



**Private Career College Key Performance
Indicator Audit Guideline:
Enrolment and Graduate Reporting
2016 Collection Cycle**

Prepared by: Ministry of Advanced Education and Skills Development
Private Career Colleges

TABLE OF CONTENTS

Glossary	3
Purpose and Application	5
Legal Authorities	6
Error Reports and Statement of Omissions or Overstatements	7
Changes to Submitted Data After an Audit Report Has Been Submitted	8
Posting Previously Published Reports	8
Auditor’s Access to Online Portal	8
Summary of Responsibilities	8
Auditors	9
Private Career Colleges.....	9
Ministry of Advanced Education and Skills Development	9
Appendix A: Auditor’s Report Templates.....	11
AUDITOR'S REPORT (PCCs already participating in the KPI initiative)	11
AUDITOR'S REPORT (first time reporters – newly registered PCCs)	12
Appendix B: Ontario Regulation 415/06	14
Appendix C: Sample Enrolment Data File	15
Appendix D: Sample Graduate Data File	17
Appendix E: Auditor’s Check List	18

Glossary

- (a) **Audit Period:** The calendar period of time within which the PCC auditor must audit enrolment and graduate data files for the associated collection cycle to provide the ministry with assurance that the information in the files has not been misstated.
- (b) **Data Upload Windows:** All registered PCCs are required to upload their enrolment and graduate data to the PCC KPI Portal at three set time-periods per data collection cycle. First time reporters are required to upload historical data during the first data upload window. The following table outlines the upload windows:

Upload Period No.	Term	Upload Window	Entrants and Graduates Included
1	Winter	July 1 – August 31, 2016 First time reporters must report on all entrants and graduates from the date of registration as a PCC	January 1 – April 30, 2016
2	Summer	October 1 – November 30, 2016	May 1 – August 31, 2016
3	Fall	February 1 – March 31, 2017	September 1 – December 31, 2016

- (c) **Enrolment Reporting:** PCCs must report entrants at three distinct times per KPI collection cycle per the “Data Upload Windows” table above.
- (d) **Entrant:** a student who enrolls in a vocational program and does not withdraw from the program before its defined grace period. Students who are enrolled in non-vocational program are **NOT** considered entrants for the purposes of KPIs. See below for definitions of vocational and non-vocational programs.
- (e) **File Reference Number:** A unique confirmation number will be assigned by the PCC KPI Portal for each successfully uploaded enrolment or graduate file.
- (f) **First Time Reporters:** Refers to newly registered institutions and newly approved campuses that have not participated in a previous KPI collection cycle. These institutions and campuses are required to begin reporting enrolment and graduate from the time they begin operating.
- Where institutions or campuses begin operating after a term in the 2016 calendar year has passed (e.g. after the Winter Term) they will not be included in the associated KPI collection cycle (e.g., a PCC that opens in May 2016 will not be included in the 2016 collection and audit cycle but will be included in the 2017 collection and audit cycle).
- (g) **Grace Period:** The period of time during which an entrant can withdraw from a vocational program without being considered to have enrolled in that program. The Grace Period is defined as the lesser of 25% of program duration (e.g., one week for every month) to a maximum of eight weeks.

