

2013/14 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"> • under the supervision of, assessed and evaluated by an employee of the Board of Education who is certified by the Teacher Regulation Branch <p>(Ref: K-12 Funding General Policy)</p>	<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 currently certified by the TRB.</p>	<p>Key Documents:</p> <ul style="list-style-type: none"> • School Act Section 17 to 20 • BC Regulation 265/89, Sec.4-Duties of a teacher • K-12 Funding General Policy • TRB Website <p>Audit Steps</p> <p>1. Prior to the audit, verify teacher's status through the TRB by reviewing each of the teacher's certification status.</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>Non-resident Out-of-Province/ International students are not eligible for funding. Per Form 1701 Instructions.</p>	<p>Confirmation that there is a District wide process to ensure funded students are ordinarily resident in BC.</p>	<p>Whether the Board of Education has a residency policy/process in compliance with provincial requirements.</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 <i>School Act</i> Section 82</p> <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.</p> <p>Note: International/Out-of-Province students are not eligible for funding. Note: Verification of student 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 Procedures	Auditors' Initials
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 2013/14SY 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, 1997 or before</i> • <i>Students born prior to July 1, 1994 are considered to be adult students.</i> (Ref. Form 1701 Instructions, P.2) <p>NOTE: school-age students in Alternate programs are can only be reported by one school unless enrolled in a Gr10-12 DL course (Form 1701 Instructions, P.14)</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 2013/14 school year • Adult Funding Policy/Adult Program 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. 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
Course Claim Eligibility (Number of Eligible Courses Reported)				
'COURSE' Clarifications:				
<p>Course Definition: 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 P.78 of the Handbook of Procedures for the Graduation Program for credit definition). (Ref: Form 1701 Instructions, P.12)</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.</i> NOTE: Partial credit courses are Ministry approved and must have assigned Ministry course code (verify through online Course Registry).</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 is only to 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)</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 approximately 120 hours (for a four credit course) on the student's timetable, the course is being taught by a certified teacher and is in accordance with the Student Credentials Ministerial Order M164/96.</i> (Ref: Form 1701 Instructions P.13)</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 School Act and BC Reg 265/89, Section 4 (Duties of a Teacher)</p>				
<p>Independent Directed Studies (IDS) – NOTE: Ineligible adult claim: <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 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.</i> (Ref: Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies Policy).</p>				

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
CAREER PROGRAMS (TO EARN ELECTIVE CREDIT TOWARDS GRADUATION)				
<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: <i>educational programs that combine related courses with a work component within a particular career sector...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 Programs website)</i></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 third party provider/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 see related audit process below, otherwise audit in accordance with standard course eligibility verification above.</p>				
<p>Secondary School Apprenticeship (SSA) 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</p> <p>Audit Steps: use the auditor's Career Program checklist for SSA based on the following Ministry directives to verify SSA course:</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>*School-aged SSA youth apprentices are eligible for participation in SSA until June 30th of the school year in which they turn 19. 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>				

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<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 auditor’s Career Program checklist for WEX based on the following Ministry directives.</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 2013/14 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 2013/14 school year and follow audit procedures using auditor’s Career Program checklist for ACE IT based on Ministry directives below for Post-Secondary Transition Programs. 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 combines secondary and post-secondary courses 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). 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 <u>School-Age Students</u> 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 auditor’s Career Program checklist for PSI based on Ministry directives verifying 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 				

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
