person and attach notes from the interview(s) on an Observation Sheet.  3. Verify the sampled students:  • have undergone an intake process based on the practice identified by school staff.  • have an IEP or SLP created by the school which clearly defines 1) the objectives for the student, 2) what additional services are/will be provided, 3) measurement of student progress, and 4) any proposed transition plan.</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
			<ul style="list-style-type: none"> <li>• have been provided with a planned approach to exit from the Alternate School into either another educational program, to graduation, to a post secondary program, or into the workforce.</li> <li>• have/will be provided with the required additional services as noted in the IEP or SLP. Verify when services will be provided and by whom.</li> </ul> <p>4. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p> <p><b>NOTE:</b> Supplemental services associated with any of these student claims must meet the related criteria for ELL and Aboriginal Education.</p>	
<b>Enrolled and In Attendance (see specific Attendance Requirements for Adult Students below)</b>				
<p><i>Students are to be reported by the education facility with which they are enrolled and in attendance as at September 28, 2012. (Ref: Form 1701 Instructions, P.2)</i></p> <p><b>Interpretation:</b> Student attendance is defined as being present at school, on a school sponsored program or field trip, or absent for legitimate health or personal reason documented by parent/guardian, or certified by school officials.</p> <p><i>...a student in transition from one B.C. school to another B.C. school on September 28, 2012 should be reported at the school last attended in September.</i></p> <p><i>For a student who arrives in a school during the last week in September, the principal of the receiving school should contact the school the student has left to ensure the student is removed from the departing school's 1701 file. (Ref: Form 1701 Instructions, P.3, 4).</i></p>	<p>Verification that students reported on Form 1701 were enrolled and in attendance on September 28, 2012.</p>	<p>That the district's count on September 28, 2012, as reported on Form 1701, is accurate.</p>	<p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• Form 1701 Enrolment Verification Report as at September 28, 2012 (ECHO Report 9035). <b>Note:</b> this document is the final version approved by the District's Form 1701 staff contact. Auditors' ECHO reports are the correct version the district was funded with.</li> <li>• Attendance Summary by Period from September 4 to October 19 [BCeSIS Document]</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Examine the attendance records for each school-age student to ensure that those students were attending school on September 28.</li> <li>2. Verify list of students not in attendance at September 28<sup>th</sup> with the Principal.</li> <li>3. Identify on an Observation Sheet students not in attendance on September 28 and thereafter, and attach supporting documentation</li> </ol> <p><b>NOTE:</b> Contact may be required with district/school career coordinator for those students attending/participating in post-secondary institution or career programs at the start of the school year.</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
			<b>Review of Withdrawals</b> 1. Examine the attendance records for each student who has withdrawn during October to ensure that those students were attending school on September 28.	
<p style="text-align: center;"><b>Adult Attendance</b></p> <p><i>Attendance is defined to be over one registration period AND either 1) a minimum of 10 hours of <b>instruction in a classroom</b> or learning centre for each course or a demonstrated completion of 10% of the course requirements (10/10 Rule) - OR - 2) meets the 'active' policy for distributed learning...K-12 schools must choose either the 10/10 criteria OR the active policy as a definition of "attendance". Ref: Adult Funding Policy</i></p> <p style="text-align: center;"><b>(10/10 Rule Option - Adults)</b></p>				
<p><b>Interpretation – Instruction in a Classroom:</b> 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><b>Interpretation – Registration Period for K-12 Regular Enrolment:</b> July 1 (start of school year) to September 28 (Form 1701 cut-off)</p> <p><b>Course Enrolment Form</b> (definition from Adult Funding Policy) – A document on file at the school listing the course(s) in which the student is enrolled and the date(s) of enrolment.</p>	<p>Evidence that students are attending each course claimed for funding in accordance with the definition of attendance as stated in the Adult Funding policy.</p>	<p>That the district has reported for funding only students who were in attendance in accordance with the Adult Funding policy definition of "attendance" during the specified time period.</p>	<p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• Form 1701 ECHO Report 9100.</li> <li>• Adult Funding Policy</li> </ul> <p><b>Audit Steps (Attendance):</b></p> <ol style="list-style-type: none"> <li>1. Determine that the adult students attended (per 10/10 rule) <b>each eligible course</b> claimed for funding.</li> <li>2. Evidence to support the students' attendance includes:               <ul style="list-style-type: none"> <li>• September 28<sup>th</sup> timetables [BCeSIS archived GDEs]</li> <li>• Classroom attendance sheets</li> <li>• Electronic data (system logins/outs) i.e., BCeSIS documents: Attendance Summary by Period from September 4 to October 19, Student Daily Activity form September 17 to October 12 [found in "courses" in BCeSIS – the add/drop information]</li> <li>• Information gathered through interviews with school staff</li> <li>• Record of work performed (progress)</li> </ul> </li> <li>3. Identify discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol>	
<p style="text-align: center;"><b>('Active' Option - Adults)</b></p>				