- (h) Graduation Date:** The date on which a student of a vocational program has completed all necessary academic and practical requirements of the program.
- (i) Graduate:** A former student of a registered PCC who has completed all the necessary academic and practical requirements for a Superintendent approved vocational program.
- Every graduate must be reported by the PCC in the graduate data file, including their graduation date, within three months of the end of the term during which the graduate completed their vocational training.
 - For each graduate reported in the graduate data file there must also be a corresponding record in the enrolment data file indicating the date he or she began training.
 - Graduates of non-vocational programs are not to be included in KPI measurement.
 - A student who has not completed all of the program requirements must not be reported as a graduate until he or she has completed all of the academic and practical requirements of the program. Some program requirements include practical components such as practicums, work placements and co-operative education terms.
 - The period in which an entrant is expected to graduate is calculated as 200% of the program's duration (in weeks). Entrants who do not graduate within this period are deemed to have not graduated.
- (j) Graduate Reporting:** PCCs must report their graduates to the ministry's third party service provider at three distinct times per KPI collection cycle (see Glossary for definition for "Data Upload Windows"). Data must be uploaded for all three of the following terms - Winter, Summer and Fall. All three graduate data files uploaded **must be audited by September 1, 2017**. The audit period begins May 15, 2017. Historical graduates must also be audited for first time reporters (see Glossary for definition).
- (k) Graduation Allowed Period:** the calendar period within which an entrant is expected to graduate. It is calculated as 200% of the program's duration in weeks (i.e., number of weeks in a program multiplied by two). Entrants who do not graduate within this period are deemed to have not graduated.
- (l) KPI Auditors:** KPI auditors must be public accountants licensed to practice in Ontario as defined under the [Public Accounting Act, 2004](#), who are engaged by a PCC to conduct an audit of the enrolment and graduate data files within the defined audit period.
- (m) Non-Vocational Program:** A full-time or part-time program of instruction that is exempt, under the [Private Career Colleges Act, 2005](#) from requiring Superintendent approval. Non-vocational programs are not to be included in KPI measurement. Refer to "Factsheet 1 – Exemptions Under the Act" for more details on non-vocational programs.
- (n) Null File:** A null file is a blank document uploaded to confirm that there were no entrants and/or graduates in the applicable term.
- (o) PCC KPI Portal:** The [online portal](https://reporting.forumresearch.com/PCC/Login.aspx) (https://reporting.forumresearch.com/PCC/Login.aspx) maintained by the ministry's third party service provider wherein PCCs must upload their enrolment and graduate data files for all terms.
- (p) Private Career College (PCC):** as defined by the *Private Career Colleges Act, 2005*, a PCC is an educational institution or other institution, agency or entity that provides one or more

vocational programs to students for a fee and pursuant to individual contracts with the students, but does not include a College of Applied Arts and Technology, a public university or a school as defined under the *Education Act*.

- (q) **Private Career Colleges Act, 2005 (Act)**: Legislation that governs registered PCCs in Ontario which ensures they meet the standards determined by the Superintendent for offering vocational programs, as well as setting out requirements for advertising, refund policies, and instructor qualifications.
- (r) **Program Start Date**: The date on which a student commenced training in a vocational program as documented in the student’s registration contract with the PCC.
- (s) **Student Identification Number**: A unique numerical identifier that is 15 characters or less must be assigned to every student upon enrolment in a PCC’s vocational program. This number must follow the student from enrolment to graduation. The same number must be used if a student enrolls in more than one vocational program at the same PCC. This number is used to match enrolment records with graduate records.
- (t) **Superintendent of Private Career Colleges (Superintendent)**: An appointee of the Minister of Advanced Education and Skills Development who has been designated the authority to exercise the powers and perform the duties conferred or imposed upon him or her by or under the Act.
- (u) **Terms (Entrants/Graduates)**: There are three defined terms per calendar year in which PCCs must document data for all entrants and graduates of their vocational programs. Following the end of each term, this data is uploaded to the PCC KPI Portal during the associated Data Upload Window. The terms are as follows:

Term	Graduation Date (2016)
Winter	January 1 – April 30
Summer	May 1 – August 31
Fall	September 1 – December 31

- (v) **Transfer Student**: A student who transferred from one vocational program to another within the same institution (legal entity). Transfers are not permitted between legal entities. These individuals must be tracked using the Transfer Student field in the enrolment file.
- (w) **Vocational Program**: A full-time or part-time postsecondary program of instruction, provided by a registered PCC, that teaches the skills and knowledge required in order to obtain employment in a prescribed vocation, as defined under the Act. All vocational programs must be approved by the Superintendent.

Purpose and Application

The Superintendent of Private Career Colleges (“Superintendent”), a designate of the Minister of Advanced Education and Skills Development, publishes Key Performance Indicators (“KPIs”) for private career colleges (“PCCs”) in Ontario to help students make informed decisions about their postsecondary education. KPIs also inform government decision-making and provide PCCs with tools to improve the quality of the vocational programs they offer. The Superintendent has defined the following five KPIs for the PCC sector:

- (a) Graduation Rate (the only non-survey-based KPI);

- (b) Graduate Employment Rate;
- (c) Graduate Employment Rate in the Field of Study;
- (d) Graduate Satisfaction Rate; and
- (e) Employer Satisfaction Rate.