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.14)</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 students are enrolled and claimed for funding in accordance with Ministry requirements.</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 (13/14) • BCeSIS Documents: Reporting deadline timetables [i.e., September 30th timetable from archived GDEs], Student Daily Activity forms – i.e., for September 16 to October 11, 2013 [found in 'courses' on BCeSIS], and BC Student Information Verification Form [short version] <p>Audit Steps:</p> <p>1. Using the student sample verify:</p> <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.) <p>2. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
Adult Students-Course Claim Eligibility				
<p>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 ELL 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:" <i>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.</i></p> <p>NOTE: <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>Verification that students are enrolled and claimed for funding in accordance with Ministry requirements.</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"> • 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 Using the student sample verify: <ul style="list-style-type: none"> • that the student is ordinarily resident in BC • the total FTE, for each student, confirming the actual credit value of courses through the online Course Registry. • the determined FTE equivalent (based on the Form 1701 FTE calculation table P.15) with the district reported FTE, including the tuition-free courses noted in Appendix 1 of Education Guarantee website to ensure course claims are eligible for funding. • 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) 4. Identify discrepancies on an Observation Sheet and attach supporting documentation. 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
Graduated Adults-Course Claim Eligibility				
<p><i>...courses eligible for funding for adults who have already graduated can be found in Appendix 1: Courses funded Under the Education Guarantee (Ref. Adult Funding Policy)</i></p> <p>Definition: a graduated student is defined as a student who <i>completed the requirements for graduation from a secondary school or high school in another jurisdiction.</i> (See Sec 82 School Act)</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>Verification that students are enrolled and claimed for funding in accordance with Ministry requirements.</p> <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. Using the student sample verify: <ul style="list-style-type: none"> • that the student is ordinarily resident in BC • the determined FTE equivalent (based on the Form 1701 FTE calculation table P.15) with the district reported FTE of the tuition-free courses in Appendix 1 of Education Guarantee website to ensure course claims are fundable. 4. 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 2013: between May 4, 2013 and September 30, 2013. For February 2014: between October 1, 2013 and February 14, 2014. For May 2014: between February 15, 2014 and May 2, 2014 (Ref. Form 1701 Instructions)</i></p> <p><i>Attendance is defined to be over one registration period AND either 1) a minimum of 10 hours of instruction in a classroom or learning centre for each course or a demonstrated completion of 10% of the course requirements (10/10 Rule) - OR - 2) meets the Grade 10-12 'active' requirements as outlined in the DL Active policy... choose either the 10/10 criteria OR the active policy as a definition of "attendance". Ref: Adult Funding Policy</i></p>				
(10/10 Rule Option)				
<p><i>Eligible courses [BAA & Ministry Authorized only]... will be funded if they are documented on a Course Enrolment Form and the student</i></p>	<p>Evidence that students are attending each</p>	<p>That the district has reported for funding only students who</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> • Form 1701 ECHO Report 9100. • Adult Funding Policy 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<p><i>meets the attendance definition written in the Adult Funding Policy and the student meets the funding eligibility requirements set out in the K-12 Funding Policy. Ref. September Form 1701 P.2</i></p> <p>Course Enrolment Form (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><i>For adults in standard and alternate schools, funding will be based on the number of adult student FTEs in attendance on September 30th (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>Interpretation – Registration Period for K-12 Regular Enrolment: July 1 (start of school year) to September 30 (Form 1701 cut-off)</p>	<p>eligible course claimed for funding in accordance with the definition of attendance as stated in the Adult Funding policy.</p>	<p>were in attendance, taking eligible courses in accordance with the Adult Funding policy.</p>	<p>Audit Steps (Attendance):</p> <ol style="list-style-type: none"> Determine that the adult students attended (per 10/10 rule) each eligible course [BAA & Ministry Authorized only] claimed for funding. Evidence to support the students' attendance includes: <ul style="list-style-type: none"> September 30th timetables [BCeSIS archived GDEs] Classroom attendance sheets Electronic data (system logins/outs) i.e., BCeSIS documents: Attendance Summary by Period from September 3 to October 18, Student Daily Activity form September 16 to October 11 [found in "courses" in BCeSIS – the add/drop information] Information gathered through interviews with school staff Record of work performed (progress) Verify there is a current Course Enrolment Form that meets Adult Funding Policy's definition. Identify discrepancies on an Observation Sheet and attach supporting documentation. 	
