



**Ministry of Education
Resource Management Division**

2012/13 Continuing Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 53 (Okanagan Similkameen)

2012/13 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 53 (Okanagan Similkameen)

Background

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

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

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

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

In the 2012/13 school year, boards of education reported a total of 7,144.2662 full-time equivalent (FTE) students. School District No. 3 (Okanagan Similkameen) reported 218 Continuing Education students or 33.3750 FTEs for the September and February reporting periods.

Purpose

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

Description of the Audit Process

An entry meeting was held with the Superintendent and the Continuing Education Centre's Principal to review the purpose of the audit and the criteria for funding as outlined in the Form 1701 Instructions. The processes and procedures of the audit were reviewed and information about the programs offered by the Continuing Education Department was provided.

The auditors worked out of a computer lab at the Board Office. The audit team followed a process which gave District staff the opportunity to locate and present additional evidence when the team found that such evidence was not available in the documentation presented by the

school. To minimize the likelihood of missing relevant data, the staff were also given the opportunity to seek further information on all student claims when there was a discrepancy in the FTE calculation. Throughout the audit the Principal was kept apprised of any issues.

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

Prior to the audit visit, the auditors undertook a verification of the school-assigned teachers' status with the Teacher Regulation Branch.

Description of the Programs

The YouLearn.ca Continuing Education Centre provides a flexible learning environment where students can attend on a 'drop-in' basis in any of three centres. The Centre also offers some teacher-led classes. Students can register at any time during the year. All students registering for courses have an intake meeting with either an administrator or a counsellor. During the intake meeting students discuss their short and long term goals for education and are advised that they are expected to complete their course(s) by the end of the school year.

Observations

The auditors found that:

- 3.0000 non-graduated adult FTEs reported in September (1.0000) and February (2.0000) for courses which were ineligible because the student claims had no evidence of a program leading to a BC graduation certificate. It was verified that these individuals were senior citizens taking only an Information & Communications Technology Course (Appendix 1) with no evidence of previous or planned courses or credits earned towards graduation. In accordance with the Adult Program Policy, *"a student must take at least three courses once admitted into the adult program, either through enrolment or through the Prior Learning Assessment process. Adult students working toward the Adult Dogwood may carry over two eligible courses taken before they began the adult program. They may take courses from either colleges or school districts, or they can take courses from both systems and combine their credits to achieve an Adult Dogwood."*
- 0.2500 non-graduated adult FTEs reported in February were claimed for students who ordinarily reside in Saskatchewan. In accordance with the *School Act* and the K-12 Funding General Policy, to be eligible for provincial funding students must be ordinarily resident in BC. In addition the students were claimed for courses which were ineligible because the student claims had no evidence of a program leading to a BC graduation certificate.
- The CE Program continues to use the term "Activation Assignment" to designate the work the student must complete prior to becoming 'active'. To meet the 'active' attendance option this Centre follows, the terminology must align with the directives of the DL Active Policy which states: *"Substantive student course activity must be submitted by the student to the teacher."*
- The student course enrolment forms/student learning plans did not always contain all the student's courses and never contained the list of the courses required for the student to graduate.

- A number of pieces of student work did not have the student's name and/or the date on them.
- A number of students reported as Secondary Ungraded (SU) on Form 1701 had identified they were graduates on their registration forms.

Recommendations

The auditors recommend that:

- The District's Continuing Education Centre ensure that non-graduated adult students claimed on Form 1701 are enrolled in a program leading to a BC Graduation Certificate and that this plan be clearly indicated on all planning documents.
- The District ensure all students claimed for funding are ordinarily resident in BC.
- The Centre's staff immediately put into practice the attendance terminology in accordance with the DL Active Policy.
- The Centre's staff ensure non-graduated students' course enrolment forms/student learning plans contain all the courses the student requires to meet graduation requirements.
- The Centre's staff ensure that all student work is properly identified with the student's name and is dated.
- The Centre's staff ensure all adult students' graduation status is verified and correctly reported on Form 1701.
- The Centre's staff implement a practice to confirm all registering adult students are taking only those eligible courses defined in the Adult Funding Policy and the Adult Program Policy.

Auditors' Comments

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