As of the 2016 collection cycle, all registered PCCs are to report data for the use of KPI calculation. The Audit Guideline sets out requirements for conducting an audit of student and graduate data that must be prepared by PCCs and reported to a third party service provider, working on behalf of the Superintendent, for the purpose of calculating and publishing KPIs for the vocational programs provided by PCCs.

This audit is separate from the requirement for PCCs to provide the Superintendent with audited annual financial statements, but both may be done by the same auditor.

Legal Authorities

Under the [Private Career Colleges Act, 2005](#) (“Act”), the Superintendent is authorized to request audited enrolment and graduate data from PCCs.

As set out under subsection 53 (1)(a) of the Act, [Policy Directive #11 - Private Career College Key Performance Indicators and Performance Objectives](#), and section 36.1 of Ontario Regulation 415/06 ([Appendix B](#)), the Superintendent requires PCCs to report student-level and graduate-level information including personally identifiable elements, as governed under subsection 2 (1) of the *Freedom of Information and Protection of Privacy Act, 1990*. This data must be reported to the third party service provider working on behalf of the Superintendent.

The Superintendent has established a one-time per year audit requirement. The **audit period begins on May 15, 2017**. An audit report, providing an opinion about the data submitted for the 2016 Winter, Summer and Fall terms as well as confirmation that the institution has posted its historical KPI results on its public website, must be submitted by the **deadline of September 1, 2017**. If an audit is not submitted by the deadline, the ministry may take compliance and enforcement action against the PCC. If enforcement action is taken, one of the consequences will include impacts on the PCC’s ability to accept or apply to accept students funded by government programs including the *Ontario Student Assistance Program* (OSAP).

The 2016 collection cycle KPI Audit Report for “first time reporters” must also capture historical data. Historical data must include all entrants and graduates reported from the time of initial registration/approval. If there were no entrants and/or graduates to report, then the PCC must upload a null file.

Audit Requirements – Enrolment and Graduate Data

All registered PCCs are to engage a licensed public accountant in the province of Ontario, pursuant to the [Public Accounting Act, 2004](#), to provide an audit report on their enrolment and graduate data uploaded to the PCC KPI portal within the defined audit period. The cost of performing the audit is the responsibility of the PCC.

Each audit report must be uploaded to the third party service provider’s online portal by the auditor and an electronic copy must be sent to the ministry at PCCKPI-Policy@ontario.ca.

Auditors must assess whether the PCC has accurately reported all of its enrolment and graduate activity for all approved vocational programs offered to students as of January 1, 2016. If a vocational program is cancelled during the 2016 collection cycle, it must still be reported on for the remainder of the cycle.

PCCs participating in the KPI collection cycle for the first time are required to report their historical data from the date of registration as a PCC. This data must be reviewed and reported on by the auditor for the PCC's first collection cycle.

Auditors are required to provide assurance on the accuracy of the information reported by PCCs in their entrant and graduate files (see [Appendix B](#)) using the appropriate sample of data files (see [Appendix C and D](#)) by confirming accuracy of each:

- a) individual's **first and last name**;
- b) individual's **student identification number**;
- c) name of the **campus and vocational program**, as approved by the ministry, in which the individual was undergoing training;
- d) individual's **enrolment date**;
- e) individual's **graduation date**;
- f) individual's reported to have **transferred from one vocational program to another** within the same legal entity; and,
- g) **Null file** which are the terms in which the PCC reported to have no entrants or graduates.

Note: The auditor must provide ministry with assurance that the **institution has reported on all vocational programs offered** at the institution and all of its student and graduate activity for the respective programs for the associated collection cycle. Furthermore, the audit is to **exclude** previously audited data.

The audit report must also provide assurance that the institution has posted its most recent KPI results on its public website. If a website does not exist then a link to the most recent KPI results must be displayed on any promotional materials.

As per Policy Directives 11 – PCC KPI and Performance Objectives, within 30 days of KPI results being published, a PCC must ensure that the final KPI results related to institution's vocational programs is available on its public website or any promotional materials. Details and instructions related to making KPIs publicly available can be found on [Appendix E](#).

The ministry views as being of considerable merit the application of statistical sampling techniques in support of the auditor's opinion. Where such techniques are applied, the ministry considers appropriate a confidence level of **95 per cent and a precision limit of 2 per cent** with respect to the upper limit of net overstatement. Specifically, in such a case, an auditor's opinion without reservation or qualified items would be interpreted as attesting with 95 per cent certainty to the PCC's accuracy of the reporting of its enrolment and graduate activity. The enrolment and graduate data are not more than 2 per cent greater than the values that would have been derived if every student record had been examined. Please see the [KPI Auditor Questions and Answers](#) for tips around determining sample size.