<p><b>Definitions:</b></p> <p><b>Active Date</b> – for a student in a course is defined as being the submission date as listed in the Form 1701 Instructions supportable with</p>	<p>Evidence that the students claimed on Form 1701 have met the</p>	<p>Whether the students claimed for funding meet the appropriate</p>	<p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• DL Active Policy</li> </ul>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p>evidence, which satisfies the Active policy criteria for funding.</p> <p><b>Submission Date</b> – September 28, 2012 (Per September Form 1701 Instructions, P.1)</p> <p><b>Active participation...is equivalent to attendance in a school and is a requirement under the School Act...boards of education or authorities must have evidence of active participation to be funded by the Ministry...</b></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) <b>must contain all of the following at the activation submission date as listed in the 1701 instructions to be claimed for funding.</b></i></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> <li>• <i>A current course selection/enrolment form listing the claimed eligible courses that meet graduation requirements.</i></li> </ul> <p>(Ref. DL Active Policy)</p>	<p>active requirements outlined in the DL Active policy per the attendance requirements stated in the Adult Funding policy.</p>	<p>active requirements specified in the DL Active policy in accordance with the Adult Funding policy's definition of attendance.</p>	<p><b>Audit Steps:</b></p> <p>To determine that the adult students were active in <b>each course</b> claimed for funding <b>by the September 28<sup>th</sup> activation date:</b></p> <ol style="list-style-type: none"> <li>1. Verify there is a course plan (that meets the Active Policy's description) for each course in which the student is claimed.</li> <li>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</li> </ol> <ul style="list-style-type: none"> <li>• <b>for non-graduated adults</b> – the course(s) listed meet the graduation requirements</li> <li>• <b>for graduated adults</b> – the courses are only those contained on the <a href="#">list of tuition free courses</a> for Graduated Adults (known as: Appendix 1)</li> </ul> <ol style="list-style-type: none"> <li>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.</li> <li>4. Identify discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol> <p><b>Course Selection/Enrolment Form Definition:</b> <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>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<b>Program and Course Claim Eligibility (Number of Eligible Courses Reported)</b>				
<b>'COURSE' Clarifications:</b>				
<p><b>Course Definition:</b> <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).</i> (Ref: Form 1701 Instructions, P.12)</p>				
<p><b>Not fundable through Form 1701:</b> (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.</i> <b>NOTE:</b> Partial credit courses are Ministry approved and must have assigned Ministry course code (verify through online <a href="#">Course Registry</a>).</p>				
<p><b>Planning 10:</b> 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 <a href="http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/support_materials/planning10_qa.pdf">http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/support_materials/planning10_qa.pdf</a>). <b>Planning 12</b> 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 <b>credit recognition</b> based on the previous completion of Planning 10 – not a duplicate funding claim.</p>				
<p><b>General Education Development (GED):</b> (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><b>Graduation Transitions</b> <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.</i> (Ref: Form 1701 Instructions, P.12)</p>				
<p><b>Advanced Placement</b> – <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.</i> (Ref: Form 1701 Instructions P.12)</p>				
<p><b>Support Blocks:</b> (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 block are not 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><b>Self-paced courses</b> 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. <b>NOTE:</b> 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>				
<p><b>Independent Directed Studies (IDS):</b> <i>allows schools to recognize prior learning in a Ministry-developed or board authorized course that a student may not have completed...the process is intended to encourage schools (including DL) to allow students to pursue further studies in a course not previously completed. IDS credits may only be used to satisfy elective requirements. IDS credits may be awarded by schools to students who have successfully completed independent work based on a subset of outcomes of Grade 10, 11 and 12 Ministry courses or board authorized courses... The <b>number of credits a student earns for an IDS will be set out in the plan developed by that student and a teacher, and approved by a principal.</b></i> (Ref: <a href="#">Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies Policy</a>)</p>				

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p>...for all secondary students enrolled in Grades 8-10, SU and GA report the total number of eligible courses.</p> <p>To obtain <b>funding for school aged students</b>, school boards must meet the following criteria:</p> <ul style="list-style-type: none"> <li>report the student's annual plan of courses leading to graduation in which the student was enrolled and in attendance as at September 28, 2012.</li> </ul> <p>To obtain <b>adult student funding</b>, school boards must meet the following criteria:</p> <ul style="list-style-type: none"> <li>a course enrolment form on file at the school listing the course(s) in which the student is enrolled and the date(s) of enrolment</li> <li>report the courses in which the student was enrolled and in attendance as at September 28, 2012.</li> <li>and meet the definition of attendance as identified in the Adult Funding Policy (Ref: Form 1701 Instructions, P.13)</li> </ul> <p><b>NOTE:</b> Eligible courses for all graduated adults are only those found on Appendix 1 of the Education Guarantee.</p> <p><b>NOTE:</b> student timetables may not list all reported course related career programs if provided by a post-secondary partner or for courses taken at another school (through shared funding agreement between schools) – all course claims should be found on the annual plan of courses leading to graduation (the grad plan).