

Private Career College  
Key Performance Indicator Audit Guideline  
2017 Reporting Cycle

**TABLE OF CONTENTS**

1. Glossary .....	3
2. Purpose and Application.....	7
3. Legal Authority .....	7
4. Key Information and Contacts .....	8
5. Auditor Qualification Requirements .....	8
6. Audit Period.....	8
7. Audit Requirements .....	9
Student Data Files .....	9
8. Audit Methodology.....	9
Statistical Sampling .....	10
9. Correction of Data File Errors.....	10
10. Reporting Audit Results.....	10
11. Amending Data Files after Submission of the Audit Report.....	11
12. Auditor’s Access to the Auditor Portal .....	11
13. Summary of Responsibilities .....	12
Auditors .....	12
Private Career Colleges.....	12
Ministry of Advanced Education and Skills Development .....	13
Appendix A. Auditor Report Templates – 2017 Reporting Cycle.....	14
Template A.1. ....	14
Template A.2. ....	15
Schedule A: Error Report Template.....	16
Appendix B1. Populating Enrolment Data Files .....	17
Appendix B2. Formatting Enrolment Data Files .....	19
Appendix C1. Populating Graduate Data Files.....	22
Appendix C2. Formatting Graduate Data Files .....	24
Appendix D. Auditor’s Check List.....	27

## 1. Glossary

- a) **Audit Period:** The 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 Window:** PCCs must upload employment and graduate data files to the [PCC KPI Portal](#) three times (data upload windows) a year. The table below provides the timelines for each data upload window, as well as the corresponding enrolment or graduation term for which the data is to be uploaded (see “Term”).

Upload #	PCC’s Enrolment/Graduation Term	Upload timeline
1	<ul style="list-style-type: none"> <li>All PCCs - <u>Winter</u> (students who enrolled and/or graduated between January 1 and April 30, 2017)</li> <li>PCCs that were registered or opened a new campus after April 30, 2016 must also upload 2016 enrolment / graduation data for the PCC/new campus</li> </ul>	November 6 - 30, 2017
2	<ul style="list-style-type: none"> <li><u>Summer</u> (Students who enrolled/graduated between May 1 and August 31, 2017)</li> </ul>	November 6 – December 29, 2017
3	<ul style="list-style-type: none"> <li><u>Fall</u> (Students who enrolled/graduated between September 1 and December 31, 2017)</li> </ul>	February 1 – March 31, 2018

- c) **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.
- d) **File Reference Number:** A unique confirmation number that is assigned by the [PCC KPI Portal](#) to each successfully uploaded enrolment or graduate file.
- e) **First Time Reporters:** Newly registered PCCs and newly approved campuses that have not participated in a previous KPI collection cycle. These PCCs and campuses must report enrolment and graduate from the time they begin operating.
- Note:** Where a PCC or a campus started operating after April 30, 2017, this PCC’s or campus’s enrolment and graduate student data files must be uploaded but not audited during the 2017 KPI reporting cycle. These files will be audited as a part of the next reporting cycle.

- f) 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 the program's duration (e.g., one week for every month) and eight weeks.
- g) Graduation Date: The date on which a student of a vocational program has completed all necessary academic and practical requirements of the program.
- h) Graduate: A former student of a Superintendent-approved vocational program who has completed all academic and practical requirements for this program.
- Every graduate must be reported by the PCC in the graduate data file within three months of the end of the term during which they graduated.
  - For each graduate reported in the graduate data file there must also be a corresponding record in the enrolment data file.
  - Graduates of non-vocational programs are not to be included in the data files.
  - A student must not be reported as a graduate until he or she has completed all academic and practical requirements of the program, including practicums, work placements and co-operative education terms.
- i) Graduate Reporting: PCCs must upload student data files to the [PCC KPI Portal](#) three times per KPI collection cycle (see "Data Upload Windows"). Historical graduates must also be audited for the first time reporters.
- j) Graduation Allowed Period: The time 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). For the purposes of KPI reporting, entrants who do not graduate within this period are deemed to have not graduated.
- k) KPI Auditor: A licensed public accountant in the province of Ontario as defined under the [Public Accounting Act, 2004](#), who is engaged by a PCC to conduct an audit of the student data files.
- l) Non-Vocational Program: A program of instruction that, under the [Private Career Colleges Act, 2005](#), does not require Superintendent's approval. Non-vocational programs are not to be included in KPI data files. Refer to [Factsheet 1 – Exemptions under the Act](#) for more information on non-vocational programs.