Errors detected in the enrolment and graduate sample selected are to be identified by the auditor and corrected by the PCC. The PCC is then responsible to resubmit the revised file. Further investigation should be undertaken by the auditor to determine whether or not such errors are unusual occurrences or are indications of systematic reporting problems.

Error Reports and Statement of Omissions or Overstatements

An error report and statement of omissions or overstatements¹, along with any documentation pertaining to unusual occurrences or systemic reporting problems, is to be reported to the PCC and uploaded by the PCC's auditor. See [Appendix A](#) for the error report template.

Any errors detected by the auditor in the data files are to be:

1. Identified to the PCC including any changes required to correct errors in the data files;
2. Corrected by the PCC before the revised data files are re-submitted by the PCC (note: resubmission will generate new file reference numbers for the revised files);
3. Verified by the auditor that all errors have been corrected.

A list of the enrolment and graduate files that have been audited, specifying original versus revised files and all necessary corrections, is a requirement of the final audit report. **The auditor must ensure that the revised file contains all of the required corrections.** See [Appendix A](#) for a sample auditor's report including an error report template.

Changes to Submitted Data After an Audit Report Has Been Submitted

Adjustments to the enrolment and graduate data files will not be accepted after the enrolment and graduate audit report is submitted by the auditor, except under extraordinary circumstances and only with explicit authorization from the Superintendent. Any proposed adjustments requested after the audit is submitted must be authorized by the PCC's key executive – President, Chief Executive Officer, owner, Director or Officer. Furthermore, a revised audit report must accompany the revised data file(s) in order for it to be accepted.

Posting Previously Published Reports

All registered PCCs are to post, and make publicly available on their website, the most recent KPI report for their institution as well as links to previous historical reports. Auditor is to confirm that the PCC has posted the most recent KPI report for the institution on the institution's website. This report is available on the ministry's PCC KPI webpage. Furthermore, the KPI Auditor is to confirm that link(s) are posted to previous reports (e.g. 2013 KPI report). See Schedule B under [Appendix A](#).

If the PCC does not have a public website, the reports must be displayed in the PCC's promotional materials where students can easily access and view them.

Auditor's Access to Online Portal

The final audit conducted by the auditor must be on the same data as was uploaded to the online portal. With the [file reference number](#), the auditor has access to the data files uploaded by the institution through a secure web-based portal. If any changes are required to the data files, it is the PCC's responsibility to make these changes and re-upload the revised file(s).

For further information regarding the Auditor Portal, please contact the ministry's third party service provider for the 2016 KPI Collection Cycle, Forum Research Inc., at pcckpi@forumresearch.com.

Summary of Responsibilities

¹ This file should summarize the errors that were identified by the auditor and corrected by the PCC.

Auditors

During the defined audit period, the auditor is responsible for expressing an opinion on the PCC's enrolment and graduate activity for the 2016 collection cycle by:

- Determining a sample size of enrolment and graduate data files to be audited.
- Conducting an audit of the sample data identified in the entrant and graduate data files to provide a level of assurance that the reported information has not been misstated.
- Comparing a sample of information recorded in the PCC's enrolment and graduate data files to the school's internal records, including those used to generate transcripts.
- Identifying any errors in the reported enrolment and graduate data and advising the PCC of the changes required to correct errors. This includes ensuring that the PCC has reported on all its vocational programs and entrant and graduate activity for the respective programs.
- Ensuring enrolment and graduate files that have been revised by the PCC contain all corrections.
- Confirming the PCC's most recent KPI results are posted on their public website. If a website does not exist, then it must be posted in the PCC's promotional materials.
- Confirming that links to the PCC's historical KPI report(s) have been posted on their website. If a website does not exist, it must be posted in the PCC's promotional materials.
- Preparing an enrolment and graduate data audit report, including an error report (see Schedule A under [Appendix A](#)) and any management recommendation letters developed for the PCC, as well as a list of enrolment and graduate files that have been audited, specifying file reference numbers, as a schedule of the audit report. An opinion must also be expressed on historical data for PCCs that are first time reporters.

