

**Private Career College Key Performance
Indicator Audit Guideline:
Enrolment and Graduate Reporting
2013-14**

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Purpose and Application

The Superintendent of Private Career Colleges (Superintendent), a designate of the Minister of Training, Colleges and Universities, intends to calculate and publish Key Performance Indicators (KPIs) for private career colleges (PCCs) in Ontario in order to help students make informed decisions around their postsecondary education. KPIs will also inform government decision-making and provide PCCs with tools to increase the quality of their vocational programs. The Superintendent will calculate the following five PCC KPIs:

- (a) Graduation Rate (sole 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.

This KPI Audit Guideline (Audit Guideline) applies to all OSAP¹-approved PCCs for the 2013 KPI collection cycle (Phase 1 of implementation). The guideline sets out the requirements for conducting an audit of the student and graduate data prepared by OSAP-approved 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.

Legal Authorities

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

Under the authorities 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- and graduate-level information with data elements that include personally identifiable elements, as defined under subsection 2 (1) of the *Freedom of Information and Protection of Privacy Act, 1990* (FIPPA). This data is reported to Forum Research Inc. (Forum), the third party service provider working on behalf of the Superintendent under the authority of section 50 (1) of the Act.

PCCs are required to report the enrolment and graduate data set out under section 36.1 of Ontario Regulation 415/06 to allow for the calculation of graduation rates for their vocational programs and the administration of two surveys – a graduate outcomes survey and an employer satisfaction survey². Survey results will be used to calculate KPIs (b)-(e) above.

¹ Ontario Student Assistance Program

Glossary

KPI Auditors: Accountants licensed to practice as a public accountant in the province of Ontario, as defined under the [Public Accountancy Act, 2004](#), who are engaged by a PCC to conduct an audit of the enrolment and graduate data files, as required by the ministry.

Data Upload Windows: For the 2013 KPI collection cycle, OSAP-approved PCCs are required to upload data to Forum three times per calendar year:

Data Upload Window		Data Uploaded	Terms Represented by Data
1	July 12 – September 30, 2013	All Winter Term entrants and graduates as well as all entrants and graduates going back 200% of the PCC's longest vocational program's duration	Winter: January 1 – April 30, 2013 Historical Data: All terms going back 200% of the PCC's longest vocational program's duration
2	November 1 – November 30, 2013	All Summer Term entrants and graduates	Summer: May 1 – August 31, 2013
3	March 1 – March 31, 2014	All Fall Term entrants and graduates	Fall: September 1 – December 31, 2013

Entrant: a student who enrolls in a PCC's vocational program and does not withdraw from the program before the Grace Period. A student who enrolls in a PCC's non-vocational program is not considered an entrant for the purposes of KPIs.

Enrolment Reporting: PCCs must report their entrants to Forum at three distinct times per KPI collection cycle (see "Data Upload Window" above). The terms that must be reported in each data upload window are the Winter, Summer and Fall Terms, respectively. By their renewal of registration deadline, all PCCs must have an audit conducted of the enrolment data submitted to Forum prior to this deadline. See [Appendix C](#) for the audited data requirements by PCC fiscal year end.

- **SPECIAL NOTE FOR FIRST REPORTING YEAR:** For the 2013 collection cycle, a PCC must report all entrants for all terms encompassing 200% duration of its longest program as of January 1st, 2013 and then for each term thereafter. This additional information is required to calculate 2013 graduation rates for vocational programs provided by the PCC and, therefore, must be included in the audit.

File Reference Number: A unique confirmation number provided by Forum for each successfully uploaded enrolment or graduate file. In the final audit report, PCC auditors are

required to provide a list of the enrolment and graduate files audited as a schedule to their final audit report, specifying the file reference numbers, original versus revised files and necessary corrections.

Graduation Date: The date on which a former student of an approved vocational program has completed all necessary requirements of the program, including all academic and practical requirements.