</p>	<p>Verification of the FTEs claimed for funding by the School District.</p>	<p>Whether the FTEs claimed for funding are accurate.</p>	<p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>Student Credentials Order M164/96</li> <li>Required Areas of Study in an Educational Program Order M295/95</li> <li><a href="#">Course Registry</a> website</li> <li>Handbook of Grad Procedures (12/13) <a href="http://www.bced.gov.bc.ca/exams/handbook/1213/handbook_of_procedures.pdf">www.bced.gov.bc.ca/exams/handbook/1213/handbook_of_procedures.pdf</a></li> <li>BC Adult Graduation Requirements Order M320/04</li> <li>Adult Program Policy</li> <li><a href="#">Authorized course list for Graduated Adults</a> (Education Guarantee Appendix 1)</li> <li>Auditors' Standardized Support Block Questions</li> <li>BCeSIS Documents: September 28<sup>th</sup> timetable [from archived GDEs], Student Daily Activity form – September 17 to October 12 [found in "courses" on BCeSIS], and BC Student Information Verification Form [short version]</li> </ul> <p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>Prior to audit lead auditor will ensure district/school documentation verifying FTE claims show the actual Ministry course codes.</li> <li>Using the student sample verify: <ul style="list-style-type: none"> <li>that the student and parent/legal guardian (where applicable) is/are ordinarily resident in BC.</li> <li>the total FTE, for each student, confirming the status, actual credit value, etc., of each course through the online <a href="#">Course Registry</a>.</li> <li>the determined FTE equivalent (based on the Form 1701 FTE calculation table P.15) with the district reported FTE.</li> <li>the eligibility of each student's total course claim, enrolment, and attendance/active on September 28.</li> </ul> </li> <li>Identify discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol>	



Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<b>CAREER PROGRAMS (FOR NON GRADUATE STUDENTS ONLY)</b>				
<p><b>Audit Steps:</b> 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><b>Definition:</b> <i>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)</i></p> <p><b>NOTE:</b> 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 <a href="#">Course Registry</a></p> <p><b>NOTE:</b> See audit steps below if career program is partnered with a post-secondary institution.</p>				
<p><b>Career Preparation Programs</b> prepare students for entry into the workplace or for further education and training in a specific career pathway that includes coursework and <b>work experience</b> placements.</p> <p><b>Cooperative Education Programs</b> provide hands-on experience in different careers combining career exploration and skill enhancement with <b>work experience</b>.</p> <p><b>NOTE:</b> 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 see related audit process below, otherwise audit in accordance with standard course eligibility verification above.</p>				
<p><b>Secondary School Apprenticeship (SSA)</b> courses <i>provide students with opportunities to begin apprenticeship training while in secondary school</i> (Ref. Form 1701 Instructions, P.11) and meet the requirements as outlined in the Program Guide for Secondary School Apprenticeship <a href="http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/2012pg_secschapprenticeship.pdf">http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/2012pg_secschapprenticeship.pdf</a></p> <p><b>Audit Steps:</b> use the following Ministry directives to verify SSA course claims and the auditor's Career Program checklist for SSA:</p> <p><b>SSA</b> 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"> <li>• Students must have an in-school orientation</li> <li>• Students must have sponsors recognized by the ITA</li> <li>• Students in SSA programs complete an ITA registration form with the school district coordinator, and ITA recognized sponsor</li> <li>• School district coordinator registers SSA program students as <b>youth apprentices*</b> with the ITA, keeps copies of all forms required for registrations, and retains the TWID number for the duration of the apprenticeship</li> <li>• Educators must, in conjunction with employers/sponsors, establish a training plan for students and sponsors once students are registered with ITA</li> <li>• Work-based training hours are accrued only after students apply for registration as <b>youth apprentices*</b> with ITA</li> <li>• SSA students must be evaluated by educators with valid teaching certificates who assign final percentages.</li> </ul> <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. <a href="#">ITA website</a> for SSA.</p>				
<p><b>Work Experience 12A and 12B</b> claims must meet the directives of the Elective Work Experience Courses and Workplace Safety Policy <a href="http://www.bced.gov.bc.ca/policy/policies/elective_work_experience.htm">www.bced.gov.bc.ca/policy/policies/elective_work_experience.htm</a> , MO237/11 Work Experience Order <a href="http://www.bced.gov.bc.ca/legislation/schoollaw/e/m237-11.pdf">www.bced.gov.bc.ca/legislation/schoollaw/e/m237-11.pdf</a> , and in accordance with the program Guide for Ministry-Authorized Work Experience Courses <a href="http://www.bced.gov.bc.ca/irp/pdfs/health_career_education/2009pg_minauthworkexper.pdf">www.bced.gov.bc.ca/irp/pdfs/health_career_education/2009pg_minauthworkexper.pdf</a> ...when tracking hours related to the work study program segment</p>				

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p>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> <p><b>Definitions:</b> “<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><b>Audit Steps:</b> use the following Ministry directives to verify WEX course claims and the auditor’s Career Program checklist for WEX</p> <p><b>Before undertaking work study program portion of WEX course:</b></p> <ul style="list-style-type: none"> <li>• Boards must establish guidelines regarding conduct, supervision, evaluation and participation of students in all school-arranged work placements</li> <li>• Students must have an in-school orientation</li> <li>• There must be a signed Work Experience Agreement Form</li> <li>• Evidence students are at sites where WorkSafeBC coverage is provided</li> </ul> <p><b>During/after work study program portion of WEX course:</b></p> <ul style="list-style-type: none"> <li>• Once student is undertaking school-arranged work placement school personnel must monitor each student in accordance with board guidelines</li> <li>• An educator with valid teaching certificate must evaluate all work experience courses and assign a percentage</li> </ul> <p><b>NOTE:</b> Only one WEX12 course claim is eligible for adults taking Adult Graduation Program</p>				