Private Career Colleges

The PCC is responsible for:

- Preparing and uploading CVS or Excel files to the PCC KPI Portal with information on entrants and graduates for approved vocational programs of instruction as detailed in the 2016 KPI Operating Procedure.
- Posting the PCC's most recent KPI report on its public website as well as links to historical report(s). If a website does not exist, it must be posted on the PCC's promotional materials or physical location in a manner that is accessible to students to view. See Schedule B under [Appendix A](#).
- Engaging an accountant licensed to practice as a public accountant in Ontario to conduct an audit of the enrolment and graduate data provided to Forum.
- Making changes required to correct errors in the data files, as identified by the auditor.
- Resubmitting revised enrolment and graduate data files to the ministry's third party vendor.
- Submitting the complete audited enrolment and graduate report to the Superintendent within the specified deadline, as outlined in the PCC KPI Operating Procedure.

Ministry of Advanced Education and Skills Development

The ministry is responsible for:

- Maintaining the KPI Operating Procedure and Audit Guideline and providing advice on the procedures to PCC officials and auditors.
- Using the data to measure the quality of vocational programs PCCs provide to help prospective students make informed choices, provide the government with information to

inform policy and decision-making, and help PCCs identify areas of strength and concern in order to develop improvement strategies.

This document is provided for your information and convenience. It is not a legal document. For further information and the exact wording of any legal provisions cited in the document, please refer to the *Private Career Colleges Act, 2005*, and regulations. The full text of the Act and regulations can be found on the Ontario Government's [E-Laws website \(www.e-laws.gov.on.ca\)](http://www.e-laws.gov.on.ca)

For questions related to data uploading and the audit process, please contact Forum Research Inc. at 1-866-206-7660 or pcckpi@forumresearch.com

For policy related questions regarding KPIs, please contact the Ministry of Advanced Education and Skills Development at: PCCKPI-Policy@ontario.ca

Additional information about KPIs can be found at www.pcckpi.ca

Appendix A: Auditor’s Report Templates

A PDF version of this document can be downloaded from [Forum’s website](http://www.pcckpi.ca) (www.pcckpi.ca).

AUDITOR'S REPORT (PCCs already participating in the KPI initiative)

To the Superintendent of Private Career Colleges:

We have audited **[name of private career college]**’s compliance with enrolment and graduate data reporting requirements as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive #11 – Private Career College Key Performance Indicators and Performance Objectives; and the applicable Key Performance Indicator (KPI) Operating Procedure. For the 2016 KPI collection cycle, our audit included **[name of private career college]**’s reporting of all vocational program entrants and graduates from **[earliest term]** to **[latest term]**. Compliance with the above referenced documents is the responsibility of the management of the PCC. Our responsibility is to express an opinion on the compliance of the PCC in reporting its enrolment and graduate data based on our audit.

Our audit was conducted in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance of whether the reported enrolment and graduate data, as listed in Schedule A, complied with the reporting requirements set out under section 36.1 of Ontario Regulation 415/06; Policy Directive #11 – Private Career College Key Performance Indicators and Performance Objectives; and the applicable KPI Operating Procedure. Such an audit includes examining, on a test basis, evidence-supporting compliance, evaluating the overall compliance with these criteria, and where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, **[enter name of private career college]** is in compliance, in all material respects, with the enrolment and graduate reporting requirements as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive #11 – Private Career College Key Performance Indicators and Performance Objectives; and the applicable KPI Operating Procedure.

City.....

(Signed).....
Licensed Public Accountant

Date.....

AUDITOR'S REPORT (first time reporters – newly registered PCCs)

To the Superintendent of Private Career Colleges:

We have audited **[name of private career college]**'s compliance with enrolment and graduate data reporting requirements as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive #11 – Private Career College Key Performance Indicators and Performance Objectives; and the applicable Key Performance Indicator (KPI) Operating Procedure. For the 2016 KPI collection cycle, our audit included **[name of private career college]**'s reporting of all vocational program entrants and graduates from **[earliest term]** to **[latest term]**, which includes historical enrolment and graduate files from the time **[name of new private career college]** first started operating. Compliance with the above referenced documents is the responsibility of the management of the PCC. Our responsibility is to express an opinion on the compliance of the PCC in reporting its enrolment and graduate data based on our audit.

