

Career College
Key Performance Indicator Audit Guideline
2024 Reporting Cycle

TABLE OF CONTENTS

Career College.....	1
Key Performance Indicator Audit Guideline.....	1
2024 Reporting Cycle.....	1
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.....	11
11. Data Integrity.....	11
12. Auditor’s Access to the Auditor Portal.....	11
13. Summary of Responsibilities.....	12
Auditors.....	12
Career colleges.....	12
Ministry of Colleges, Universities, Research Excellence and Security.....	13
Appendix A. Auditor Report Templates – 2024 Reporting Cycle.....	14
Template A.1 (to be used for the career colleges that were registered before May 1, 2023; attach schedule A).....	14
Template A.2 (to be used for the career colleges that were registered between May 1, 2023, and April 30, 2024; attach schedule A).....	16
Schedule A: Error Report Template (to be attached to the audit report).....	18
Appendix B1. Populating Enrolment Data Files.....	19
Appendix B2. Formatting Enrolment Data Files.....	22
Appendix C1. Populating Graduate Data Files.....	25
Appendix C2. Formatting Graduate Data Files.....	27
Appendix D. Auditor’s Check List.....	30

1. Glossary

- a) **Audit Period:** The period within which the career college’s auditor must audit enrolment and graduate data files for the associated KPI reporting cycle to provide the ministry with assurance that the information in the files has not been misstated. The 2024 Audit Period begins on April 4, 2025, and ends on July 31, 2025.
- b) **Data Upload Window:** Career colleges must upload employment and graduate data files to the [KPI Portal](#) three times per year (data upload windows). 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 #	Career college Enrolment/Graduation Term	Upload timeline
1	<ul style="list-style-type: none"> All career colleges - Winter (students who enrolled or graduated between January 1 and April 30, 2024). Career colleges that were registered or opened a new campus after April 30, 2023 and have not submitted KPI files for 2023 must also upload all 2023 enrolment/graduation data for the career college/new campus. 	September 13 – October 31, 2024
2	Summer (Students who enrolled/graduated between May 1 and August 31, 2024).	November 1 – December 31, 2024
3	Fall (Students who enrolled/graduated between September 1 and December 31, 2024).	January 1– February 28, 2025

- 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 KPI. See below for definitions of vocational and non-vocational programs.
- d) **File Reference Number:** A unique confirmation number that is assigned by the [KPI Portal](#) to each successfully uploaded enrolment or graduate file.
- e) **First Time Reporters:** Newly registered career colleges and newly approved campuses that have not participated in a previous KPI reporting cycle. These career

colleges and campuses must report enrolment and graduates from the time they begin operating.

Note: Where a career college or a campus started operating after April 30, 2024, this career college or campus's enrolment and graduate student data files must be uploaded but not audited during the 2024 KPI reporting cycle. These files will be audited as a part of the next reporting cycle.

- f) **Grace Period:** The period 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 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 career college 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:** Career colleges must upload student data files to the [KPI Portal](#) three times per KPI reporting cycle (see "Data Upload Windows"). Historical graduates must also be audited for the first-time reporters.
- j) **Graduation Allowed Period:** The time 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 career college to conduct an audit of the student data files.

- l) Non-Vocational Program: A program of instruction that, under the [Ontario Career Colleges Act, 2005](#), does not require Superintendent's approval. Non-vocational programs are not to be included in KPI data files. Refer to [the ministry's website](#) for more information on non-vocational programs.
- m) Null File: A non-altered student enrolment or graduate data file template that a career college must upload to indicate that there were no entrants and/or graduates during a term.
- n) PARIS: Program Approval and Registration Information System that replaced the Registration Information for Career Colleges ("RICC") System in February 2019.
- o) 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 career colleges must upload their enrolment and graduate data files.
- p) Career college 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](#).
- q) Ontario Career Colleges Act, 2005 ("OCCA"): Legislation that governs registered career colleges 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 contract with the career college.
- s) Student Identification Number: Every student at a career college'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 career college and if a student is transferred between programs of the same career college.
- t) Superintendent of Career Colleges ("Superintendent"): An appointee of the Minister of Colleges, Universities, Research Excellence and Security who has been

designated the authority to exercise the powers and perform the duties conferred or imposed upon that office by or under the OCCA.