Grace Period: The calendar period of time during which an entrant can withdraw from a vocational program and not be considered to have started that program. The Grace Period will be defined as the lesser of 25% of program duration (e.g., one week for every month), **to a maximum of eight weeks.**

Graduate: A former student of a PCC who has completed all necessary requirements for a full-time or part-time vocational program that has been approved by the Superintendent, including all academic and practical requirements as approved by the Superintendent. Every graduate must be reported by the PCC to Forum for his or her final Graduation Term of study in a graduate data file within three months of the end of the graduate's Graduation Term:

- Reported for his or her final term of study, and
- Previously reported in an audited enrolment file for the current or prior term.

A former student of a PCC's non-vocational program is not considered a graduate for the purposes of KPIs.

Graduation Allowed Period: the calendar period of time within which an entrant is expected to graduate, calculated as 200% of the program duration (in weeks). Entrants who do not graduate within this period are deemed to have not graduated.

Graduate Reporting: PCCs must report their graduates to Forum at three distinct times per KPI collection cycle (see "Data Upload Window" above). The terms that must be reported in each data upload window are the Winter, Summer and Fall Terms, respectively. By their renewal of registration deadline, all PCCs must have an audit conducted of the graduate data submitted to Forum prior to this deadline. See [Appendix C](#) for the audited data requirements by PCC fiscal year end.

- **SPECIAL NOTE FOR FIRST REPORTING YEAR:** For the 2013 collection cycle, a PCC must report all graduates for all terms encompassing a 200% duration of its longest program as of January 1st, 2013 and then for each term thereafter. This additional information is required to calculate 2013 graduation rates for vocational programs provided by the PCC and, therefore, must be audited.

Terms: Defined periods of time in which PCCs will report new entrants in and graduates of their vocational programs and the calendar period of time in which all program requirements have been met. The enrolment and graduate terms are to be reported as shown below:

Term	Date of Graduation (2013)
Winter	January 1 – April 30
Summer	May 1 – August 31
Fall	September 1 – December 31

Private Career College (PCC): 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*.

Private Career Colleges Act, 2005 (Act): The legislation that governs PCCs and ensures they meet certain standards for the vocational programs they offer, as well as advertising, refund policies, and instructor qualifications.

Program Start Date (formerly called “Enrolment Date”): The date on which a student commenced training in a vocational program provided by a registered PCC, as specified in the student’s enrolment contract with the PCC.

Student Identification Number: A unique student identification number must be provided for every student and graduate of a PCCs’ vocational program. The same number should be used if a student enrolls in more than one vocational program at the PCC. This number is used to match enrolment records with graduate records. Each student identification number must be 15 characters or less.

Superintendent of Private Career Colleges (Superintendent): An appointee of the Minister of Training, Colleges and Universities who may exercise the powers and shall perform the duties conferred or imposed upon him or her by or under the Act.

Vocational Program: a full-time or part-time postsecondary program of instruction, provided by a registered PCC, that provides 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.

Audit Requirements – Enrolment and Graduate Data

PCCs are to engage a licensed public accountant in the province of Ontario, pursuant to the [Public Accountancy Act, 2004](#), to provide an audit report on their enrolment and graduate data. This audit report is due at the same time as the audit of PCCs' financial statements – by their renewal of registration deadline, within six months of their fiscal year end. The cost of performing the audit is the responsibility of the PCC.

Based on the internal records maintained by the PCC, auditors are required to provide the ministry with a level of assurance that the information in the enrolment and graduate data files reported to Forum has not been misstated. Auditors are required to provide assurance for the following, using the appropriate sample of enrolment and graduate data files **provided to Forum prior to the PCC's 2013 renewal of registration deadline, which falls six months after the PCC's fiscal year end (see Appendix C for examples):**

- (a) The individual's first and last name;
- (b) The individual's student identification number;
- (c) The approved vocational program in which the individual is/was undergoing training;
- (d) The individual's enrolment date;
- (e) The individual's graduation date;
- (f) Students reported to have transferred from one vocational program to another (within the same PCC); and
- (g) Terms in which the PCC reported to have no entrants or graduates (e.g., null files).
- (h) Auditors are also required to provide assurance for the PCC's reported international and domestic student enrolment, as per the auditor's report set out in Schedule 3 of the "2013 Renewal of Registration under the *Private Career Colleges Act, 2005*" guidelines (see page 14, Schedule 3)³.