Our audit was conducted in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance of whether the reported enrolment and graduate data, as listed in Schedule A, complied with the reporting requirements set out under section 36.1 of Ontario Regulation 415/06; Policy Directive #11 – Private Career College Key Performance Indicators and Performance Objectives; and the applicable KPI Operating Procedure. Such an audit includes examining, on a test basis, evidence-supporting compliance, evaluating the overall compliance with these criteria, and where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, **[enter name of private career college]** is in compliance, in all material respects, with the enrolment and graduate reporting requirements as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive #11 – Private Career College Key Performance Indicators and Performance Objectives; and the applicable KPI Operating Procedure.

City.....

(Signed).....
Licensed Public Accountant

Date.....

SCHEDULE A: ERROR REPORT TEMPLATE

Audited File (Reference File Number)	File Status (Original "O" versus Revised "R")	Further Information/ Summary of Corrections
[INSERT REFERENCE FILE NUMBER]	[INDICATE "O" OR "R"]	[SUMMARIZE CORRECTIONS, IF APPLICABLE]
[INSERT REFERENCE FILE NUMBER]	[INDICATE "O" OR "R"]	[SUMMARIZE CORRECTIONS, IF APPLICABLE]

SCHEDULE B: POSTING REQUIREMENTS

Auditor's Attestation of KPI Report Posting	Yes OR No	If NO, please provide a rationale
I attest that [name of private career college] has posted its most recent KPI result on its public website (required).		
I attest that [name of private career college] has posted its most recent KPI result in the PCC's promotional materials (required, if website does not exist) Note: A copy of the promotional material must be obtained by the auditor to verify this		

Appendix B: Ontario Regulation 415/06

PART VII.1 INFORMATION CONCERNING STUDENTS AND GRADUATES

Information, students and graduates

36.1 (1) On the request of the Superintendent, private career colleges shall provide the following information about a current student or graduate:

1. The individual's name.
2. The individual's student number.
3. The individual's permanent address and his or her local address if it differs from the permanent address.
4. The individual's permanent and local telephone numbers and cell phone number, if any.
5. The individual's email address.
6. The individual's date of birth.
7. The individual's gender.
8. Whether the individual's first language is English or French.
9. Whether the individual requires accommodation in order to participate in a survey.
10. Whether the individual is or was on a student visa.
11. Whether the individual received a student loan under the *Ministry of Advanced Education and Skills Development Act* or any other government funding.
12. The details of the individual's program, including its name, duration (in hours and weeks), format (whether full-time or part-time) and whether the program involves or involved a practicum. O. Reg. 187/13, s. 1.

(2) In addition to the information requested under subsection (1), the Superintendent may require that private career colleges provide the following information about their graduates:

1. The graduates' dates of graduation.
2. The term or semester in which the graduates graduated.
3. The pass rate for the program. O. Reg. 187/13, s. 1.

Purpose for collection of information

36.2 (1) The Superintendent may collect the information referred to in section 36.1 solely for the purpose of developing performance indicators. O. Reg. 187/13, s. 1.

(2) The Superintendent shall ensure that,

- (a) for the benefit of the public, the information on the performance indicators is published; and
- (b) the information is published in an aggregate form so that individuals cannot be identified. O. Reg. 187/13, s. 1.

Posting information

36.3 For the purpose of the notice required by subsection 39 (2) of the *Freedom of Information and Protection of Privacy Act*, the Superintendent shall post public notice of the collection of information under section 36.1 on the Ministry's website. O. Reg. 187/13, s. 1.