<p><b>Accelerated Credit Enrolment in Industry Training-ACE IT (school-age only)</b> 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. <b>NOTE:</b> 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. <a href="#">ITA website</a> for ACE IT) <b>Audit Step:</b> 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 <b>post-secondary institutions</b>, 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><b>Career Technical Centre Programs (school-age only)</b> are an educational program that combines secondary and <b>post-secondary courses</b> and 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). <b>NOTE:</b> Follow audit procedures below for Post-Secondary Transition Programs and the auditor’s Career Program checklist for PSI.</p>				
<p><b>Post-Secondary Transition Programs (ONLY For <u>School-Age Students</u> Who Began Taking These Programs Funded as Courses During Grades 11 and 12)</b></p>				
<p><i>Post Secondary courses may be reported (for funding) if they are part of the school aged student’s planned program leading to graduation and they meet the requirements in the <a href="#">Recognition of Post-Secondary Transition Programs for Funding Purposes policy</a>.</i> (Ref: Form 1701 Instructions, P.11)</p>	<p>Verification that post-secondary courses reported for funding are in accordance with the Form 1701</p>	<p>Whether the Post Secondary courses reported for funding are in accordance with Ministry directives.</p>	<p><b>Key Documents:</b> As above, and</p> <ul style="list-style-type: none"> <li>• <a href="#">Recognition of Post-Secondary Transition Programs for Funding Purposes Policy</a></li> <li>• <a href="#">Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies Policy</a></li> </ul>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
	Instructions and requirements of the Recognition of Post-Secondary Transition Programs for Funding Purposes Policy.		<b>Audit Steps:</b> 1. As noted above, prior to audit acquire a list of all career program enrolled students claimed for course funding. Identify through school contact those students enrolled in post-secondary programs through a post-secondary institution. 2. Document on an Observation Sheet and attach relevant documentation.	
<p>(Ref: Recognition of Post-Secondary Transition Programs for Funding Purposes)  <i>The following criteria must be met in order for the post-secondary courses to be eligible as courses funded by the Ministry:</i></p> <p>1. a) <i>The post secondary courses lead to a post-secondary credential (and appear on a post-secondary transcript) from a post secondary institution, which is a member of the <a href="#">British Columbia Transfer System</a>.</i></p> <p>1. b) <i>The post-secondary courses are part of a school district program that is an education option for students.</i></p> <p><i>Students begin taking the post-secondary courses that are part of their transition program during their Grade 11 or Grade 12 year.</i></p>	<p>Evidence of an eligible post-secondary partner that is a Ministry recognized post-secondary program/course provider.</p> <p>Evidence that the post-secondary course(s) is an education option for eligible students within the school or school district.</p>	<p>Whether there is a related agreement in place between the district/school and post-secondary partner for each eligible student enrolled in post-secondary programs through post-secondary institutions.</p> <p>Whether the post-secondary course(s) is part of the school or school district's programs.</p>	<b>Audit Steps:</b> 1. <b>Obtain copies of the current agreement(s) which the district/school must have established with its post-secondary partners</b> (ensuring post-secondary partner is a member of the <a href="#">BC Transfer System</a> ) to be eligible for funding. 2. Select students enrolled in the post-secondary transition programs. Undertake the following to establish if courses reported are eligible for funding. Verify that the post-secondary courses are part of a school district program by: <ul style="list-style-type: none"> <li>• examining district and/or school course catalogue documents;</li> <li>• examining the school course calendar;</li> <li>• examining student timetables;</li> <li>• interviewing staff</li> </ul> 3. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
<p>2. <i>The school district pays any tuition costs for post-secondary courses reported for funding.</i></p>	<p>Evidence that the school district paid tuition costs for post-secondary institution courses claimed for funding.</p>	<p>Whether the school district paid the tuition fees associated with the funded post-secondary courses claimed.</p>	<b>Audit Steps:</b> 1. For each student verify that the school district paid the tuition fees for the applicable course(s) claimed for funding. <b>Note:</b> Student should not have paid any tuition fees either directly to the post-secondary institution or to the school district. Students might be paying for texts or tools (acceptable) – or - a deposit for the educational resource materials (refunded all/in part if returned).	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
			2. Request a copy of the cheques that have been sent to the post-secondary institution <b>along with the applicable student names and the related program</b> each student is taking. 3. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