- m) Null File: A non-altered student enrolment or graduate data file template that a PCC must upload to indicate that there were no entrants and/or graduates during a term.
- n) PCC KPI Portal: Online portal <https://reporting.forumresearch.com/PCC/Login.aspx> that is maintained by the ministry's KPI service provider, Forum Research Inc., and where PCCs must upload their enrolment and graduate data files.
- o) Private Career College ("PCC"): an educational institution or other institution, agency or entity that provides 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](#).
- p) Private Career Colleges Act, 2005 ("PCCA"): 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.
- q) Program Start Date: The date on which a student commenced training in a vocational program as documented in the student's contract with the PCC.
- r) Student Identification Number: Every student of a PCC's vocational program must be assigned a unique numerical identifier that is 15 characters or less. 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 and if a student is transferred between programs of the same PCC.
- s) 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 [PCCA](#).
- t) Term (of enrolment or graduation): For the purposes of KPI reporting, each student is considered to have enrolled (started training) or graduated during a winter, summer or fall term as specified in the table below.

Term	2017 Enrolment or Graduation Date
Winter	January 1 – April 30
Summer	May 1 – August 31
Fall	September 1 – December 31

PCCs are required to upload enrolment and graduate student data files for each term during the associated data upload window (see “Data Upload Window”).

- u) Transfer Student: A student who transferred from one vocational program to another within the same PCC (legal entity). Following a transfer, these students must be reported in the enrolment student data file using the Transfer Student field. For the purposes of KPI reporting, a student’s movement between PCCs (legal entities) are not to be reported as transfers.
- v) 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 [PCCA](#). All vocational programs must be approved by the Superintendent.

## 2. Purpose and Application

The Superintendent of Private Career Colleges (“Superintendent”) established Key Performance Indicators (“KPIs”) for private career colleges (“PCCs”) in Ontario. Publicly available PCC KPI reports may be used by:

- The Superintendent to inform sector policy decisions;
- PCCs to demonstrate their achievements and to identify what changes to make to better meet the needs of students and employers; and
- Potential students and their employers when selecting in what PCC to enrol or graduates of what PCC to hire.

During the 2017 KPI reporting cycle, all registered PCCs are required to prepare enrolment and graduate student data files and upload them to the [PCC KPI Portal](#) for the purposes of KPI calculation. This Audit Guideline sets out requirements for conducting an audit of student and graduate data files uploaded by PCCs.

**Note:** Audit of a PCC’s KPI student data files is different from audit of a PCC’s annual financial statements; however, both audits may be done by the same auditor.

## 3. Legal Authority

PCCs must comply with the requirements set out in the [2017 PCC KPI Operating Procedure](#) pursuant to the following legal and policy frameworks:

- Under section (53) (1) (a) of the [Private Career Colleges Act, 2005](#) (“PCCA”), the Superintendent has the authority to set KPIs for vocational programs and govern publication of information on these KPIs by the PCCs;
- Sections 36.1 and 36.2 of [Ontario Regulation 415/06](#) under the PCCA set out the information that PCCs must provide to the Superintendent to enable the calculation and publishing of KPIs;
- [PCCA Policy Directive #11, Private Career College Key Performance Indicators and Performance Objectives](#) establishes KPIs and related accountability requirements for the PCC sector.

#### **4. Key Information and Contacts**

Information about the 2017 PCC KPI reporting cycle, including guides, templates and frequently asked questions can be found on the [PCC KPI Website](#).

PCCs and their auditors may direct all questions related to KPI data collection, upload, audit, and graduate and employer surveys to Forum Research Inc. helpdesk at 1-866-206-7660 or [pcckpi@forumresearch.com](mailto:pcckpi@forumresearch.com).