Note: It is not necessary for auditors to validate all fields included in the enrolment and graduate data files and outlined in the KPI Operating Procedure. The ministry only requires an auditor's opinion around (a)-(h) above.

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 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

³ This requirement only applies to auditors that are also auditing a PCC's financial statements.

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 to Forum. 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.

An error report/statement of omissions or overstatements⁴, along with any documentation pertaining to unusual occurrences or systemic reporting problems, is to be reported to the PCC and uploaded to Forum by the PCC auditor. See [Appendix A](#) for a sample template.

Error Reports/Statement of Omissions or Overstatements

Any errors detected by the PCC auditor in the data files are to be identified by the auditor to the PCC and immediately corrected by the PCC as follows:

1. The PCC auditor is to identify to the PCC the changes required to correct errors in the graduate and enrolment data files;
2. The PCC is then to make the changes required to correct the errors and re-submit these files to Forum, generating new file reference numbers for the revised files; and
3. The PCC auditor is to verify that all errors have been corrected.

A list of the enrolment and graduate files audited, specifying original versus revised files and all necessary corrections, is a requirement of the final audit report, provided by the PCC auditor to the PCC and uploaded to Forum. **The PCC auditor must ensure that the revised file contains all the required corrections.** See [Appendix A](#) for a sample auditor's report including a table to list the audited data files and any corrections made by the PCC during the audit.

Changes to Submitted Data

The submission of an accurate audit of enrolment and graduate data is crucial. It is therefore critical that students and graduates are accurately reported by the PCC and submitted to Forum on a timely basis.

PCC 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

⁴ This file should summarize the errors that were identified by the auditor and corrected by the PCC.

adjustments requested after the audit is submitted must be authorized by the PCC's key executive – president, Chief Executive Officer, owner, director or officer – and the PCC's auditor.

Audited Enrolment and Graduate Report

An auditor's report, without reservation or qualified items, is required for the PCC KPI initiative. If the auditor is unable to provide a report without reservation or qualified items, a full written rationale is to be sent by the auditor to the PCC and uploaded to Forum. Further direction will be provided by the Superintendent to the PCC after reviewing the matter.

The PCC's auditor is required to:

Upload to Forum⁵ and provide to the ministry the complete audited enrolment and graduate report by the PCC's renewal of registration deadline, within six months of the PCC's fiscal year end. This report should be uploaded as one document in PDF format and made up of the following components and in the following order:

1. The **auditor's report**, signed and dated by the external auditor who performed the audit using the template provided and citing all confirmation numbers for the files that have been audited, including any revised files. See [Appendix A](#) for a template of the auditor's report.
2. If one has been provided to the PCC, a copy of the **auditor's management recommendation letter**; and
3. If errors have been detected during the audit process, a **summary file of the errors that were detected** by the auditor and corrected by the PCC (e.g., error report), along with any documentation pertaining to unusual occurrences or systemic reporting problems. The PCC auditor must ensure the revised file contains all of the required corrections.

Auditors' Portal

The final auditor's report should be on the exact same data as what has been provided to Forum. With the [file reference number](#), the auditor has access to the data files on Forum's secure web site. If any changes are required to the data files, it is the PCC's responsibilities to make these changes and re-upload the revised file(s) to Forum.

⁵ It is a requirement of the KPI initiative that the final audited enrolment and graduate report is uploaded to Forum by the PCC auditor and not by the PCC. The same requirement exists in the public college sector.

For further information regarding the Auditor Portal, please contact the service provider, Forum Research Inc., at pcckpi@forumresearch.com.

Private Career College Data Reporting Requirements

Each PCC is to submit to the Superintendent its audited enrolment and graduate report within six months of its fiscal year end, at its renewal of registration deadline. In order to reduce the cost and administrative burden of this audit for PCCs, the ministry has aligned this requirement with the requirement for PCCs to have their financial statements audited one time per fiscal year.