<p>3. <i>Students in post-secondary transition programs annually update and sign a planned program of courses. This program plan lists their transition program courses, including when and where they will be taking their post-secondary courses.</i></p> <p><i>School districts establish transition programs with post-secondary partners. For students in post secondary transition programs, schools prepare a document listing all courses that are part of student's post-secondary transition program and the student signs the document. School districts include the documented post-secondary courses for funding as part of the 1701 data collection process.</i></p>	Evidence of a current, signed planned program of courses that includes the students' post-secondary transition program courses and location.	Whether the students have a current, signed planned program of studies that includes their secondary courses and funded post-secondary transition program courses claimed.  Whether the funded post secondary courses have been claimed in accordance with Ministry policy requirements.	<p><b>Audit Steps:</b></p> 1. For each student: <ul style="list-style-type: none"> <li>• Ensure that they have a completed and signed planned program of studies/courses and that it was in place by September 28, 2012 (therefore aligning with the FTEs claimed at September 28<sup>th</sup> for the student). <b>NOTE:</b> often these plans are kept by the District Career Coordinator rather than in the students' files.</li> <li>• Determine that the plan is for the current year (2012/13).</li> <li>• Examine the plan to verify that it lists all the students' courses including transition program courses, and where and when the student will be taking their courses.</li> <li>• Verify that courses were claimed for funding and are in accordance with relevant Ministry descriptions for the career program (above).</li> </ul> 2. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
<b>English Language Learning-ELL (Apprentissage de la langue anglaise-ALA)/English as a Second Dialect-ESD</b>				
<ul style="list-style-type: none"> <li>• <i>For a student to be reported in the ELL program so the district may receive supplemental funding, all of the following conditions must be met and documented. (Ref: ELL Policy and Guidelines 2009).</i></li> <li>• ELL/ESD support services must be in evidence at the time of the September 28, 2012 claim. Service that is deferred entirely to a later time is not fundable.</li> <li>• Speech Language Pathology services and</li> </ul>	Assurance that students claimed for ELL/ESD supplemental funding for are receiving additional services in accordance with Ministry policies and Form 1701	Whether students claimed for ELL/ESD supplementary funding meet the requirements.	<p><b>Key Documents:</b> As Above, and</p> <ul style="list-style-type: none"> <li>• ELL Policy and Guidelines 2009 (P.7)</li> <li>• K-12 Funding – English Language Learning Policy</li> <li>• Auditor's ELL Info Sheet</li> </ul> <p><b>Audit Steps:</b></p> 1. Select students reported as ELL/ESD on the Form 1701 and perform the following: <ul style="list-style-type: none"> <li>• Interview the appropriate staff to determine the</li> </ul>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p>other non-ELL/ESD specific services are not considered to be additional services for Form 1701 reporting. (Ref: Form 1701 Instructions, P.8-9)</p>	<p>Instructions.</p>		<p>process for identification and placement of ELL/ESD students according to their English language proficiency and document this process.</p>	
<p><b>THERE MUST BE EVIDENCE OF CONTINUOUS SUPPORT THROUGHOUT THE SCHOOL YEAR. (Ref. ELL Policy and Guidelines 2009, P.7)</b></p>				
<p>1. Evidence of documentation of a current annual English language proficiency assessment, dated after September 30, 2011.</p>	<p>Confirmation that:</p> <ul style="list-style-type: none"> <li>• There is documentation of a current annual English language proficiency assessment, dated after September 30, 2011.</li> <li>• Each student is identified as requiring specialized language services to develop intellectually and to achieve the expected learning outcomes of the provincial curriculum.</li> </ul>	<p>Whether there has been a language proficiency assessment for the students.</p> <p>Whether students have a current assessment in place.</p>	<p><b>Audit Steps:</b> For ELL/ESD students:</p> <ol style="list-style-type: none"> <li>1. Examine their English language proficiency assessment and ensure that it is dated after September 30, 2011.</li> </ol> <p><b>NOTE:</b> If there is no date on the assessment, interview the appropriate staff. If the assessment is not current, or this cannot be determined, then document on an Observation Sheet.</p> <ol style="list-style-type: none"> <li>2. Determine whether the assessment process is in place.</li> <li>3. Determine if there is evidence that the student's ELL/ESD program is based on this assessment.</li> </ol> <p><b>NOTE:</b> It is not the role of the auditor to evaluate the assessment, the assessment results, or the program provided.</p> <ol style="list-style-type: none"> <li>4. Identify discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol> <p><b>REMINDER:</b> students with more than five years of supplemental service are reported but not funded.</p>	
<p>2. Evidence that a current annual instructional plan (AIP) is in place, dated after September 30, 2011.</p>	<p>An instructional plan that is designed to meet the needs of the student as identified by the English language proficiency</p>	<p>Whether a current AIP is in place for the students.</p> <p>Whether the AIP meets the English language development</p>	<p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Obtain the ELL/ESD student's AIP and ensure that it: <ul style="list-style-type: none"> <li>• is for the current year (2012/13).</li> <li>• is dated after September 30, 2011.</li> <li>• is designed to meet the identified needs of the student. This verification could be determined from interviews with staff, documentation on file, the assessment process, etc. If unable to determine,</li> </ul> </li> </ol>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
	assessment.	needs of the student.	ensure that the plan is reasonable. 2. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
3. Specialized ELL services are provided for each student documented in a list or schedule.	A schedule which details the service.	Whether an ELL program is delivered to the student.  Whether the students are receiving an ELL service.	<b>Audit Steps:</b> See Audit Criteria 6, Steps 2 and 3 (below), details this audit procedure.	