('Active' Option)				
<p>Definitions:</p> <p>Active Date – for a student in a course is the earliest date, supportable with evidence, which satisfies the Active policy criteria for funding.</p> <p>Activation Submission Dates</p> <p>September Timeline: <i>report all new courses leading to graduation in which the student has met the attendance requirements between May 4, 2013 and September 30, 2013</i></p> <p>February Timeline: report all new courses leading to graduation in which the student</p>	<p>Evidence that the students claimed on Form 1701 have met the active requirements outlined in the DL Active Policy, per the attendance requirements stated in the Adult Funding policy.</p>	<p>Whether the students claimed for funding meet the appropriate active requirements specified in the DL Active policy in accordance with the Adult Funding policy's definition of attendance.</p>	<p>Key Documents: As above, and</p> <ul style="list-style-type: none"> DL Active Policy <p>Audit Steps:</p> <p>To determine that the adult students were active in each course claimed for funding by the appropriate activation submission timeline listed in Form 1701 Instructions:</p> <ol style="list-style-type: none"> Verify there is a course plan (that meets the Active Policy's description) for each course in which the student is claimed. Verify there is a current course selection/enrolment form (that meets the Active Policy's 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<p>has met the attendance requirements between October 1, 2013 and February 14, 2014 (Per Form 1701 Instructions)</p> <p>Active participation...is equivalent to attendance in a school and is a requirement under the School Act. Boards of education must have evidence of active participation to be funded by the Ministry</p> <p>To be considered active in a course for adult funding purposes:</p> <p><i>On or before the date listed in the 1701 form instructions, school files for Grade 10-12 students (including all adult claims) must contain the following (Ref. DL Active Policy)</i></p> <ul style="list-style-type: none"> • <i>A clear course plan must be on file for each course..plan must link to the course's learning outcomes, performance standards, required resources and assessment strategies..course plan is the evidence supporting the requirement that assigned work is meeting the learning outcomes.</i> • <i>A current course selection or enrolment form must list the..courses reported for funding.</i> • <i>Substantive student course activity must be submitted by the student to the teacher. The activity must represent a minimum of five percent of the course's learning activities. The activity must be clearly linked to the leaning outcomes of each course. The activity must have been evaluated by the teacher and entered in the teacher's records, dated on or before the date the student became active.</i> 			<p>definition), dated and signed by the student, listing each eligible course claimed for funding. The current course selection/enrolment form will be on site, or there is documentation readily available to verify that the school of record maintains the course selection/enrolment form.</p> <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 grades – 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) <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>NOTE: Looking for verification that there was a minimum of 5% of all the course's learning activities undertaken before the Form 1701's activation submission date. If the gradebook entry (representative of 5% of all the course work – not course mark) is being used as verification of the 5%, where is the supporting evidence to provide it (how did the student's course activities link to the learning outcomes; verification of the 5% of the entire course – what is the breakdown of the course plan – again to confirm the 5%)</p> <p>4. Identify discrepancies on an Observation Sheet and attach supporting documentation.</p> <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</i></p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
			date(s) of enrolment. (Ref. DL Active Policy)	
SUPPLEMENTAL CLAIMS – SCHOOL AGE ONLY				
English Language Learning-ELL (Apprentissage de la langue anglaise-ALA)				
<ul style="list-style-type: none"> • 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). • ELL/ALA support services must be in evidence at the time of the September 30, 2013 claim. Service that is deferred entirely to a later time is not fundable. • Speech Language Pathology services and other non-ELL/ALA specific services are not considered to be additional services for Form 1701 reporting. (Ref: Form 1701 Instructions, P.8-9) 	Assurance that students claimed for ELL/ALA supplemental funding for are receiving additional services in accordance with Ministry policies and Form 1701 Instructions.	Whether students claimed for ELL/ALA supplementary funding meet the requirements.	<p>Key Documents: As Above, and</p> <ul style="list-style-type: none"> • ELL Policy and Guidelines 2009 (P.7) • K-12 Funding – English Language Learning Policy • Auditor’s ELL Info Sheet <p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Select students reported as ELL/ALA on the Form 1701 and perform the following: <ul style="list-style-type: none"> • Interview the appropriate staff to determine the process for identification and placement of ELL/ALA students according to their English language proficiency and document this process. 	
THERE MUST BE EVIDENCE OF CONTINUOUS SUPPORT THROUGHOUT THE SCHOOL YEAR. (Ref. ELL Policy and Guidelines 2009, P.7)				
1. Evidence of documentation of a current annual English language proficiency assessment, dated after September 28, 2012.	Confirmation that: <ul style="list-style-type: none"> • There is documentation of a current annual English language proficiency assessment, dated after September 28, 2012. • Each student is identified as requiring specialized language services to develop intellectually and to achieve the expected learning outcomes of the provincial curriculum. 	<p>Whether there has been a language proficiency assessment for the students.</p> <p>Whether students have a current assessment in place.</p>	<p>Audit Steps:</p> <p>For ELL/ALA students:</p> <ol style="list-style-type: none"> 1. Examine their English language proficiency assessment and ensure that it is dated after September 28, 2012. NOTE: 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. 2. Determine whether the assessment process is in place. 3. Determine if there is evidence that the student’s ELL/ALA program is based on this assessment. NOTE: It is not the role of the auditor to evaluate the assessment, the assessment results, or the program provided. 4. Identify discrepancies on an Observation Sheet and attach supporting documentation. 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
			REMINDER: students with more than five years of supplemental service are reported but not funded.	