- u) Term (of enrolment or graduation): For the purposes of KPI reporting, each student is considered to have enrolled (started the program) or graduated during a winter, summer or fall term as specified in the table below.

Term	2024 Enrolment or Graduation Date
Winter	January 1 – April 30
Summer	May 1 – August 31
Fall	September 1 – December 31

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

- v) Transfer Student: A student who transferred from one vocational program to another within the same career college (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 career colleges (legal entities) is not to be reported as a transfer.
- w) Vocational Program: A full-time or part-time postsecondary program of instruction, provided by a registered career college, that teaches the skills and knowledge required in order to obtain employment in a prescribed vocation, as defined under the [OCCA](#). All vocational programs must be approved by the Superintendent.

2. Purpose and Application

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

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

During the 2024 KPI reporting cycle, all registered career colleges are required to prepare enrolment and graduate student data files and upload them to the [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 career colleges.

Note: The audit of a career college’s KPI student data files is different from and unrelated to the audit of a career college’s annual financial statements; however, both audits may be performed by the same auditor.

3. Legal Authority

Career colleges must comply with the requirements set out in the [2024 KPI Operating Procedure](#) pursuant to the following legal and policy frameworks:

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

4. Key Information and Contacts

Information about the 2024 career college KPI reporting cycle, including guides, templates and frequently asked questions can be found on the [KPI Website](#).

Career colleges 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.

Career colleges and their auditors may direct all KPI policy-related questions to pcckpi-policy@ontario.ca.

5. Auditor Qualification Requirements

All registered career colleges must engage a person licensed as a public accountant in the province of Ontario as defined in the [Public Accounting Act, 2004](#) to conduct CSAE 3531 audit of their enrolment and graduate student data files uploaded to the [KPI Portal](#). The cost of performing the audit is a responsibility of the career college.

6. Audit Period

For the purposes of the 2024 KPI reporting cycle, the audit period begins on April 4, 2025. All KPI data file audits must be finalised, and the audit reports must be uploaded to the [KPI Portal](#) by July 31, 2025.

If an audit report for a career college is not uploaded by July 31, 2025, the KPI results will be calculated but not approved or published by the ministry under any circumstance. These results will be excluded from the sector-wide calculation. The ministry may take compliance and enforcement action against a career college, which, among other consequences, will impact the career college'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 career college has accurately reported all its enrolment and graduate activity for all approved vocational programs as of January 1, 2024. If there were no entrants and/or graduates to report, then the career college must upload a null file. If a vocational program was cancelled during 2024, the data files for this program must be reported for the remainder of 2024.

Audit reports must contain the auditor's opinion about:

- For all career colleges registered before May 1, 2024 - enrolment and graduate student data files uploaded by a career college for the winter, summer and fall terms of 2024; and
- For career colleges that were registered or opened a new campus after April 30, 2023 - enrolment and graduate student data files for the new career college/campus for the summer and fall terms of 2023.

Note: Where a career college or a campus started operating after April 30, 2024, this career colleges or campus's enrolment and graduate student data files must be uploaded by the career college but not audited during the 2024 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 career colleges 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;
- Campus name, as well as Name and Program ID of the vocational program;
- Student's enrolment date;
- Student's graduation date;

- Student's transfer status (for students who transferred between the career college's programs); and
- Null file (meaning that the career college reported to have no entrants or graduates).

Note: The auditor must assure the ministry that the career college 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 two 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 career college's reporting of its enrolment and graduate activity. The enrolment and graduate data are not more than two per cent greater than the values that would have been derived if every student record had been examined. See the [KPI Frequently Asked Questions](#) 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 career college, along with the changes required to correct errors in the data files; and
- Corrected by the career college.