4. Progress in the acquisition of English is reported to parents in regular reporting periods, and evidence of reports is documented.	Evidence the student's progress in the acquisition of English proficiency is reported regularly to parents.	Whether there is documentation of the student's progress in the acquisition of English proficiency provided to the parents in regular reporting periods.	<b>Audit Steps:</b> 1. Review the students' progress reports. The reports, or ELL inserts, must contain specific information, relayed to the parents, on the student's progress in ELL such as: <ul style="list-style-type: none"> <li>• Descriptions of what the student can do;</li> <li>• Areas in which further attention or development is required;</li> <li>• Ways of supporting the student learning; or</li> <li>• Comments on the student achievement in the area of ELL.</li> </ul> 2. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
5. An ELL/ESD specialist teacher is involved in planning and delivering services.  <b>NOTE:</b> An ELL/ESD specialist teacher is someone with expertise working with children needing ELL/ESD support and/or specialist training in programming and delivery of ELL/ESD services.	Evidence of ELL/ESD specialist teacher involvement: <ul style="list-style-type: none"> <li>• ELL/ESD specialist's signature or initials on the AIP.</li> <li>• Name of the ELL/ESD specialist teacher(s)</li> </ul>	Whether an ELL/ESD specialist is involved in the development and review of the student AIP.	<b>Audit Steps:</b> 1. Verify that an ELL/ESD specialist teacher was involved in the development of the ELL/ESD AIP and participated in the review of the plan during the school year. <b>NOTE:</b> This verification may include a review of the AIP for evidence of the specialist participation in the development and review, an interview with appropriate staff, or other documentation on file. 2. Identify discrepancies on an Observation Sheet and attach supporting documentation.	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
	involved in developing program. <ul style="list-style-type: none"> <li>The specialist verifies that he/she is involved.</li> </ul>			
<p>6. Evidence that additional services are being provided.</p> <p><b>Note:</b> Reduction of class size by itself is not a sufficient service to meet the definition of ESL services. (Ref: Form 1701 Instructions, P.8)</p> <p><b>Note:</b> Support blocks are not to be used as the sole method for ELL support services. (Ref: Form 1701 Instructions, P.14)</p> <p><b>Note:</b> Board Authority/Authorized (BAA) courses are part of a student's regular curriculum and are not considered an additional service.</p> <p><b>Note:</b> For adaptations within mainstream classrooms, there must be documentation that these adaptations specifically address the ELL/ESD needs identified in the student's English Language proficiency assessment and the AIP.</p>	<p>Evidence that additional services are provided include:</p> <ul style="list-style-type: none"> <li>direct instruction in reception classes,</li> <li>pull-out services,</li> <li>ELL/ESD specialist support to a classroom teacher or teachers' assistant,</li> <li>and/or additional services provided in a regular classroom environment.</li> </ul>	<p>Whether the students are receiving additional services in accordance with Ministry requirements.</p> <p>Whether the service was in place by September 28, 2012.</p> <p>Whether there are adaptations to the programs which support the goals in the AIPs of the students.</p>	<p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>Verify that the ELL/ESD services are being provided by interviewing staff and examining documents such as timetables, day books, course outlines and attendance records.</li> <li>Determine that services were being provided at the time of the September 28, 2012 claim by:           <ul style="list-style-type: none"> <li>Examining the schedule detailing the nature of service provided.</li> <li>Examining specialized services being provided to the student by reviewing teacher logs, timetables, etc.</li> </ul> </li> <li>Ensure that if students receive adaptations within classrooms, they specifically address the needs in the student's English Language proficiency assessment and the AIP goals and objectives. This can be verified by interviewing staff involved and by reviewing file documentation.</li> <li>Document how the adaptations in the regular program meet the students' ELL/ESD needs.</li> <li>Identify on an Observation Sheet and attach supporting documentation.</li> </ol>	
<b>Aboriginal Education Programs</b>				
<p>Students may be claimed for funding under one or more of the three categories of Aboriginal Education Programs and Services. A plan for the delivery of these Aboriginal Education Programs and/or Services must be in evidence at the time of the September 28, 2012 claim.</p> <p><b>Audit Steps:</b> Obtain copy of the school's delivery plan and use as a reference in accordance with the following criteria and audit steps. The Enhancement Agreement (EA) is not the plan. There needs to be an overall plan for service delivery separate from the EA. Service delivery is not date specific but the plan is to include a variety of learning support/cultural services that are spaced throughout the year, connected directly with the plan and dependent on the student's needs. <b>NOTE:</b> Cultural events may form part of an Aboriginal Education program but do not constitute a program in and of themselves. (Ref. P.9 and 10 Form 1701 Instructions)</p>				

