



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

2016/17 Continuing Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 41 (Burnaby)

2016/17 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 41 (Burnaby)

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.41 (Burnaby) reported 423 Continuing Education students or 73.6250 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 CE enrolment audit was conducted in School District No. 41 (Burnaby) the week of April 10, 2017. A total of 200 student files or 42.1250 FTE were reviewed from the February Data Collection period.

An entry meeting was held with the Superintendent, Assistant Superintendent and Secretary Treasurer. A second meeting with the CE Centre's Vice-Principal and Manager was 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 CE 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 Burnaby CE Centre/School Board Office. The audit team followed a process which gave school staff the opportunity to locate and present additional evidence when the team found that such evidence was not available in the original evidence presented by the school. Throughout the audit, the Principal was kept apprised of any issues.

A combined exit meeting was held the CE Centre's Manager, Vice- Principal, Superintendent, District Principal and Assistant Secretary Treasurer. 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 Burnaby CE courses are broad in scope serving diverse community needs. The Ministry of Education funded courses include educational options for high school completion and literacy foundations offered during the day and evening. In addition to the Ministry of Education funded courses, there are 19 certificate and diploma options as well as Language for Newcomers to Canada (LINC).

Literacy Foundations and high school completion courses are offered at the Schou Education Centre and Burnaby South Adult Education Centre. The Literacy Foundations options are only offered at Edmonds Community School. Students must register in person. All courses involve 90 hours of face-to-face instruction on site. There are no self-paced courses.

Observations

The auditors found that:

- The verification of residency status in B.C. was consistently undertaken.
- The evidence provided and the tracking systems in place to verify FTEs claims were commendable.
- Students appeared to be generally successful in the completion of the foundation courses.
- There was evidence that CE staff were very responsive to the educational needs of a diverse community.
- 0.2500 graduated adult FTEs were duplicate claims reported in both the Fall Data collection and the February Data collection periods.
- 0.1250 graduated adult FTE was for the same course. It was verified that the student transferred from a day class to a night class, but was not correctly deleted from the day class roster.
- Seven graduated adults were incorrectly reported as non-graduated adults on Form 1701. All student claims were verified to be taking only the eligible tuition-free foundation courses. The School has undertaken steps to address the issue within their internal data management system.

Recommendations

The auditors recommend that:

- The District's Continuing Education Centres ensure that all student claims are verified before reporting for funding, including confirmation of adult graduation status and assurance that the completion of the course's learning outcomes is only eligible for one funding claim.

Auditors' Comments

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