The corrected student data files must be:

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

Note: Following re-upload of the enrolment student data file for a term by a career college, the career college must re-upload previously uploaded graduate student data files for this term, as well as for all subsequent terms.

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 overstatements¹, along with any documentation pertaining to unusual occurrences or systemic reporting problems, is to be reported to the career college 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. Data Integrity

In support of maintaining integrity of the audit process and its data, the enrolment and graduate student data files uploaded to the [KPI Portal](#) must not be modified after a corresponding audit report has been uploaded by the auditor. For this reason, adhering to the timeline set out in this guideline is imperative.

12. Auditor's Access to the Auditor Portal

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

Note: Auditors must not email copies of audit reports to the ministry.

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

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.

13. Summary of Responsibilities

Auditors

During the defined audit period, the auditor is responsible for expressing an opinion on the career college's enrolment and graduate activity for the 2024 reporting 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 career college'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 career college of the changes required to correct errors. This includes ensuring that the career college 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 career college as required;
- Preparing and uploading a CSAE 3531 audit report, including an error report (see schedule A of appendix A). An opinion must also be expressed on historical data for career colleges that are first time reporters.

Career colleges

Career colleges are responsible for:

- Preparing and uploading student data files to the [KPI Portal](#) in accordance with requirements of the 2024 KPI Operating Procedure;
- Posting the career college'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

Ministry of Colleges, Universities, Research Excellence and Security

the career college's promotional materials or physical location in a manner accessible to students;

- Engaging a person licensed as a public accountant in the province of Ontario to audit their enrolment and graduate student data files;
- Correcting errors in the data files, as identified by the auditor;
- Re-uploading revised enrolment and graduate data files to the [KPI Portal](#);
- Ensuring that the career college's auditor uploads an audit report on the enrolment and graduate student data files by July 31, 2025.

Ministry of Colleges, Universities, Research Excellence and Security

The ministry is responsible for:

- Developing and posting of the 2024 KPI Operating Procedure and the 2024 KPI Audit Guideline and providing advice on the procedures to career colleges' officials and auditors;
- Using the KPI data to measure the quality of career colleges' vocational programs to help prospective students make informed choices, inform policy and decision-making, and help career colleges identify their strength and areas that require improvement.

Appendix A. Auditor Report Templates – 2024 Reporting Cycle

Template A.1 (to be used for the career colleges that were registered before May 1, 2023; attach schedule A).

Independent Practitioner’s Reasonable Assurance Report on Compliance - 2024 KPI Reporting Cycle

To the Superintendent of Career Colleges:

We have undertaken a reasonable assurance engagement over [**career college Name**]'s ([**Org ID, career college ID(s)**]) (“The career college”) compliance with the enrolment and graduate data reporting requirements, as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive on Career College Key Performance Indicators and Performance Objectives; Key Performance Indicator Operating Procedure - 2024 Reporting Cycle; and the Career College Key Performance Indicator Audit Guideline - 2024 Reporting Cycle.

For the 2024 KPI reporting cycle, our audit included the career college’s reporting of all vocational program entrants and graduates from [**the earliest term**] to [**the latest term**].

Management’s Responsibility

Management is responsible for measuring and evaluating the career college’s compliance with the specified requirements of enrolment and graduate data reporting as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive on Career College Key Performance Indicators and Performance Objectives; and the Key Performance Indicator Operating Procedure - 2024 reporting cycle, for preparing enrolment and graduate data. Management is also responsible for such internal controls as management determines necessary to enable the career college’s compliance with the specified requirements.

Our Responsibility

Our responsibility is to express a reasonable assurance opinion on the career college’s compliance based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3531, Direct Engagements to Report on Compliance. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the entity complied with the specified requirements, in all significant respects.

Reasonable assurance is a high level of assurance but is not a guarantee that an engagement conducted in accordance with this standard will always detect a significant instance of non-compliance with specified requirements when it exists. Instances of non-compliance can arise from fraud or error and are considered significant if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about the entity’s compliance with the specified requirements. The nature, timing and extent of

procedures selected depends on our professional judgment, including an assessment of the risks of significant non-compliance, whether due to fraud or error.