PCCs and their auditors may direct all KPI policy-related questions to [pcckpi-policy@ontario.ca](mailto:pcckpi-policy@ontario.ca).

#### **5. Auditor Qualification Requirements**

All registered PCCs must engage a person licensed as a public accountant in the province of Ontario as defined in the [Public Accounting Act, 2004](#) to audit their enrolment and graduate student data files uploaded to the [PCC KPI Portal](#). The cost of performing the audit is a responsibility of the PCC.

#### **6. Audit Period**

For the purposes of the 2017 KPI reporting cycle, the audit period begins on May 15, 2018. All KPI data file audits must be finalised by August 31, 2018.

If an audit report for a PCC is not uploaded by August 31, 2018, the ministry may take compliance and enforcement action against the PCC, which, among other consequences, will impact the PCC's ability to accept or apply to accept students funded by government programs including the Ontario Student Assistance Program (OSAP).

## 7. Audit Requirements

### **Student Data Files**

Auditors must assess whether the PCC has accurately reported all of its enrolment and graduate activity for all approved vocational programs as of January 1, 2017. If there were no entrants and/or graduates to report, then the PCC must upload a null file. If a vocational program was cancelled during the 2017 collection cycle, the data files for this program must be reported for the remainder of the cycle.

Audit reports must contain the auditor's opinion about:

- For all PCCs - enrolment and graduate student data files uploaded by a PCC for the winter, summer and fall terms of 2017; and
- For PCCs that were registered or opened a new campus after April 30, 2016 - enrolment and graduate student data files for the new PCC/campus for the summer and fall terms of 2016.

**Note:** Where a PCC or a campus started operating after April 30, 2017, this PCC's or campus's enrolment and graduate student data files must be uploaded by the PCC but not audited during the 2017 KPI reporting cycle. These files will be audited as a part of the next reporting cycle.

## 8. Audit Methodology

Auditors are required to provide assurance on the accuracy of the information reported by PCCs in their enrolment and graduate files (see appendices B1, B2, C1 and C2).

Auditors must review the appropriate sample of data files and confirm accuracy of each:

- First and last name;
- Student identification number;
- Name of the campus and vocational program, as approved by the ministry;
- Student's enrolment date;
- Student's graduation date;
- Student's transfer status (for students who transferred between the PCC's programs); and
- Null file (meaning that the PCC reported to have no entrants or graduates).

**Note:** The auditor must assure the ministry that the PCC has reported all student enrolment, transfer and graduation activity during the reporting cycle, for all vocational programs. The audit is not to include previously audited data.

### **Statistical Sampling**

The auditors may use statistical sampling techniques to support their 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. If this approach is used, the auditor's opinion without reservation or qualified items would be interpreted as attesting with 95 per cent certainty to the accuracy of PCC's 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. See the [KPI Auditor Questions and Answers](#) for information on how to determine the sample size.

Further investigation should be undertaken by the auditor to determine whether the found errors represent unusual occurrences or indicate systemic reporting problems.

## **9. Correction of Data File Errors**

All errors detected by the auditor in enrolment and graduate student data files must be:

- Communicated by the auditor to the PCC, along with the changes required to correct errors in the data files; and
- Corrected by the PCC.

The corrected student data files must be:

- Re-uploaded by the PCC to the [PCC KPI Portal](#) (re-uploaded files will have new reference numbers); and
- Reviewed by the auditor to validate that all errors have been corrected.

## **10. Reporting Audit Results**

**Note:** Prior to uploading an audit report, the auditor must ensure that the re-uploaded student data files contain all changes required by the auditor.

An error report and a statement of omissions or overstatements<sup>1</sup>, along with any documentation pertaining to unusual occurrences or systemic reporting problems, is to be reported to the PCC and uploaded by the auditor to the KPI auditor portal.

An audit report uploaded by the auditor must contain a list of all enrolment and graduate student data files that were audited, reference numbers of the original and revised data files, and all necessary corrections. See appendix A for a sample auditor's report including the error report template.

