



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

2016/17 Continuing Education Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 63 (Saanich)

2016/17 CONTINUING EDUCATION ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 63 (Saanich)

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.63 (Saanich) reported 57 CE students or 24.7500 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. 63 (Saanich) the week of May 1, 2017. A total of 57 student files or 24.7500 FTEs were reviewed from the February Data Collection period.

An entry meeting was held with the Superintendent, Assistant Superintendent and the CE Centre's Principal and Vice-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 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. 23 students were claimed in both the Fall Data Collection period as well as the February Data Collection period.

The audit team undertook a review of both the Fall Data claims and the February claims to ensure the eligibility of these claims. CE administrators were advised that the auditors would need to meet with and access information, as required, from those District teachers who support, supervise and evaluate the students claimed by the CE Centre for Career options.

The auditors worked out of the Independent Learning Centre located within the former Saanichton Elementary School facility and the Broadmead Learning Centre housed in an office complex located near transit facilities in the southern quadrant of the District. 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 Centre. 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 and Superintendent were apprised of the progress of the process.

Exit meetings were held with the CE Centre'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 District's CE Program is administered in conjunction with the Independent Learning Centre (ILC), and the District's Alternate Education Program for secondary school-aged students. Administrative and teaching staff are located within the two campuses of the ILC program (Saanichton and Broadmead) and one teacher is assigned to offer late afternoon/early evening academic course options in a classroom located in the facility of the District's Distributed Learning School (SIDES). Some teaching staff offer instruction to students enrolled in the Alternate Education Program and Continuing Education. The Principal is responsible for both educational options.

The School District assigns the administration, supervision and evaluation of all students from each of the District's three secondary schools who enroll in Career Programs to the CE Centre. Funding claims for students in these career options are submitted by the CE Centre. In addition, any student in the District who enrolls in Work Experience 12 after the Fall Data Collection period is enrolled through the CE Centre. Approximately three quarters of the FTE claims submitted by the CE Centre as of February 10, 2017 were for Career options. The remaining FTE claims were for academic courses to complete graduation requirements. No graduated adults were among the FTEs claimed for funding.

Observations

The auditors found that:

- The District's policy and procedures used to determine B.C. residency was followed in each student file reviewed.
- Some Career Program course claim records were not dated consistently.
- The learning environment was observed to be positive, goal oriented and on-task.
- Staff value collaborative relationships as a basis for enhancing student learning and achievement of educational goals.
- The administrative student record system established by the CE Centre is closely linked to requirements of the Form 1701 Instructions.
- Records of student progress are closely monitored by staff.
- Staff displayed a very positive attitude toward the audit as an opportunity to engage in a learning experience.

Recommendations

The auditors recommend that:

- All eligible student claims submitted for funding must have dated evidence which follow the Adult Funding Policy directives and in accordance with the Form 1701 Instructions.
- The District review the requirements for career based educational offerings reported by their CE Centre ensuring CE educators are those overseeing and evaluating all students reported for funding at the CE facility, including those students undertaking educational options provided by a third party.
- The CE staff continue with the positive school culture currently demonstrated.

Auditors' Comments

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