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p>(Ref: K-12 Funding - Aboriginal Education Policy)  <i>The Ministry of Education <u>provides enhanced funding to school age students of Aboriginal ancestry.</u></i></p> <p><i>Targeted Aboriginal Education funding requires the collaboration of Boards of Education and local Aboriginal communities to develop and deliver Aboriginal Education programs and services that integrate <b>academic achievement</b> and Aboriginal culture and/or language.</i></p> <p><i>School age <u>students of Aboriginal ancestry participating in Aboriginal education programs and services offered by public schools are eligible for Aboriginal education funding.</u></i></p> <p><b>NOTE:</b> the allocation of the supplemental funding is based on individual student's participation not the funding of a program.</p>	<p>Evidence which describes how the program will achieve the goals of:</p> <ul style="list-style-type: none"> <li>• Improved student academic performance</li> <li>• Increased student retention, attendance and graduation rates</li> </ul>	<p>Whether the school/district has a plan to address the student achievement of the Ministry goals to develop and deliver Aboriginal Education programs and services that integrate student academic achievement and Aboriginal culture and/or language.</p>	<p><b>Key Documents:</b></p> <ul style="list-style-type: none"> <li>• K-12 Funding - Aboriginal Education Policy</li> <li>• District's Enhancement Agreement and Last Annual Report</li> </ul> <p><b>Audit Steps:</b>  To obtain an understanding of the program and to have context, perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Interview the appropriate staff and review relevant evidence, including an enhancement agreement where one exists to gain an understanding of: <ul style="list-style-type: none"> <li>• The program(s).</li> <li>• How the program(s) is delivered to each funded student.</li> <li>• How the program(s) was planned.</li> <li>• The consultative process with parents and community.</li> <li>• How the records of services for individual students participating in the program/service are maintained.</li> </ul> </li> <li>2. Interview the appropriate staff to determine the process for program development and implementation for Aboriginal students.</li> <li>3. Document processes on an Observation Sheet and attach relevant documentation.</li> </ol>	
<p><i>For a student to be reported as receiving an Aboriginal Education Program and/or Services, all of the following must be met.</i>  (Ref: Form 1701 Instructions, P.10)  <i>The delivery and outcomes of Aboriginal programs and services must be documented</i>  (Ref. K-12 Funding – Aboriginal Education Policy)</p>			<p><b>Audit Steps:</b>  Using Ministry generated sample of students reported as receiving Aboriginal Educational funding on the ECHO9100 report, perform the following audit procedures.</p>	
<p>1. <i>Evidence that the student has self-identified as being of Aboriginal Ancestry (First Nations, status and non status; Métis; and Inuit);</i>   <i>Aboriginal Ancestry is determined on a</i></p>	<p>Confirmation that students claimed for funding have self-identified.</p>	<p>Whether students have self-identified as being of Aboriginal Ancestry.</p>	<p><b>Audit Steps:</b>  1. Examine school records of the students for evidence of student self-identification of Aboriginal Ancestry. The evidence must show that self identification of aboriginal ancestry has been made</p>	



Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p><i>voluntary basis through self-identification.</i> (Ref: K-12 Funding - Aboriginal Education Policy and Form 1701 Instructions, P.6)</p> <p><b>Interpretation:</b> Only the student, parent, or guardian can “self-identify”, not bands or district staff.</p> <p>Self-identification is not required yearly but should be <b>confirmed yearly</b> by the school to ensure eligibility before reporting student claims.</p> <p>The school must be able to support that self-identification has taken place.</p>	<p>Confirmation that students and/or parents/guardians have the opportunity to amend their declaration of Aboriginal Ancestry upon request.</p>		<p>by the student or parent/guardian on the student’s behalf. Examples of self identification are:</p> <ul style="list-style-type: none"> <li>• a letter, telephone conversation records, indication on the student registration or permanent record cards including electronic data, facsimile confirmations, email confirmations.</li> </ul> <p><b>Note:</b> While self-identification can be changed at any time, if a District reports the student as being of Aboriginal ancestry (one of the requirements for the supplemental funding) on Form 1701, then there must be evidence to substantiate self-identification at the time of the Form 1701 claim.</p> <ol style="list-style-type: none"> <li>2. Interview the staff to determine the process for a student’s aboriginal ancestry designation to be changed.</li> <li>3. Identify discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol>	
<p><i>2. Evidence that the parent or guardian of the student has been consulted;</i></p> <p><b>Interpretation:</b> Consultation - represents communications between the <b>school</b> and <b>parent/guardian</b>.</p>	<p>Documented communication between the school and the parent/guardian.</p>	<p>Whether there is communication between the school and the parent/guardian.</p>	<p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Interview appropriate staff to determine the process used by the staff to consult with the parents or guardians of each of the students.</li> <li>2. Obtain evidence that the process is being followed such as: <ul style="list-style-type: none"> <li>• Letter to parents.</li> <li>• Telephone logs.</li> <li>• Record of communication between parent and staff.</li> </ul> </li> <li>3. Identify discrepancies on an Observation Sheet and attach supporting documentation.</li> </ol>	