As part of the KPI audit process, the PCC is responsible for the following:

- Preparing and uploading to Forum CVS or Excel files with entrants for approved vocational programs of instruction, as detailed in the KPI Operating Procedure.
- Preparing and uploading to Forum CVS or Excel files with graduates of approved vocational programs of instruction, as detailed in the KPI Operating Procedure.
- Engaging an accountant licensed to practice as a public accountant in the province of Ontario, pursuant to the [Public Accountancy Act, 2004](#) to conduct an audit of the enrolment and graduate data provided to Forum within its fiscal year.
- If errors are identified by the PCC auditor, making all revisions to the enrolment and graduate data files that would correct these errors.
- Uploading all revised enrolment and graduate files to Forum.
- Submitting the complete audited enrolment and graduate report provided by the PCC auditor to the Superintendent within six months of the PCC's fiscal year end.

Further requirements for preparing the enrolment and graduate data files are provided in the following pages and in more detail in the KPI Operating Procedure. PCCs are to adhere to these requirements unless they have received advanced written approval from the Superintendent to deviate from the requirements.

Enrolment Data Files

PCCs are to maintain a complete and up-to-date list of all Superintendent-approved vocational programs of instruction.

In preparation for completing the enrolment data files, PCCs are to ensure that their approved vocational programs continue to be provided to students as approved in the ministry's Registration Information for Career College (RICC) system. Should there be any discrepancies

between how a vocational program is delivered and the information included in RICC, PCCs must contact their Inspector to reconcile the differences.

PCCs are to prepare the enrolment data file in either a CSV or Excel file. See [Appendix D](#) for a sample enrolment data file.

Note: When a PCC has had no entrants within a term, it must file a null/blank enrolment data file. The auditor will then have to confirm that the PCC did, in fact, have no entrants for that term. PCCs are not required to upload enrolment/graduate files for vocational programs that are no longer Superintendent-approved as of January 1, 2013.

Graduate Data Files

PCCs must provide information on their graduate population to Forum in order to allow for the administration of a graduate outcomes survey and an employer satisfaction survey (allowing for the calculation of four of the five PCC KPIs) and the calculation of graduation rates for vocational programs. PCCs are to prepare a graduate data file according to the KPI Operating Procedure. Graduate data files must be filed for the same terms as the enrolment data files.

PCCs are to prepare the graduate data file in either a CSV or Excel file. See [Appendix E](#) for a sample enrolment data file.

Note: When a PCC has had no graduates within a term, it must file a null/blank graduate data file. The auditor will then have to confirm that the PCC did, in fact, have no graduates for that term. PCCs are not required to upload enrolment/graduate files for vocational programs that are no longer Superintendent-approved as of January 1, 2013.

Summary of Responsibilities

Auditors

The auditor is required to:

- Express an opinion on the PCC's enrolment and graduate activity in accordance with the CICA Handbook, Section 5800 – Special Reports. For the 2013 KPI collection cycle, this includes enrolment data and graduate data for all terms encompassing 200% duration of the longest program as of January 1, 2013 (historical data) and then for each term falling within the PCC's fiscal year thereafter. See [Appendix C](#) for the audited data requirements for PCCs with various fiscal year ends.
- Examine the appropriate sample of enrolment and graduate data files to provide the ministry with a level of assurance that the information in the files provided to Forum has not been misstated. Auditors are to compare the training status of sampled students and graduates recorded in the PCCs' enrolment and graduate data files to the school's internal records, including those used to generate transcripts.

- Identify any errors in the PCC's reported enrolment and graduate activity and advise the PCC of the changes required to correct these errors.
- Ensure that enrolment and graduate files revised by the PCC contain all the required corrections.
- Prepare an audited enrolment and graduate report, including an error report, if applicable, and any management recommendation letters developed for the PCC. The complete audited enrolment and graduate report is to be provided to the ministry and uploaded to Forum by the PCC's renewal of registration deadline, within six months of the PCC's fiscal year end.