2. Evidence that a current annual instructional plan (AIP) is in place, dated after September 28, 2012.	An instructional plan that is designed to meet the needs of the student as identified by the English language proficiency assessment.	Whether a current AIP is in place for the students. Whether the AIP meets the English language development needs of the student.	Audit Steps: 1. Obtain the ELL/ALA student's AIP and ensure that it: <ul style="list-style-type: none"> • is for the current year (2013/14). • is dated after September 28, 2012. • 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, ensure that the plan is reasonable. 2. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
3. Specialized ELL/ALA 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.	Audit Steps: 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.	Audit Steps: 1. Review the students' progress reports. The reports, or ELL/ALA inserts, must contain specific information, relayed to the parents, on the student's progress in ELL/ALA such as: <ul style="list-style-type: none"> • Descriptions of what the student can do; • Areas in which further attention or development is required; • Ways of supporting the student learning; or • Comments on the student achievement in the area of ELL/ALA. 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 Procedures	Auditors' Initials
<p>5. An ELL/ALA specialist teacher is involved in planning and delivering services.</p> <p>NOTE: An ELL/ALA specialist teacher is someone with expertise working with children needing ELL/ALA support and/or specialist training in programming and delivery of ELL/ALA services.</p>	<p>Evidence of ELL specialist teacher involvement:</p> <ul style="list-style-type: none"> • ELL specialist's signature or initials on the AIP. • Name of the ELL specialist teacher(s) involved in developing program. • The specialist verifies that he/she is involved. 	<p>Whether an ELL specialist is involved in the development and review of the student AIP.</p>	<p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify that an ELL/ALA specialist teacher was involved in the development of the ELL/ALA AIP and participated in the review of the plan during the school year. NOTE: 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. 	
<p>6. Evidence that additional services are being provided.</p> <p>Note: 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>Note: Support blocks are not to be used as the sole method for ELL support services. (Ref: Form 1701 Instructions, P.14)</p> <p>Note: Board Authority/Authorized (BAA) courses are part of a student's regular curriculum and are not considered an additional service.</p> <p>Note: For adaptations within mainstream classrooms, there must be documentation that these adaptations specifically address the ELL/ALA 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"> • direct instruction in reception classes, • pull-out services, • ELL specialist support to a classroom teacher or teachers' assistant, • and/or additional services provided in a regular classroom environment. 	<p>Whether the students are receiving additional services in accordance with Ministry requirements.</p> <p>Whether the service was in place by September 30, 2013.</p> <p>Whether there are adaptations to the programs which support the goals in the AIPs of the students.</p>	<p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Verify that the ELL/ALA services are being provided by interviewing staff and examining documents such as timetables, day books, course outlines and attendance records. 2. Determine that services were being provided at the time of the September 30, 2013 claim by: <ul style="list-style-type: none"> • Examining the schedule detailing the nature of service provided. • Examining specialized services being provided to the student by reviewing teacher logs, timetables, etc. 3. 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. 4. Document how the adaptations in the regular program meet the students' ELL/ALA needs. 5. Identify on an Observation Sheet and attach 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
			supporting documentation.	
Aboriginal Education Programs				
<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 30, 2013 claim.</p>				
<p>Audit Steps: 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. NOTE: 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>				
<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 academic achievement 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>NOTE: 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"> • Improved student academic performance • Increased student retention, attendance and graduation rates 	<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>Key Documents:</p> <ul style="list-style-type: none"> • K-12 Funding - Aboriginal Education Policy • District's Enhancement Agreement and Last Annual Report <p>Audit Steps:</p> <p>To obtain an understanding of the program and to have context, perform the following steps:</p> <ol style="list-style-type: none"> 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"> • The program(s). • How the program(s) is delivered to each funded student. • How the program(s) was planned. • The consultative process with parents and community. • How the records of services for individual students participating in the program/service are maintained. 2. Interview the appropriate staff to determine the process for program development and implementation for Aboriginal students. 3. Document processes on an Observation Sheet and attach relevant documentation. 	