Appendix C: Sample Enrolment Data File

Enrolment Data File Fields (Sections A-C, E-I, K mandatory, D, J optional, M as needed)	Width	Checking
Section A: PCC ID (all fields mandatory)		
A.1 Organization ID (as in RICC)	6	MAESD file
A.2 PCC ID (as in RICC)	6	MAESD file
A.3 Operating Name (as in RICC)	80	-
A.4 Legal Name (as in RICC)	80	-
A.5 OSAP Institution Code (as in RICC)	4	MAESD file
Section B: Entrant/Graduate ID (all fields mandatory)		
B.1 Student ID(unique, mandatory, grad data file match) ^{1,2}	15	Unique
B.2 Family Name (grad data file match)	40	At least 1 char
B.3 Given Name (grad data file match)	40	At least 1 char
Section C: Permanent address (all fields mandatory except apartment number)		
C.1 Permanent apartment number	5	-
C.2 Permanent street address	35	At least 1 digit
C.3 Permanent town/city	30	At least 1 digit
C.4 Permanent province/state (list)	2	Country based
C.5 Permanent postal/zip code (ananan)	10	Country based
C.6 Permanent country (CA, US, OT)	2	CA, US, OT
Section D: Local address (optional)		
D.1 Local apartment number	5	-
D.2 Local street address	35	-
D.3 Local town/city	30	-
D.4 Local province/state (list)	2	Country/blank
D.5 Local postal/zip code (ananan)	10	Country/blank
D.6 Local country (CA, US, OT)	2	CA, US, OT, blk
Section E: Telephone numbers (one number mandatory, 10 digits min)		
E.1 Permanent phone number	15	At least 10 digits
E.2 Local phone number	15	-
E.3 Other phone number	15	-
E.4 Cellphone	15	-
Section F: Demographics (all fields mandatory)		
F.1 Birth Date (yyyymmdd) (used for grad data file match)	8	yyyymmdd format
F.2 Study Visa (Y/N)	1	Y, N
F.3 Gender (Male, Female, Unknown)	1	M, F, U
F.4 Language spoken (English, French, Other)	1	E, F, O

F.5 Accommodation required (Sighted (S), Hearing (H), None/Other (N))	1	S,H, N
Section G: Funding Status (all fields mandatory)		
G.1 OSAP funding (Y, N)	1	Y, N
G.2 Funding status (Valid codes I, S, W, L, N, O, T, P)	1	I, S, W, L, N, O, T, P
Section H: Program start date (all fields mandatory) (only those exceeding Grace Period reported)		
H.1 Program start year (yyyy)	4	yyyy format
H.2 Program start term (S, F, W)	1	S,F,W format
H.3 Program start month and day (mmdd)	4	mmdd format
Section I: Program of instruction (each program; all fields mandatory)		
I.1 Approved program name (as in RICC)	105	MAESD file
I.2. Program duration HH (hours, as in RICC)	4.2	nnnn.dd
I.3 Program duration WK (weeks, as in RICC) (3.2) (nnn.dd)	3.2	MAESD file
I.4 Program format (FT, PT, FT/PT, as in RICC)	5	FT, PT, FT/PT
I.5 Work integrated learning (as in RICC – Practicum (PR), No Practicum (NO))	2	PR, NO
I.6 Campus postal code (ananan)	6	ananan
Section J: College program of instruction info (all fields optional)³		
J.1 Program name (as referred to by the PCC)	40	-
J.2. College program code (if available)	15	-
J.3 College division/school/faculty (if available)	15	-
J.4 Campus location code (if available)	15	-
Section K: E-mail addresses (external address is recommended⁴, internal address is optional)		
K.1 External e-mail address (mandatory)	40	@ character
K.2 Internal e-mail address (optional)	40	-
Section M: Transfer Students (all fields mandatory)		
M.1 Transfer status (Y = yes, N/ blk = no)	1	Y, N/blk
M.2 Name of program transferred from (as in RICC, blk)	105	MAESD file, blk

Appendix D: Sample Graduate Data File

Graduate Data File Fields (Sections A-C, E-H, N mandatory, D, K-L optional)	Width	Checking
Section A: PCC ID (all fields mandatory)		
A.1 Organization ID (as in RICC)	6	MAESD file
A.2 PCC ID (as in RICC)	6	MAESD file
A.3 Operating Name (as in RICC)	80	-
A.4 Legal name (as in RICC)	80	-
A.5 OSAP Institution Code (as in RICC)	4	MAESD file
Section B: Entrant/Graduate ID (all fields mandatory)		
B.1 Student ID (unique, mandatory, enrolment data file match) ^{1,2}	15	Unique
B.2 Family name (enrolment data file match)	40	At least 1 char
B.3 Given name (enrolment data file match)	40	At least 1 char
Section C: Permanent address (all fields mandatory except apartment number)		
C.1 Permanent apartment number	5	-
C.2 Permanent street address	35	At least 1 digit
C.3 Permanent Town/city	30	At least 1 digit
C.4 Permanent province/state (list)	2	Country based
C.5 Permanent postal/zip code (ananan)	10	Country based
C.6 Permanent country (CA, US, OT)	2	CA, US, OT
Section D: Local address (optional)		
D.1 Local apartment number	5	-
D.2 Local street address	35	-
D.3 Local town/city	30	-
D.4 Local province/state (list)	2	Country/blank
D.5 Local postal/zip code (ananan)	10	Country/blank
D.6 Local country (CA, US, OT)	2	CA, US, OT, blk
Section E: Telephone numbers (one number mandatory, 10 digits min)		
E.1 Permanent phone number	15	At least 10 digits
E.2 Local phone number	15	-
E.3 Other phone number	15	-
E.4 Cellphone	15	-
Section F: Demographics (all fields mandatory)		
F.1 Day of birth (yyyymmdd) (must match previous enrolment file)	8	yyyymmdd format
F.2 Study Visa (Y/N)	1	Y, N
F.3 Gender (Male, Female, Unknown)	1	M, F, U