## **11. Amending Data Files after Submission of the Audit Report**

The enrolment and graduate student data files uploaded to the [PCC KPI Portal](#) must not be modified after a corresponding audit report has been uploaded by the auditor.

An exception can be granted under extraordinary circumstances and only with an explicit authorization from the Superintendent. All post-audit data file modifications must be authorized by the PCC's key executive – owner, president, CEO, director or officer.

In a situation where the Superintendent allows to modify a data file after the audit report has been uploaded, the PCC's auditor must upload a revised audit report.

## **12. Auditor's Access to the Auditor Portal**

Following upload of student data files by a PCC, the auditor will receive an automated email from the [PCC KPI Portal](#). The auditor is to access the data files uploaded by the PCC to the [PCC KPI Portal](#) and upload an audit report to the auditor portal using information provided in the email.

**Note:** Auditors are no longer required to email copies of audit reports to the ministry.

For further information regarding the auditor portal, contact the ministry's KPI service provider, Forum Research Inc., at 1-866-206-7660 or [pcckpi@forumresearch.com](mailto:pcckpi@forumresearch.com).

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

## 13. Summary of Responsibilities

### Auditors

During the defined audit period, the auditor is responsible for expressing an opinion on the PCC's enrolment and graduate activity for the 2017 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 enrolment and graduate data files to provide a level of assurance that the reported information has not been misstated;
- Comparing information recorded in a sample of the PCC's enrolment and graduate data files to the school's internal records, including those used to generate transcripts;
- Identifying 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 all student enrolment, transfer and graduation activity during the reporting cycle, for all vocational programs;
- Ensuring that enrolment and graduate student data files have been revised by the PCC as required;
- Preparing and uploading an audit report, including an error report (see schedule A of appendix A). An opinion must also be expressed on historical data for PCCs that are first time reporters.

### Private Career Colleges

PCCs are is responsible for:

- Preparing and uploading student data files to the [PCC KPI Portal](#) in accordance with requirements of the [2017 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 an accessible to students manner;
- Engaging a person licensed as a public accountant in the province of Ontario to audit their enrolment and graduate student data files;

## Ministry of Advanced Education and Skills Development

- Correcting errors in the data files, as identified by the auditor;
- Re-uploading revised enrolment and graduate data files to the [PCC KPI Portal](#);
- Ensuring that the PCC's auditor uploads an audit report on the enrolment and graduate student data files to the Superintendent by August 31, 2018.

### **Ministry of Advanced Education and Skills Development**

The ministry is responsible for:

- Developing and posting the [2017 KPI Operating Procedure](#) and the 2017 KPI Audit Guideline and providing advice on the procedures to PCCs' officials and auditors;
- Using the KPI data to measure the quality of PCCs' vocational programs to help prospective students make informed choices, inform policy and decision-making, and help PCCs identify their strength and areas that require improvement.

## Appendix A. Auditor Report Templates – 2017 Reporting Cycle

**Template A.1** (to be used for the PCCs that were registered before May 1, 2016; include schedule A).

To the Superintendent of Private Career Colleges:

We have audited [**PCC name**]'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 Operating Procedure.

For the 2017 KPI collection cycle, our audit included [**PCC name**]'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, [**PCC name**] 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 \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_, licensed public accountant

Signature \_\_\_\_\_

**Template A.2** (to be used for the PCCs that were registered between May 1, 2016 and April 31, 2017; attach schedule A).

To the Superintendent of Private Career Colleges:

We have audited [**PCC name**]'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 Operating Procedure.

For the 2017 KPI collection cycle, our audit included [**PCC name**]'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 [**PCC name**] 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, [**PCC name**] 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 \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_, licensed public accountant

Signature \_\_\_\_\_

**Schedule A: Error Report Template** (to be attached to the audit report)

Note:

- List reference file numbers for all audited files of the PCC;
- Describe all corrections made to the data file or enter N/A where no corrections needed to be made

<b>Reference File #</b>	<b>File Status (Original or Revised)</b>	<b>Summary of Corrections</b>

## Appendix B1. Populating Enrolment Data Files

**Note:** data file items marked \* will be automatically checked during the upload.

**Note:** for students enrolled in more than one vocational program during a specific term, report each program separately.