<p><i>For a student to be reported as receiving an Aboriginal Education Program and/or Services, all of the following must be met. (Ref: Form 1701 Instructions, P.10)</i></p>			<p>Audit Steps:</p> <p>Using Ministry generated sample of students reported as receiving Aboriginal Educational funding on the ECHO9100 report, perform the</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
<p><i>The delivery and outcomes of Aboriginal programs and services must be documented (Ref. K-12 Funding – Aboriginal Education Policy)</i></p>			<p>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></p> <p><i>Aboriginal Ancestry is determined on a voluntary basis through self-identification. (Ref: K-12 Funding - Aboriginal Education Policy and Form 1701 Instructions, P.6)</i></p> <p>Interpretation: 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 confirmed yearly 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 claimed for funding have self-identified.</p> <p>Confirmation that students and/or parents/ guardians have the opportunity to amend their declaration of Aboriginal Ancestry upon request.</p>	<p>Whether students have self-identified as being of Aboriginal Ancestry.</p>	<p>Audit Steps:</p> <ol style="list-style-type: none"> 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 by the student or parent/guardian on the student’s behalf. Examples of self identification are: <ul style="list-style-type: none"> • a letter, telephone conversation records, indication on the student registration or permanent record cards including electronic data, facsimile confirmations, email confirmations. Note: 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. 2. Interview the staff to determine the process for a student’s aboriginal ancestry designation to be changed. 3. Identify discrepancies on an Observation Sheet and attach supporting documentation. 	
<p>2. <i>Evidence that the parent or guardian of the student has been consulted;</i></p> <p>Interpretation: Consultation - represents communications between the school and parent/guardian.</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>Audit Steps:</p> <ol style="list-style-type: none"> 1. Interview appropriate staff to determine the process used by the staff to consult with the parents or guardians of each of the students. 2. Obtain evidence that the process is being followed such as: <ul style="list-style-type: none"> • Letter to parents. • Telephone logs. • Record of communication between parent and staff. 	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
			3. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
<p>3. <i>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> Note: Informed consent means that information has been given (in writing or verbally) to the local aboriginal communities and they were given the opportunity to 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>	Confirmation that the Aboriginal communities have been given the opportunity for ongoing participation in the planning and delivery of the Aboriginal Education Program.	Whether the Aboriginal communities have ongoing involvement in the planning and delivery of Aboriginal Education Program.	<p>Audit Steps:</p> <ol style="list-style-type: none"> 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. 2. Obtain evidence supporting direct involvement or informed consent. Some examples of direct involvement include: meeting minutes, agreements, memorandums of understanding, etc. <p>Note: 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.</p> <p>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>Note: <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.</i> (Ref: Form 1701 Instructions, P.10) Note: 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.</i> (Ref: K-12 Funding – Aboriginal Education)</p>	Evidence of the additional Aboriginal Educational Program services provided for each student claimed.	Whether the program/service is <i>additional to any other programs and services to which an Aboriginal student is eligible</i> (Ref. <i>Aboriginal Education Funding Policy</i>).	<p>Audit Steps:</p> <ol style="list-style-type: none"> 1. For each of the students, interview staff to: <ul style="list-style-type: none"> • identify whether the student is receiving a Language and Culture program and/or support services program, and • develop an understanding of the nature of the program/services. 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: <ul style="list-style-type: none"> • program schedules, student timetables, logs, program outlines, daybooks, attendance, etc. <p>Note: <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.</i> (Ref. P.10 Form 1701 Instructions)</p>	

Criteria	We are looking for:	What the analysis will allow us to say:	Audit Procedures	Auditors' Initials
			3. Identify discrepancies on an Observation Sheet and attach supporting documentation.	
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>	Verification that there is a planned continuum of learning experiences and/or support services provided to the student throughout the year.	Whether the Aboriginal Education Program provides a range of substantive learning experiences and/or support services to each student throughout the school year.	<p>Audit Steps:</p> <ol style="list-style-type: none"> 1. Determine whether the program provides a planned continuum of substantive learning experiences/support throughout the school year for each student claimed. 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>Aboriginal Support Services-Questions to Consider:</p> <ul style="list-style-type: none"> • Are the support services planned and developed to assist the success of Aboriginal students in the school? • 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.) • Are the Aboriginal support workers or services available to each student claimed throughout the year? • 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? <p>Examples of services include: Elder, peer or community counselling; Aboriginal tutorial assistance; other services identified through the implementation of an enhancement agreement.</p>	