



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

2013/14 Continuing Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 75 (MISSION)

2013/14 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 75 (MISSION)

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.75 (Mission) reported 76 Continuing Education students or 15.3750 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

A Continuing Education enrolment audit was conducted in School District No. 75 (Mission) the week of April 21, 2014. The total enrolment reported at February 14, 2014 was 15.1250 FTEs, of which all 75 student files were reviewed. The one student claim of 0.2500 FTE reported in September 2013 was reviewed during the K-12 Enrolment Audit of Riverside College during the week of January 13, 2014. No recommendations were identified, at the time, for this September Continuing Education claim.

Entry meetings were held with the Superintendent and Assistant Superintendent and with the

Continuing Education Program's Principal 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 courses offered by the District's Continuing Education Program was provided. The administrators and the audit team discussed the procedures that would be followed to undertake the audit.

The auditors worked out of Riverside College which is where the Continuing Education Program is housed. 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.

Exit meetings were held with the Continuing Education Program's Principal as well as with the 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

According to the Program's website the Riverside Continuing Education Program is designed for graduated and non-graduated adults (19 and over) as well as for high school graduates under the age of 19. It offers courses that lead toward the British Columbia Certificate of Graduation and the British Columbia Adult Graduation Diploma; which are prerequisite courses for many post secondary programs and/or entry level courses into some industry trade careers.

The school offers paper-based courses for most academic courses. Students work through the course material at their own pace while attending a classroom where a teacher is available to provide individual guidance and assistance as required.

Observations

The auditors found that:

- 0.3750 non-graduated adult FTEs were claimed in February for courses in which the student did not meet the attendance requirements. The Form 1701 Instructions (P.14) states: "*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 [DL Active Policy](#).
- 0.3750 non-graduated adult FTEs were reported for funding in February for courses where it was verified the student was also charged tuition. Although the courses were BAA courses in

an educational program leading to graduation offered by the school, the Principal selected to relinquish the FTE funding rather than return the paid tuition to the students. The [School Act](#) (Sec.82) says that “*if a board permits a student who is older than school age and is ordinarily resident in British Columbia to enroll in an educational program leading to graduation, the board must provide free of charge to that student (a) instruction in an educational program sufficient to meet the general requirements for graduation*”. Further, in accordance with the Adult Funding Policy it is only for the provision of non eligible courses where boards may charge adults tuition fees. [Eligible Courses](#) for non-graduated adult students “*include Ministry Authorized courses, Board/Authority Authorized courses, and courses listed in Appendix 1 of the Education Guarantee Information page*”. Claiming students for provincial funding and charging the same students tuition for eligible courses does not meet the requirements.

- 0.1250 non-graduated adult FTES were claimed in February for a student taking a self-paced course which she had been working on for more than two years. Self-paced courses have an open-ended timeline but encompass one organized set of learning outcomes. The student proceeds through the course at their own pace as they work towards meeting all the learning outcomes. While the completion of the course’s learning outcomes may have been over a number of reporting periods, only one course was undertaken.
- 0.2500 school age FTEs were reported in February for two courses which were claimed for funding in September 2013 by the District’s secondary school. There was no evidence the student was given a final mark for these two courses. School Officials transferred the student to the District’s Continuing Education Centre where the student’s educational program consisted of the same two courses on October 22, 2013. It was verified that while the student began the two courses in the secondary school there was no completion and the continuation of learning was undertaken by the student at the Continuing Education Centre. The student proceeded through the courses to meet all the learning outcomes and, as the secondary school did not conclude on the student’s participation in the course, only once were the courses undertaken.
- The Course Enrolment/Selection Form varied for each group of students in the Continuing Education program and although all formats contained the information required none were labelled as a Course Enrolment/Selection Form. The Adult Funding Policy requires that all claims be listed on a Course Enrolment Form which is on file at the school listing the course(s) in which the student is enrolled and the dates of enrolment.
- The District’s Standard Worksite Work Experience Agreement mentions all required aspects of the Work Experience Program such as behaviour, evaluation, assessment, and safety in the workplace but it does not provide detailed information on these various aspects.
- The school has an extensive list of fees specific to professional trade educational options that students are required to pay related to safety in the workplace or trade specific certification. While some of these fees are in accordance with the *School Act*’s Trades Programs requirements (Sec.82.2), there are alternate options such as the on-line provision of [Workplace Hazardous Materials Information System \(WHMIS\) training](#) which would provide a more cost effective choice for the students.
- Although Riverside College is a public Continuing Education Centre and a public secondary school its documentation includes information which suggests it is affiliated with the Private Career Training Institutions Agency (PCTIA) of BC. As reported to the District in January 2014, at the time of the K-12 Enrolment audit: It was unclear as to why a public school was

implementing the process of accreditation with PCTIA as according to the [PCTIA Act](#), public schools are exempt from the requirement to register even though Riverside College is offering in-house career training.

Per the PCTI Act:

*"career training" means training or instruction in the skill and knowledge required for employment in an occupation defined in the regulations, **but does not include training or instruction that***

(c) is provided by (i) a school as defined in the School Act,

Per the [School Act](#): "School" is defined as

- (a) A body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction,
- (b) The teachers and other staff members associated with the unit, and
- (c) The facilities associated with the unit.

And includes a Provincial resource program and a distributed learning school operated by a board;

Based on the above it does not appear that Riverside College should be registered and seeking accreditation with PCTIA as it is a public school facility, nor should it be using documents that represent the Private Career Training Institutions Agency of BC.

- The auditors noted that evidence of BC residency was in each student's file.

Recommendations

The auditors recommend that:

- The District ensure that Riverside College operates in accordance with the *School Act*, the [School Regulation](#), and all related policies and directives including those related to funding eligibility and the provision of a free of charge educational program when the various program of courses are educational options offered by the school which is operated by a board of education, and the program of courses are claimed for provincial funding. (Previously reported as a K-12 Enrolment Audit recommendation in February 2014.)
- Based on the current information per the PCTIA Act, Riverside College does not meet the requirements for registration or accreditation status with PCTIA as long as it is operated by a board of education and registered with the Ministry of Education as a 'continuing education' school (a Facility Type 01 school) and a 'standard' school (a Facility Type 00 school). (Previously reported as a K-12 Enrolment Audit recommendation in February 2014.) Riverside College review the appropriateness of aligning with the PCTIA and ensure that all references to PCTIA be deleted from school documents while under the operation of Mission School District's board of education.
- The District's Continuing Education Program ensure that students claimed on Form 1701 are enrolled and attending the courses in accordance with Ministry requirements.
- The District's Continuing Education Program ensure that courses are only claimed as one course regardless of the number of reporting periods the student requires to complete the learning outcomes for the course.
- The District's Continuing Education program review its forms, such as the Course Enrolment/Selection Form and the District Worksite Work Experience Agreement to ensure they are appropriately identified, contain all the necessary information, and reflect current

practices and expectations to align with the intent and directives of the related Ministry requirements.

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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