**\*A.1 Organization ID:** Enter the standard six-character PCC abbreviation as defined in RICC system or in the system that is prescribed by the Superintendent to be used instead of RICC ("Other system").

**\*A.2 PCC ID:** Enter the same six-character PCC ID as in RICC/Other system.

**A.3 Operating Name:** Enter the same as in RICC/Other system.

**A.4 Legal Name:** Enter the same as in RICC/Other system.

**\*A.5 OSAP Institution Code:** Enter the four-character OSAP code as defined in RICC/Other system.

**B.1 Student ID:** PCCs must assign unique student identification number for every student of its vocational program and maintain this number for this student from enrolment to graduation. Use the same number if a student enrolls in more than one vocational program at the PCC. Each student identification number must be 15 characters or less. Should a PCC not currently use a student identification system, one must be developed in accordance with this Procedure.

**C, D. Permanent and local addresses:** Separate the apartment and street address and the city and province code. Use standard two-letter Canada Post and United States Postal Service codes for provinces and states (e.g., ON, FL, BC, etc.).

**E. Telephone numbers:** Enter phone numbers as described below:

- Do not include hyphens, parentheses, or blank spaces;
- For North American phone numbers, enter 10 digits: the three-digit area code and the seven-digit local code (e.g., XXXXXXXXXX);
- Telephone numbers for other countries are to include "011" and the country code, the routing code, and the local number. (e.g., 011XXXXXXXXXX)

**F.1 Date of birth:** Enter the date of birth in the following format: YYYYMMDD.

**F.2 Study Visa:** Enter **Y** if the student is a study visa recipient; otherwise, enter **N**.

**F.3 Gender:** Enter **M** for Male, **F** for Female and **U** for Unknown.

**F.4 Language spoken:** Enter student's first language as follows: **E** for English, **F** for French and **O** for Other.

**F.5 Accommodation required:** Enter type of survey accommodations required by the student as follows: **S** for Sight-related, **H** for Hearing-related and **N** for None/Other.

**G.1 OSAP Funding:** Enter **Y** if the student is partially or completely OSAP-funded; otherwise, enter **N**.

**G.2 Funding Status:** Enter **I** for International, **S** for Second Career, **W** for Workplace Safety and Insurance Board, **N** for Aboriginal, **L** for Self-Funded, **O** for 100% OSAP Funded, **T** for Third-Party Funded, or **P** for Other. If the student receives funding from multiple sources referenced above, enter the primary non-OSAP funding source. Enter **L** for "Self-Funded" if the student does not receive funding from non-OSAP sources.

**H.2 Enrolment term:** Enter **W** for students who enrolled in the winter term (January 1 – April 30), **S** for students who enrolled in the summer term (May 1 – August 31), or **F** for students who enrolled in the fall term (September – December 31).

**Section I:** Enter program name and details, exactly as included in RICC/Other system.

**I.5 Work Integrated Learning:** Enter **PR** if RICC/Other system indicate that the program has a practicum or placement; otherwise, enter **NO**.

**K. Internal and External email address:** Enter student's external (recommended) and internal (optional) email addresses. If a graduate cannot be reached by telephone during a graduate outcomes survey window, Forum will e-mail graduates requesting a telephone number where they can be reached.

**M. Transfer Students:** If a student has transferred from one vocational program to another within the same legal entity, enter **Y** in M.1 and include the name of the program the student transferred from in M.2. If the student is not a transfer student, leave M.1 and M.2 blank.