Private Career Colleges

The PCC is responsible for:

- Preparing and uploading to Forum CVS or Excel files with entrants for approved vocational programs of instruction, as detailed in the KPI Operating Procedure.
- Preparing and uploading to Forum CVS or Excel files with graduates of approved vocational programs of instruction, as detailed in the KPI Operating Procedure.
- Engaging an accountant licensed to practice as a public accountant in the province of Ontario, pursuant to the [Public Accountancy Act, 2004](#) to conduct an audit of the enrolment and graduate data provided to Forum within its fiscal year. See [Appendix C](#) for the audited data requirements by PCC fiscal year end.
- Making any changes required to correct errors in the enrolment and graduate data files, as identified by the PCC's auditor.
- Resubmitting revised enrolment and graduate data files to Forum.
- Submitting the complete audited enrolment and graduate report to the Superintendent within six months of its fiscal year end, at its renewal of registration deadline.

Ministry of Training, Colleges and Universities

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 advise and inform government about the PCC system's achievement of its mandate and in planning and policy-making for the PCC system.

This document is provided for your information and convenience only. 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.

Need More Information?

If you have questions about the renewal of registration process,
please contact:

Ministry of Training, Colleges and Universities
Registration Unit, Private Career Colleges Branch

77 Wellesley Street, BOX 977

Toronto, ON M7A 1N3

Telephone: (416) 314-0500 or 1-866-330-3395

Fax: (416) 314-0499

The full text of the Act and regulations can also be downloaded from the Ontario government E-Laws website at:

www.e-laws.gov.on.ca

Appendix A: Auditor's Report Template

[A PDF version of this document can be downloaded from Forum's website at www.pcckpi.ca]

AUDITOR'S REPORT (2013 only)

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 2013 KPI collection cycle, our audit included **[name of private career college]**'s reporting of all entrants and graduates for 200% of the duration of its longest vocational program, for the terms from **[earliest term]** to **[last term required prior to PCC's 2013 renewal of registration deadline]**, as set out in Appendix C of the KPI Audit Guideline. 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]**, for the terms from **[earliest term]** to **[last term required prior to PCC's 2013 renewal of registration deadline]**, is in compliance, in all material respects, with enrolment and graduate 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.

City

(Signed).....
Licensed Public Accountant

Date

SCHEDULE A: AUDITED FILE SAMPLE

Audited File (Reference File Number)	File Status (Original "O" versus Revised "R")	Further Information/ Summary of Corrections

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 Training, Colleges and Universities 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: Examples of Audit Requirements for Various Fiscal Year Ends

Example 1 – June 30, 2013 Fiscal Year End

(December 27, 2013 Renewal of Registration Deadline)

For PCCs with June 30, 2013 fiscal year ends, an audit report on the following enrolment and graduate data must be submitted by December 27, 2013:

- **2013 Winter Term:** All entrants and graduates from January 1 – April 30, 2013. For the 2013 collection cycle, this includes all prior terms encompassing 200% duration of the PCC's longest vocational program; and

The PCC's 2013 Summer Term and Fall Term data must be audited by the PCC's 2014 renewal of registration deadline.

Example 2 – December 31, 2013 Fiscal Year End

(June 29, 2014 Renewal of Registration Deadline)

For PCCs with December 31, 2013 fiscal year ends, an audit report on the following enrolment and graduate data must be submitted by June 29, 2014:

- **2013 Winter Term:** All entrants and graduates from January 1 – April 30, 2013. For the 2013 collection cycle, this includes all prior terms encompassing 200% duration of the PCC's longest vocational program;
- **2013 Summer Term:** All entrants and graduates from May 1 – August 31, 2013; and
- **2013 Fall Term:** All entrants and graduates from September 1 – December 31.

As shown above, for a PCC with a December 31, 2013 fiscal year end, all of its 2013 enrolment and graduate data must be audited by the 2013 renewal of registration deadline.

Audited Data Requirements by Fiscal Year End

Fiscal Year-End	Deadline to Avoid Late Fees	Final Registration Expiry Date	2013 KPI Audit Requirements (Terms)	Data Upload Window Deadlines
January 31, 2013	July 30, 2013	September 28, 2013	N/A (Audit of all 2013 enrolment/graduate data deferred to 2014 renewal of registration deadline)	
February 28, 2013	August 27, 2013	October 26, 2013	N/A (Audit of all 2013 enrolment/graduate data deferred to 2014)	

