



**Ministry of Education
Resource Management & Corporate Services Division**

2016/17 Continuing Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 36 (SURREY)

2016/17 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 36 (SURREY)

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 conducts Continuing Education (CE) 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.

CE Centres provide adults who have not graduated from secondary school the option of obtaining an Adult Graduation Diploma (the Adult Dogwood) or a B.C. Certificate of Graduation (the Dogwood) by taking courses offered through district schools. 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 2016/17 school year, boards of education reported a total of 1,531.3125 full-time equivalent (FTE) students. School District No.36 (Surrey) reported 1,021 Continuing Education students or 213.6250 FTEs for the February reporting period.

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. 36 (Surrey) the week of April 3, 2017. A total of 461 student files or 120.6250 FTEs were reviewed from the February Data Collection period.

An entry meeting was held at the School Board office with the Deputy Superintendent, Assistant Superintendent and the Director of Instruction. A second entry meeting was held with two of the Continuing Education Centre's Principals at a school site. A third entry meeting was held with another Continuing Education Centre Principal at a different school site. All entry meetings were held 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 programs offered by the Continuing

Education Department was provided. The administrators and the audit team discussed the procedures that would be followed to undertake the audit.

The auditors worked out of the Invergarry and Queen Elizabeth Continuing Education Centres. 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 evidence presented by the schools. 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 Principals and the Director of Instruction were kept apprised of any issues.

Exit meetings were held with the Continuing Education Centre's Principals as well as with the Assistant Superintendent and the Director of Instruction. 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

Surrey School District has a large CE program for Adult Education which offers a choice of services, programs and schedules to aid students with their educational/career goals to improve literacy skills, complete graduation, or school-age upgrading for post-secondary education.

There is a large new immigrant population in Surrey and the CE programs aid with language skills and educational development.

The Surrey CE program consists of the following sites:

- **Invergarry Adult Education Centre** offers semester and term courses for secondary school completion for the Dogwood and the Adult Dogwood, as well as literacy foundation courses. They also have a satellite program at the Welcome Centre where new immigrant students are provided with a unique environment to learn new language skills and offers transition courses for school-age students.
- **Queen Elizabeth Continuing Education** offers evening academic classes. Most students attending this Centre are either school-aged or non-graduated adults. The courses are offered on a semester basis. In addition to the academic options, there are automotive and cafeteria program courses offered.
- **Continuing Education South Surrey Foundations** is an adult literacy foundation program to assist new British Columbia residents from other countries.
- **Continuing Education Surrey Pre-Trial** offers educational options to the Remand Centre's incarcerated school-age and adult learners.

Observations

The auditors found that:

- All verified ineligible claims were from the FTEs reported at the Surrey Pre-Trail Facility.
- 8.7500 FTEs (0.1250 school-age and 8.6250 non-graduated adults) were reported for more courses than taken.
- 1.1250 graduated adult FTEs were reported for more courses than taken.
- 1.8750 non-graduated adult FTEs were reported for courses where there was no evidence to meet the requirements aligned with the [Adult Funding Policy's](#) definition of attendance, including those claims for students in correctional facilities: *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](#) . Attendance for students in Correctional Facilities is defined as over one reporting period AND: 1) For sentenced inmates, either 5 hours of instruction in a classroom or learning centre or demonstrated completion of 5% of the course requirements; for remanded inmates, either 3 hours of instruction in a classroom or learning centre or demonstrated completion of 3% of the course requirements OR 2) meets the Grade 10-12 active requirements as outlined in the [DL Active Policy](#) . To be eligible for funding, the Form 1701 Instructions identifies that students enrolled in Continuing Education Schools are reported when they meet the Adult Funding Policy's definition of attendance.*
- 5.3750 FTEs (0.1250 school-age and 5.2500 non-graduated adults) were reported for two ineligible course claims. These options were delivered by Correctional Centre staff who were not certified teachers employed by the Board. As referenced in the Adult Funding Policy and per the [K-12 Funding General Policy](#): *“To be eligible for provincial funding, Boards of Education must ensure that students are: under the supervision of, assessed and evaluated by an employee of the Board of Education who is certified by the Teacher Regulation Branch”*.
 - Textiles 12 was delivered and supervised by Correctional Centre staff. Certified Teacher involvement was in the course planning and the evaluation of the final products produced by the students.
 - Physical Education 12 - where the majority of the students' attendance verification was based on three hours of time spent in the gym/workout area under the supervision of a Correctional Officer.
- 0.2500 Graduated adult FTEs were reported for ineligible courses. Only those courses on the list of [Tuition Free Foundation Courses](#) are fundable for Graduated Adults.
- Most of the student attendance information lacked dates to identify when the work was done. Limited dated evidence was obtained to verify the eligibility of the courses claimed.
- The Schools did not consistently retain evidence of student work as a record of learning outcomes performed or the progress made, and there was little evidence to verify student work was evaluated by a certified teacher.
- Course enrolment forms were not updated to reflect changes in the students' funded educational program.
- Foundation companion options delivered at the Queen Elizabeth CE Centre appeared to lead to continuous student growth in their skill development.
- After examining the literacy foundations courses at Invergarry, the final mark evidence for these courses identified a large number of students who failed these courses more than once. The audit team examined final grades for 1,054 courses and found 441 examples of students failing the course.

The timeline the School has set up for the students to complete these courses is 80 hours for each term and there are currently five terms per year. Additional time to complete the courses could prove beneficial to student success and improve the current performance rates.

- The Surrey Pretrial Program did not retain evidence of the students' attendance for each eligible course claimed for funding. The Program's attendance evidence was inadequate and not aligned with the attendance requirements for Adult Funding. There was no evidence to indicate which subjects the students were working on or how long the students spent working on the subjects during the time spent with the teacher each day. The School must be able to identify and report all new courses leading to graduation in which the student has met the attendance requirements. For the February 2017 claim the timeline is between October 1, 2016 and February 10, 2017. Students not meeting the attendance requirements are not to be included in the February data collection period. Nor did the Surrey Pretrial Program retain student work samples to corroborate attendance.

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 CE Centres ensure that all student work and forms are consistently dated.
- Evidence verifying student attendance must be retained, including evidence verifiers such as: records of work performed and the progress made which has been developed, delivered, supervised and evaluated by a certified teacher who is an employee of the Board.
- The CE schools must ensure students are reported for all courses leading to graduation in the claim period where the attendance criteria has been met.
- A current Course Enrolment Form document that meets Adult Funding Policy's definition and supports the FTE claims is to be on file at the school listing the course(s) in which the student is enrolled and the date(s) of enrolment. These enrolment forms must be updated to accurately reflect the courses claimed for funding.
- For all funding claims, the Pretrial Program must retain accurate attendance evidence that specifies which subjects the students were working on and how long the students spend working on the subjects during their participation each day. Student attendance requirements must meet the Form 1701 timelines for the respective data collection claim period.
- The District is strongly encouraged to review the instructional timeline for the students to complete the Literacy Foundation courses with a view to ensuring student success.
- The District ensure all CE staff are aware of and adhere to the K-12 Funding General Policy and the Adult Funding Policy, and that all courses claimed for funding are in accordance with these Ministry directives as well as the Form 1701 Instructions.
- The Pretrial Program must ensure only eligible courses are claimed for funding including assurance that the educational programs are provided by certified instructors and any credit recognition achieved through prior learning or activities overseen by Correctional staff are not claimed for funding.
- Only those courses on the list of Tuition Free Foundation courses are to be reported for Graduated Adults.
- A return audit of the Surrey Pre-Trail's student claims be scheduled to ensure Ministry directives are met.

Auditors' Comments

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