**Appendix B2. Formatting Enrolment Data Files**

<b>Enrolment Data File Field</b>	<b>Number of characters</b>	<b>Checking</b>
Mandatory sections: A-C, E-I and K Optional sections: D, J Other sections: M (populate where applicable)		
<b><u>Section A: PCC ID (all fields mandatory)</u></b>		
A.1 Organization ID (as in RICC/Other system)	6	AESD file
A.2 PCC ID (as in RICC)	6	AESD file
A.3 Operating Name (as in RICC/Other System)	80	-
A.4 Legal Name (as in RICC)	80	-
A.5 OSAP Institution Code (as in RICC/Other system)	4	AESD file
<b><u>Section B: Entrant/Graduate ID (all fields mandatory)</u></b>		
B.1 Student ID (unique, mandatory, grad data file match) <sup>1,2</sup>	15	Unique
B.2 Family Name (grad data file match)	40	Min. 1 char
B.3 Given Name (grad data file match)	40	Min. 1 char
<b><u>Section C: Permanent address (all fields mandatory except apartment number)</u></b>		
C.1 Permanent apartment number	5	-
C.2 Permanent street address	35	Min. 1 char
C.3 Permanent town/city	30	Min. 1 char
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
<b><u>Section D: Local address (optional)</u></b>		
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

<b>Enrolment Data File Field</b> Mandatory sections: A-C, E-I and K Optional sections: D, J Other sections: M (populate where applicable)	<b>Number of characters</b>	<b>Checking</b>
<b><u>Section E: Telephone numbers (one number mandatory, 10 digits min)</u></b>		
E.1 Permanent phone number	15	Min. 10 digits
E.2 Local phone number	15	-
E.3 Other phone number	15	-
E.4 Cellphone	15	-
<b><u>Section F: Demographics (all fields mandatory)</u></b>		
F.1 Birth Date (yyyymmdd) (used for grad data file match)	8	yyyymmdd
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 (Sight-related (S), Hearing-related (H), None/Other (N))	1	S,H, N
<b><u>Section G: Funding Status (all fields mandatory)</u></b>		
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
<b><u>Section H: Program start date (all fields mandatory) (only those exceeding Grace Period reported)</u></b>		
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
<b><u>Section I: Program of instruction (each program; all fields mandatory)</u></b>		
I.1 Approved program name (as in RICC)	105	AESD file
I.2. Program duration HH (hours, as in RICC/Other system) <sup>3</sup>	4.2	nnnn.dd
I.3 Program duration WK (weeks, as in RICC/Other system) (3.2) (nnn.dd) <sup>5</sup>	3.2	AESD file

<b>Enrolment Data File Field</b>	<b>Number of characters</b>	<b>Checking</b>
Mandatory sections: A-C, E-I and K Optional sections: D, J Other sections: M (populate where applicable)		
I.4 Program format (FT, PT, FT/PT, as in RICC/Other sys.)	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
<b><u>Section J: College program of instruction info (all fields optional)</u></b> <sup>4</sup>		
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	-
<b><u>Section K: E-mail addresses (external address is recommended</u></b> <sup>5</sup> , <b><u>internal address is optional)</u></b>		
K.1 External e-mail address (mandatory)	40	@ character
K.2 Internal e-mail address (optional)	40	-
<b><u>Section M: Transfer Students (all fields mandatory)</u></b>		
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	AESD file, blk

<sup>1</sup> A unique student number is required to match students in enrolment and graduate files. If a PCC does not assign student numbers, a unique number is to be assigned to each student using any numbering system. PCCs are to provide the same number in the graduate data file when the student graduates.

<sup>2</sup> Only de-identified data will be returned to each PCC.

<sup>3</sup> This field must include two decimals after the comma.

<sup>4</sup> This section is optional, but if provided, it will allow Forum to report back to each PCC their results by program name, program code, division/school/faculty and campus location. These breakdowns are not required for KPI reporting purposes and will not be provided to the Ministry.

<sup>5</sup> This field is recommended, as it will help Forum contact hard-to-find graduates.

## Appendix C1. Populating Graduate Data Files

**Note:** data file items marked \* will be automatically checked during the upload.

**Note:** for students graduating from more than one vocational program during a specific term, report each program separately.

**\*A.1 Organization ID:** Enter the standard six-character PCC abbreviation as defined in RICC system or in the system that is prescribed by the Superintendent to be used instead of RICC ("Other system").