Fiscal Year-End	Deadline to Avoid Late Fees	Final Registration Expiry Date	2013 KPI Audit Requirements (Terms)	Data Upload Window Deadlines
			renewal of registration deadline)	
March 31, 2013	September 27, 2013	November 26, 2013	N/A (Audit of all 2013 enrolment/graduate data deferred to 2014 renewal of registration deadline)	
April 30, 2013	October 27, 2013	December 26, 2013	Winter Term	July 12 – September 30, 2013
May 31, 2013	November 27, 2013	January 26, 2014	Winter Term	July 12 – September 30, 2013
June 30, 2013	December 27, 2013	February 25, 2014	Winter Term	July 12 – September 30, 2013
July 31, 2013	January 27, 2014	March 28, 2014	Winter Term	July 12 – September 30, 2013
			Summer Term	November 1 – November 30, 2013
August 31, 2013	February 27, 2014	April 28, 2014	Winter Term	July 12 – September 30, 2013
			Summer Term	November 1 – November 30, 2013
September 30, 2013	March 29, 2014	May 28, 2014	Winter Term	July 12 – September 30, 2013
			Summer Term	November 1 – November 30, 2013
October 31, 2013	April 29, 2014	June 28, 2014	Winter Term	July 12 – September 30, 2013
			Summer Term	November 1 – November 30, 2013
November 30, 2013	May 29, 2014	July 28, 2014	Winter Term	July 12 – September 31, 2013
			Summer Term	November 1 – November 30, 2013
			Fall Term	March 1 – March 31, 2014
December 31, 2013	June 29, 2014	August 28, 2014	Winter Term	July 12 – September 30, 2013
			Summer Term	November 1 – November 30, 2013
			Fall Term	March 1 – March 31, 2014

Appendix D: 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	MTCU file
A.2 PCC ID (as in RICC)	6	MTCU 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	MTCU 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	MTCU 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	MTCU 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 Approved Program Name (as in RICC)	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	MTCU file, blk

Notes:

¹ In order to match entrants in the enrolment file with graduates in the grad data file, a unique student number is required. If your PCC does not assign student numbers, please assign unique student numbers to each entrant in this file. You can use any numbering system that you wish as long as it creates a unique number for each entrant. You will have to provide the same number in the grad data file when the entrant graduates.

² Only depersonalized data (i.e. excluding student identifier, student name and address, and day of birth) will be returned to each PCC.

³ These fields are optional but if provided will allow Forum to report back to each PCC their results by PCC program name, PCC program code, PCC division/school/faculty and campus location. These breakdowns are not required for KPI reporting purposes and will not be provided to the ministry.

⁴ This field is recommended as it will help Forum contact hard to find graduates.

Appendix E: 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	MTCU file
A.2 PCC ID (as in RICC)	6	MTCU 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	MTCU 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, but optional for pre 2013 graduates)		
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 but optional for pre 2013 graduates, internal address is optional)		
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

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Section N: Program of instruction (each program; all fields mandatory)

N.1 Approved program name (as in RICC)

105 MTCU 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 G: Contact Information

For questions regarding the Auditor Portal or the PCC enrolment and graduate data files/upload process, please contact, Forum Research Inc.:

Lorne Bozinoff, Ph.D.
President
Forum Research Inc.
180 Bloor Street, Suite 1400
Toronto, Ontario
M5S 2V6

Telephone: 1-866-206-7660
E-mail: pcckpi@forumresearch.com
Website: www.forumresearch.com
PCC KPI Website: www.pcckpi.ca

For any policy related questions regarding KPIs and the audit of enrolment and graduate data, please contact the Ministry of Training, Colleges and Universities:

Rachel Ross
Senior Policy Advisor, Quality and Partnerships Unit
Private Career Colleges Branch
Email: Rachel.Ross@Ontario.ca

Revision: January 30, 2014 [December 12, 2013, pgs. 2-4, 6-11, Appendix A, C and G]

NOTE: Final audit reports already submitted to the ministry/Forum prior to the issuance of this revised KPI Audit Guideline (January 30, 2014), using the previous version of the Audit Report Template (December 12, 2013) are still accepted. The changes made in Appendix A of this Guideline are to provide greater clarity around the scope of this audit for the first year of KPI implementation, 2013.