



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

**2016/17 Continuing Education Enrolment Audit**

**AUDIT REPORT**

**SCHOOL DISTRICT No. 43 (COQUITLAM)**

## **2016/17 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 43 (COQUITLAM)**

### **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 CE 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.43 (Coquitlam) reported 929 CE students or 172.8750 FTEs for the February reporting period.

### **Purpose**

The purpose of the CE 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. 43 (Coquitlam) the week of May 1, 2017. A total of 300 student files or 80.0000 FTEs were reviewed from the February Data Collection period.

An entry meeting was held with the Assistant Superintendent, Secretary Treasurer and District Principal of CE to review the purpose of the audit and the procedures that would be followed.

An entry meeting was also held with the District Principal and members of the administrative staff at Montgomery Centre. The purpose and procedures of the audit were reviewed. The

District Principal provided a short overview of the CE Department.

Coquitlam CE offers programs at sites throughout the community. Literacy foundations courses are offered at the Montgomery Centre where the audit took place. The majority of the students at this site are English language learners.

The team worked in a classroom at the Montgomery Centre. Each auditor was provided with a computer which was linked to a printer in the workroom. This provided the team with immediate and easy access to student data. In addition, the audit team were provided with paper files which were organized for ease of use for the auditors. The Centre developed a one page comprehensive summary for each student which included the required information to confirm residency, course information, the date the student registered, the date the student met the attendance criteria, the Student Learning Plan and the Course Enrolment Forms. All information was supported with evidence from both digital and paper files. Class lists showing student attendance, marks for assignments, final grades and teacher comments were provided. All final assessments are marked and kept in paper files. Course outlines referenced provincial learning outcomes and were current.

### **Description of the Programs**

The Coquitlam CE Program, which is an integral part of the Learning Innovations Network Coquitlam, is the Adult Education School for School District No.43 (Coquitlam). According to information on the CE Program's website, the Program strives to provide all members of the community with diverse and comprehensive learning experiences. The CE Program offers literacy foundation courses, high school credit education, and educational options to students in the correctional facility. All of which are reported for funding to the Ministry of Education.

The audit took place in Montgomery Centre which is the site that offers literacy foundation options and a selection of secondary school courses. The Centre is also responsible for the educational options offered at the North Fraser Pre-Trial Centre.

Montgomery Centre offers scheduled classes which are approximately three hours in length with students attending face-to-face for that period of time. Courses are held twice a week. The Centre is open for classes from 8:55a.m. to 9:00p.m. providing students with the opportunity to continue their schooling while working or raising a family. The Centre has written practices and policies which outline the foundation course requirements specific to reporting, as well as practices and procedures related to withdrawal from foundation courses.

The Centre's web page contains the CE policies which included a refund policy and the Code of Conduct. To assist students in understanding these documents, the link to Google Translate instantly provides the information in a variety of languages.

### **Observations**

The auditors found that

- 21 students who had been reported as Graduated students at the September claim date were claimed as Non-Graduated students at the February claim date. The auditors reviewed the files of all 21 students. The 21 students each had a Student Initiated Request for Change in

Graduation Status. The dates of the request varied from September 1, 2016 to January 16, 2017. Each student had a dated Adult Graduation Plan which laid out their plans for completion of graduation requirements and a Course Enrollment Form in their file. The Centre's practice is to have students self-identify as Graduated or Non-Graduated when they enroll. A large number of students are immigrants, many with limited English language skills, and some, particularly refugees, have no educational documentation. According to the staff, some students identify they have not graduated when participation in classes and grades on school assignments trigger staff to ask further questions about the student's schooling in their home country.

- The Centre has developed an effective and efficient process for enrolling students. Registration takes place on most Thursday afternoons and evenings. Prospective students come to the Centre to enroll. The process is initiated with students completing a registration form. Students then complete assessments in reading, writing and speaking. The assessments take place in the gymnasium under the supervision of teaching staff. Following the assessments, each student is interviewed by a teacher who reviews the registration form and the student's assessment results, discusses the schooling options with the student and enrolls the student in a class. The process is outlined in the document "Registration and Account Creation Process" which was developed by the CE Department.
- Students are assessed at the conclusion of each literacy foundations course. The assessment is based on class work and participation, a final exam, and a discussion with the teacher during which the level of the next course is determined. The recommended level is stated on the student report card.
- The Centre has a written process indicating how a recommendation for a student to repeat a course is made. The auditors reviewed the work of a numerous students who were repeating a course. The auditors found that the students were repeating courses for sound educational reasons and they consistently saw a progression in terms of the student marks and the levels in which the students were enrolled.
- All students complete a signed and dated "Commitment to Learning Declaration" for each class in which they enroll. The commitment states that they will submit only original work and that they will complete their work in a timely manner.
- The educational programming offered at the North Fraser Pre-Trial Centre is comprehensive and the level of accountability appeared to be high. The auditors noted that the majority of the students were completing courses and moving forward with their educational program.
- With the exception of two student files examined, there were no discrepancies between the paper file and the digital file.
- The administrative team appeared to know their students well. When auditors had questions about specific students, the District Principal responded immediately, providing details and outcomes.
- The staff at Montgomery Centre have developed a welcoming, supportive and inclusive atmosphere in which students appear to be committed to advancing their education. Hallway posters provide information in several languages, large posted photos of required documents are easy to read and understand, and samples of the quality of writing expected for each level all add to the Centre's positive culture.

## **Recommendations**

The auditors recommend that:

- The staff continue to monitor the process for verifying whether a student is a non-graduate or are a graduated adult in accordance with Section 82 of the *School Act*: “*have already met the general requirements for graduation, or have already completed the requirements for graduation from a secondary school or high school in another jurisdiction*”. This information is critical for the Centre, as it allows the staff to ensure students are assigned courses they require and that the District correctly reports student claims in accordance with accurate graduation status to the Ministry of Education.
- The CE staff continue to monitor their enrolment process to confirm the CE Department’s reporting.
- The CE staff continue to monitor its practices related to student progress to make certain students proceed through the levels of the Foundation options in a successful and timely manner.
- The CE staff continue to monitor their practices related to repetition of courses to ensure that educational needs are maintained as the major factor in the students’ educational programming decisions.
- The CE staff continue to build on the positive school culture currently demonstrated.

## **Auditors’ Comments**

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