**\*A.2 PCC ID:** Enter the same six-character PCC ID as in RICC/Other system.

**A.3 Operating Name:** Enter the same as in RICC/Other system.

**A.4 Legal Name:** Enter the same as in RICC/Other system.

**\*A.5 OSAP Institution Code:** Enter the four-character OSAP code as defined in RICC/Other system.

**B.1 Student ID:** PCCs must assign unique student identification number for every student of its vocational program and maintain this number for this student from enrolment to graduation. Use the same number if a student enrolls in more than one vocational program at the PCC. Each student identification number must be 15 characters or less. Should a PCC not currently use a student identification system, one must be developed in accordance with this Procedure.

**C, D. Permanent and local addresses:** Separate the apartment and street address and the city and province code. Use standard two-letter Canada Post and United States Postal Service codes for provinces and states (e.g., ON, FL, BC, etc.).

**E. Telephone numbers:** Enter phone numbers as described below:

- Do not include hyphens, parentheses, or blank spaces;
- For North American phone numbers, enter 10 digits: the three-digit area code and the seven-digit local code (e.g., XXXXXXXXXX);
- Telephone numbers for other countries are to include "011" and the country code, the routing code, and the local number. (e.g., 011XXXXXXXXXX)

**F.1 Date of birth:** Enter the date of birth in the following format: YYYYMMDD.

**F.2 Study Visa:** Enter **Y** if the student is a study visa recipient; otherwise, enter **N**.

**F.3 Gender:** Enter **M** for Male, **F** for Female and **U** for Unknown.

**F.4 Language spoken:** Enter student's first language as follows: **E** for English, **F** for French and **O** for Other.

**F.5 Accommodation required:** Enter type of survey accommodations required by the student as follows: **S** for Sight-related, **H** for Hearing-related and **N** for None/Other.

**G.1 OSAP Funding:** Enter **Y** if the student is partially or completely OSAP-funded; otherwise, enter **N**.

**G.2 Funding Status:** Enter **I** for International, **S** for Second Career, **W** for Workplace Safety and Insurance Board, **N** for Aboriginal, **L** for Self-Funded, **O** for 100% OSAP Funded, **T** for Third-Party Funded, or **P** for Other. If the student receives funding from multiple sources referenced above, enter the primary non-OSAP funding source. Enter **L** for "Self-Funded" if the student does not receive funding from non-OSAP sources.

**H.2 Graduation term:** Enter **W** for students who graduated in the winter term (January 1 – April 30), **S** for students who graduated in the summer term (May 1 – August 31), or **F** for students who graduated in the fall term (September – December 31).

**Section I:** Enter name(s) and details of the program(s) from which the student graduated during the term, exactly as included in RICC/Other system.

**I.5 Work Integrated Learning:** Enter **PR** if RICC/Other system indicate that the program has a practicum or placement; otherwise, enter **NO**.

**K. Internal and External email address:** Enter student's external (recommended) and internal (optional) email addresses. If a graduate cannot be reached by telephone during a graduate outcomes survey window, Forum will e-mail graduates requesting a telephone number where they can be reached.

**L. Employer information (optional):** Colleges may provide employer information for each graduate. This information will be verified with the graduates during the graduate survey and will be used to contact the employers.

**Appendix C2. Formatting Graduate Data Files**

<b>Graduate Data File Field</b>	<b>Number of characters</b>	<b>Checking</b>
Mandatory sections: A-C, E-I, and K Optional sections: D, J and L		
<b><u>Section A: PCC ID (all fields mandatory)</u></b>		
A.1 Organization ID (as in RICC/Other system)	6	AESD file
A.2 PCC ID (as in RICC)	6	AESD file
A.3 Operating Name (as in RICC/Other System)	80	-
A.4 Legal Name (as in RICC)	80	-
A.5 OSAP Institution Code (as in RICC/Other system)	4	AESD file
<b><u>Section B: Entrant/Graduate ID (all fields mandatory)</u></b>		
B.1 Student ID (unique, mandatory, grad data file match) <sup>1</sup>	15	Unique
B.2 Family Name (grad data file match)	40	Min. 1 char
B.3 Given Name (grad data file match)	40	Min. 1 char
<b><u>Section C: Permanent address (all fields mandatory except apartment number)</u></b>		
C.1 Permanent apartment number	5	-
C.2 Permanent street address	35	Min. 1 char
C.3 Permanent town/city	30	Min. 1 char
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
<b><u>Section D: Local address (optional)</u></b>		
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

