



**Ministry of Education
Knowledge Management and Accountability Division**

2013/14 Continuing Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 62 (Sooke)

2013/14 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 62 (Sooke)

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 Ministry of Education 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 2013/14 school year, boards of education reported a total of 5,637.2737 full-time equivalent (FTE) students. School District No. 62 (Sooke) reported 337 Continuing Education students or 53.5000 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

A Continuing Education enrolment audit was conducted in School District No. 62 (Sooke) during the week of April 7, 2014. The total enrolment reported at September 30, 2013 and February 14, 2014 was 49.1250 FTEs, of which 299 student files were reviewed

Entry meetings were held with the Superintendent and Assistant Superintendent, and with the Principal and Vice-Principal of the Continuing Education Program to review the purpose of the audit and the criteria for funding as outlined in the Form 1701 Instructions. The process of the audit was reviewed and information about the educational options offered by the Continuing

Education Program was provided to the audit team. The administrators and the audit team discussed the procedures that would be followed during the course of the audit.

The auditors worked out of the Westshore Learning and Training Continuing Education Centre and visited a satellite program offering direct classroom instruction in a nearby location. 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, staff were also given the opportunity to seek further information on all student claims when there was a discrepancy in the FTE calculation. All requests for further information were directed to either the Principal or Vice-Principal, both of whom responded to such requests in an expeditious manner. Throughout the audit the Continuing Education administrators were kept apprised of issues identified by the team.

Exit meetings were held with the Continuing Education Program's Principal and Vice-Principal, as well as with the Superintendent and Assistant Superintendent. At each 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 Continuing Education Program is situated in a District facility location which provides ease of access to the District's main transportation corridors. This facility, known as the Westshore Learning and Training Centre, also houses the District's Distributed Learning Program and Alternate Education Program. The Principal administers all program components, as well as community education programs which are offered and coordinated through the Westshore Centre. The majority of enrolled students are either adults who have not graduated and are seeking to complete either the British Columbia Certificate of Graduation or British Columbia Adult Graduation Diploma; or adults who have graduated and are seeking to upgrade their marks or complete pre-requisite course for post-secondary education. Enrolled school-age students typically are taking courses which will lead to graduation.

The Program extends its services within the District by offering programs in locations beyond the Westshore Centre campus. An Adult First Nations Graduation Program and a program called "Fast Forward to Graduation" (designed to meet the needs of adults wishing to resume and complete their graduation program) are located in a former school annex located in Colwood. Teachers are assigned to offer courses leading to graduation to adult students living in Port Renfrew, a very remote location within the District. A teacher is also assigned on a weekly basis to support a small number of students living in the Beecher Bay Band Reserve who are enrolled in courses leading to graduation. The Program includes night school which provides additional learning opportunities to students whose schedules preclude attendance during the day. These programs reflect an attempt by the District to extend educational opportunities to a diverse range of students throughout the District.

Observations

The auditors found that:

- 1.7500 FTEs (0.25000 school-age, 0.6250 non-graduate adults, and 0.8750 graduated adults) were reported in September where the student claim did not meet the attendance requirements. The Form 1701 Instructions (P.14) states: “*school-aged students enrolled in Continuing Education Schools are reported when they meet the [Adult Funding Policy](#)’s definition of attendance...For all adult students enrolled in a continuing Education School, report according to the Adult Funding Policy*”. The Adult Funding Policy’s [definition of attendance](#) is defined to be over one reporting period AND either 1) a minimum of 10 hours of instruction in a classroom or learning centre for each course or a demonstrated completion of 10% of the course requirements OR 2) meets the Grade 10-12 active requirements as outlined in the [Distributed Learning \(DL\) Active Policy](#). No evidence was presented to verify that the above student claims met the attendance requirement.
- 0.5000 FTEs (0.1250 FTE non-graduated adult and 0.3750 graduated adult students) were claimed for funding at the September 2013 reporting period in error. It was verified that these student claims were reported for funding without evidence of being registered or meeting the ‘active’ attendance requirement.
- 0.1250 non-graduated adult FTE was reported in February 2014 for a course when it was verified that the student met the ‘active’ requirement in February 2013.. There was no evidence of completion nor that a final letter grade had been issued. The course may have had an opened timeline but encompassed only one organized set of learning outcomes. The student proceeds through the course as they work towards meeting all the learning outcomes. While the completion of the course’s learning outcomes may have been over more than one reporting period only one course was undertaken.
- 0.1250 graduated adult FTE was reported for funding in September 2013. It was verified the student met the ‘active’ attendance requirement one year prior. The only evidence of activation the school could provide was from September 2012.
- 0.1250 graduated adult FTE was claimed in September for a Post-Secondary course. [Form 1701 Instructions](#) (P.12) state that Post-Secondary courses may be reported if they are part of the **school-aged student**’s planned program of studies leading to graduation and they meet the requirements in the [Recognition of Post-Secondary Transition Programs for Funding Purposes Policy](#). Adults are ineligible for third-party transition courses, including those provided through a post-secondary institution.
- Some student claims that met the ‘active’ attendance requirement during the May 2013 claim period were reported for funding in the September 2013 claim period. The May claim deadline was missed and verification was provided from the school that these courses were not reported for funding in the previous period.
- There were instances where Teacher gradebooks were not dated. When gradebooks are part of the evidence mechanisms, dated entries are required to verify the student claim met the ‘active’ attendance requirement by the Form 1701 reporting timeline. In accordance with the [DL Active Policy](#), as verification of the student’s active participation, “*the gradebook or other tracking system **must contain a dated record** of the teacher’s evaluation of the student’s performance on the course activities.*”
- During the auditors’ review there were a selection of students reported as graduated adults taking courses not listed on [Appendix 1](#) of the [Education Guarantee](#). It was verified that at

the time of the student's registration and course start up, these students had not met the general requirements for graduation.

- Substantive student course activity submitted as evidence of 'active' attendance were frequently not dated. The DL Active Policy identifies that, "*On or before the date listed in the 1701 Form instructions, school files for cross-enrolled grades 8 and 9 and all student in grades 10 -12 (including all adults students) must contain the following: Substantive student course activity must be submitted by the student to the teacher. 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.***" The audit team was able to verify the 'active' requirement for substantive student course activity through records of work, teacher mark books, instructional communication and attendance records.
- Student files prepared for the use of the audit team were well organized and accessible.
- Requests for clarification of information contained in student files by the audit team were responded to in a timely manner.

Recommendations

The auditors recommend that:

- The District's Continuing Education Centre ensure that students claimed on Form 1701 are enrolled and attending the courses in accordance with Ministry requirements.
- The District's Continuing Education Centre ensure a thorough review be conducted of the 'active' attendance requirement evidence to confirm these are signed and dated, as required, to establish that each student claim meets the 'active' attendance criteria prior to the submission of Form 1701 funding claims.
- The District ensure that all teacher records and samples of student work required as evidence of 'active' attendance are dated and align within the Form 1701 timelines.
- The District's Continuing Education Centre review its procedures regarding submission of Form 1701 funding claims to ensure no claims are submitted in error.
- The District's Continuing Education Centre claim for funding only those students who have met the "active" definition of attendance in accordance with the DL Active Policy within the funding timeline specified in the Form 1701 Instructions.
- The District only report eligible school-age students for Post-Secondary Transition courses.
- The District's Continuing Education Centre ensure all Course Selection/Enrolment forms are signed and dated in accordance with the 'active' attendance requirements.
- The District ensure all adult funding claims are accurately reported, including the student's graduation status with evidence to verify that category at the time of registration, and when 'active' attendance was met.

Auditors' Comments

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

**Education Sector Quality Assurance Branch
Knowledge Management and Accountability Division
Ministry of Education
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