<p><i>3. Evidence that the Aboriginal Education Programs and Services have involved the Aboriginal communities in planning and delivery, either through direct involvement or through a process of informed consent;</i></p> <p><b>Note: Informed consent</b> means that information has been given (in writing or verbally) to the local aboriginal communities and they were given the opportunity to</p>	<p>Confirmation that the Aboriginal communities have been given the opportunity for ongoing participation in the planning and delivery of the</p>	<p>Whether the Aboriginal communities have ongoing involvement in the planning and delivery of Aboriginal Education</p>	<p><b>Audit Steps:</b></p> <ol style="list-style-type: none"> <li>1. Interview appropriate staff to determine how the local communities (on and off reserve) have been involved in the planning and delivery of the aboriginal programs.</li> <li>2. Obtain evidence supporting direct involvement or informed consent. Some examples of direct involvement include: meeting minutes, agreements, memorandums of understanding, etc.</li> </ol>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
<p>respond. <i>Initial lack of consensus with the local Aboriginal Communities does not preclude the responsibility of the school board to deliver programs and services for Aboriginal students.</i></p>	<p>Aboriginal Education Program.</p>	<p>Program.</p>	<p><b>Note:</b> Conclude that Audit Criteria Item 3 has been met if there is a Ministry recognized enhancement agreement in place and there is evidence of ongoing community involvement. 3. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p>	
<p>4. <i>Evidence that the Aboriginal Education Program is in addition to any other programs and services to which the student is eligible.</i></p> <p><b>Note:</b> <i>Aboriginal Education funds must not be used for the delivery of BC First Nations Studies 12, English 12 First Peoples or the delivery of any other courses leading to graduation. (Ref: Form 1701 Instructions, P.10)</i></p> <p><b>Note:</b> Support blocks are not to be used as the sole method for Aboriginal Education services. (Ref: Form 1701 Instructions, P.14)</p> <p><i>Funds provided to Boards of Education for Aboriginal education programs are targeted and must be spent on the provision of these programs and services. (Ref: K-12 Funding – Aboriginal Education)</i></p>	<p>Evidence of the additional Aboriginal Educational Program services provided for each student claimed.</p>	<p>Whether the program/service is <i>additional to any other programs and services to which an Aboriginal student is eligible (Ref. Aboriginal Education Funding Policy).</i></p>	<p><b>Audit Steps:</b></p> <p>1. For each of the students, interview staff to:</p> <ul style="list-style-type: none"> <li>• identify whether the student is receiving a Language and Culture program and/or support services program, and</li> <li>• develop an understanding of the nature of the program/services.</li> </ul> <p>2. Verify whether the program/services is in addition to any other programs and services to which the student is eligible for funding. The following may used as evidence:</p> <ul style="list-style-type: none"> <li>• program schedules, student timetables, logs, program outlines, daybooks, attendance, etc.</li> </ul> <p><b>Note:</b> <i>Many programs designed for Aboriginal students may be inclusive of all students and/or may be designed to increase cultural awareness. As such, the presence of non-Aboriginal students in such programs may be appropriate under the policy.(Ref. P.10 Form 1701 Instructions)</i></p> <p>3. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p>	
<p>5. <i>Evidence that the Aboriginal Education programs and services provide a continuum of substantive learning experiences and/or support services throughout the school year.</i></p>	<p>Verification that there is a planned continuum of learning experiences and/or support services provided to the</p>	<p>Whether the Aboriginal Education Program provides a range of substantive learning experiences and/or support</p>	<p><b>Audit Steps:</b></p> <p>1. Determine whether the program provides a planned continuum of substantive learning experiences/support throughout the school year for each student claimed.</p> <p>2. Identify students whose program/support services does not meet this criteria and document the findings on an Observation Sheet, and attach supporting evidence.</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Program	Auditors' Initials
	student throughout the year.	services to each student throughout the school year.	<p><b>Aboriginal Support Services-Questions to Consider:</b></p> <ul style="list-style-type: none"> <li>• Are the support services planned and developed to assist the success of Aboriginal students in the school?</li> <li>• Does the student's program provide a planned continuum of substantive support services throughout the school year? (Note: This is not intended to be an evaluation of the program itself.)</li> <li>• Are the Aboriginal support workers or services available to each student claimed throughout the year?</li> <li>• Are the services provided to each student claimed by personnel who are familiar with, and sensitive to, the values, beliefs and needs of the Aboriginal communities?</li> </ul> <p><b>Examples of services include:</b> Elder, peer or community counselling; Aboriginal tutorial assistance; other services identified through the implementation of an enhancement agreement.</p>	