<b>Graduate Data File Field</b>	<b>Number of characters</b>	<b>Checking</b>
Mandatory sections: A-C, E-I, and K Optional sections: D, J and L		
<b><u>Section E: Telephone numbers (one number mandatory, 10 digits min)</u></b>		
E.1 Permanent phone number	15	Min. 10 digits
E.2 Local phone number	15	-
E.3 Other phone number	15	-
E.4 Cellphone	15	-
<b><u>Section F: Demographics (all fields mandatory)</u></b>		
F.1 Birth Date (yyyymmdd) (used for grad data file match)	8	yyyymmdd
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 (Sight-related (S), Hearing-related (H), None/Other (N))	1	S,H, N
<b><u>Section G: Funding Status (all fields mandatory)</u></b>		
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
<b><u>Section H: Graduation date (all fields mandatory) (only those exceeding Grace Period reported)</u></b>		
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
<b><u>Section I: Program of instruction (each program from which the student graduated during the term; all fields mandatory)</u></b>		
I.1 Approved program name (as in RICC/Other system)	105	AESD file
I.2. Program duration HH (hours, as in RICC/Other sys.) <sup>2</sup>	4.2	nnnn.dd
I.3 Program duration WK (weeks, as in RICC/Other system) (3.2) (nnn.dd) <sup>2</sup>	3.2	AESD file
I.4 Program format (FT, PT, FT/PT, as in RICC/Other s.)	5	FT, PT, FT/PT

<b>Graduate Data File Field</b>	<b>Number of characters</b>	<b>Checking</b>
Mandatory sections: A-C, E-I, and K Optional sections: D, J and L		
I.5 Work integrated learning (as in RICC – Practicum (PR), No Practicum (NO))	2	PR, NO
I.6 Campus postal code (ananan)	6	ananan
<b><u>Section K: E-mail addresses (external address is recommended, internal address is optional)</u></b>		
K.1 External e-mail address <sup>3</sup> (recommended)	40	@ character
K.2 Internal e-mail address (optional)	40	-
<b><u>Section L: Employer (all fields optional)<sup>4</sup></u></b>		
L.1 Employer organization's name	40	-
L.2 Employer suite number	5	-
L.3 Employer street address	35	-
L.4 Employer town/city	30	-
L.5 Employer province/state (list)	2	-
L.6 Employer postal/zip code (ananan)	10	-
L.7 Employer country	2	-
L.8 Supervisor's family name	40	-
L.9 Supervisor's given name	40	-
L.10 Supervisor's title	35	-
L.11 Supervisor's phone number	15	-
L.12 Supervisor' phone extension	7	-

<sup>1</sup> The student number is to match that from the enrolment data files.

<sup>2</sup> This field must include two decimals after the comma.

<sup>3</sup> This field is recommended, as it will help Forum contact hard-to-find graduates.

<sup>4</sup> This information is requested in order to shorten the survey length for graduates.

## Appendix D. Auditor's Check List

To upload an audit report, PCC auditors must:

- Provide the PCC 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 the 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:
  - First and last name;
  - Unique student identification number;
  - Campus name;
  - Vocational program name;
  - Enrolment date;
  - Graduation date;
  - Indication of "Transfer" where an individual has transferred between programs within the same PCC (legal entity);
  - For 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 PCC;
- Confirm that the PCC has made the necessary corrections to the data and re-uploaded the amended files to the online portal;
- Assess that the PCC has reported on all vocational programs;
- Prepare, sign and date the final audit report using the template (see appendix A) and citing reference numbers for all audited files, including revised files;
- Include copy of the management recommendation letter, if applicable;
- Include a summary file of the detected and corrected errors, along with any documentation on unusual occurrences or systemic reporting problems; and
- Upload a copy of the final audit report as a single document, using the unique link provided in the email sent by the ministry's third party KPI service provider. Final report must include auditor's comments and error schedule.