F.4 Language spoken (English, French, Other)	1	E, F, O
F.5 Accommodation required to do the survey (Sighted, Hearing, None/Other (N))	1	S,H, N
Section G: Funding Status (all fields mandatory)		
G.1 OSAP funding (Y, N)	1	Y, N
G.2 Funding status (Valid codes I, S, W, L, N, O , T, P)	1	I, S, W, L, N, O, T, P
Section H: Graduation date (all fields mandatory)		
H.1 Graduation year (yyyy)	4	Yyyy format
H.2 Graduation term (PCCs)(S, F, W)	1	S,F,W format
H.3 Graduation month and day (mmdd)	4	Mmdd format
Section K: E-mail addresses (external address is recommended²)		
K.1 External e-mail address (mandatory)	40	@ character
K.2 Internal e-mail address (optional)	40	-
Section L: Employer (all fields optional)³		
Employer organization name	40	-
Employer suite number	5	-
Employer street address	35	-
Employer town/city	30	-
Employer province/state (list)	2	-
Employer postal/zip code (ananan)	10	-
Employer country	2	-
Supervisor family name	40	-
Supervisor given name	40	-
Supervisor title	35	-
Supervisor phone number	15	-
Supervisor phone extension	7	-
Section N: Program of instruction (each program; all fields mandatory)		
N.1 Approved program name (as in RICC)	105	MAESD file

Notes:

¹Must match the student identification number provided in the enrolment file.

²The external e-mail addresses is recommended as it will help Forum reach Hard-to-Find Graduates.

³Employer information is requested in order to conduct the employer survey. If available, this information will considerably shorten the survey length for graduates.

Appendix E: Auditor's Check List

To submit a complete audit report, please ensure the following steps are completed:

- Provide the institution with the email address where the unique link to the online portal should be sent. This link must be used to upload the audit report.
- Determine and document the sample size of enrolment and graduate data to be audited
- Review enrolment and graduate data to confirm that the following required information has been accurately detailed for each student/graduate record:
 - Individual's first and last names
 - Individual's student identification number
 - Name of campus and vocational program individual enrolled in/graduated from
 - Individual's enrolment date into the vocational program
 - Individual's graduation date from the vocational program
 - Indication of "Transfer" where an individual has transferred from one program to another within the same campus
 - Terms, where there were no entrants or graduates, confirm a null file has been uploaded
- Where inaccuracies in data exists, flag necessary changes to the institution for correction.
- Confirm that the institution has made the necessary corrections to the data and re-uploaded the amended files to the online portal
- Assess that the institution has reported on all vocational programs offered
- Confirm that the institution has posted its most recent KPI results on its public website or, if no website exists, any promotional material (by obtaining a copy of the promotional material) and complete Schedule B
- Confirm that the institution has posted on their website a link historical KPI results (which are housed on the ministry's website) have been published. If no website exists, the link must be posted on any promotional material (by obtaining a copy of the promotional material) and complete Schedule B
- Ensure final report is signed and dated using the template provided (see appendix A) and citing all confirmation numbers for audited files, including any revised files
- Include copy of the management recommendation letter, if one has been provided
- Include a summary file of the errors that were detected, if any, and corrected by the institution, along with any documentation pertaining to unusual occurrences or systemic reporting problems
- Upload a copy of the final audit report as one document, using the unique link provided in the email sent by the ministry's third party service provider. Final report must include auditor's comments and error schedule
- Email a copy of the final audit report to the ministry at PCCKPI-Policy@Ontario.ca.