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.

Our Independence and Quality Control

We have complied with the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Opinion

In our opinion, [**career college Name**] ([**Org ID, career college ID**]) complied with the specified requirements for enrolment and graduate data reporting, as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive on Career College Key Performance Indicators and Performance Objectives; and the Key Performance Indicator Operating Procedure – 2024 Reporting Cycle, in all significant respects.

We do not provide a legal opinion on the career college's compliance with the specified requirements established for enrolment and graduate data reporting.

City _____

Date _____

Name _____, licensed public accountant

Signature _____

Template A.2 (to be used for the career colleges that were registered between May 1, 2023, and April 30, 2024; attach schedule A).

Independent Practitioner’s Reasonable Assurance Report on Compliance - 2024 KPI Reporting Cycle

To the Superintendent of Career Colleges:

We have undertaken a reasonable assurance engagement over [**career college Name**]'s ([**Org ID, career college ID(s)**]) (“the career college”) compliance with the enrolment and graduate data reporting requirements, as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive on Career College Key Performance Indicators and Performance Objectives; Key Performance Indicator Operating Procedure - 2024 Reporting Cycle; and the Career College Key Performance Indicator Audit Guideline - 2024 Reporting Cycle.

For the 2024 KPI reporting cycle, our audit included the career college’s reporting of all vocational program entrants and graduates from [**the earliest term**] to [**the latest term**], which includes historical enrolment and graduate files from the time the career college first started operating.

Management’s Responsibility

Management is responsible for measuring and evaluating the career college’s compliance with the specified requirements of enrolment and graduate data reporting as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive on Career College Key Performance Indicators and Performance Objectives; and the Key Performance Indicator Operating Procedure - 2024 reporting cycle, for preparing enrolment and graduate data. Management is also responsible for such internal controls as management determines necessary to enable the career college’s compliance with the specified requirements.

Our Responsibility

Our responsibility is to express a reasonable assurance opinion on the career college’s compliance based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3531, Direct Engagements to Report on Compliance. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the entity complied with the specified requirements, in all significant respects.

Reasonable assurance is a high level of assurance but is not a guarantee that an engagement conducted in accordance with this standard will always detect a significant instance of non-compliance with specified requirements when it exists. Instances of non-compliance can arise from fraud or error and are considered significant if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about the entity’s compliance with the specified requirements. The nature, timing and extent of

procedures selected depends on our professional judgment, including an assessment of the risks of significant non-compliance, whether due to fraud or error.

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.

Our Independence and Quality Control

We have complied with the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality, and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Opinion

In our opinion, [**career college Name**] ([**Org ID, career college ID**]) complied with the specified requirements for enrolment and graduate data reporting, as set out under section 36.1 of Ontario Regulation 415/06; Policy Directive on Career College Key Performance Indicators and Performance Objectives; and the Key Performance Indicator Operating Procedure – 2024 Reporting Cycle, in all significant respects.

We do not provide a legal opinion on the career college's compliance with the specified requirements established for enrolment and graduate data reporting.

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 career college;
- Describe all corrections made to the data file or enter N/A where no corrections needed to be made

Reference File #	File Status (Original or Revised)	Summary of Corrections

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 career college abbreviation as defined in PARIS.

***A.2 Career college ID:** Enter the same six-character career college ID as in PARIS.

A.3 Operating Name: Enter the same as in PARIS.

A.4 Legal Name: Enter the same as in PARIS.

***A.5 OSAP Institution Code:** Enter the same four-character OSAP code as in PARIS.

B.1 Student ID: Assign a unique, up to 15 characters long, student identification number to every student of a 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 career college. Once assigned to a student, a student identification number cannot be assigned to a different student at any point of time.

C and D. Permanent and local addresses: The apartment number, the street address, the city, the province code, and the postal code must be entered in separate fields. Use standard two-letter Canada Post and United States Postal Service codes for provinces and states (e.g., ON, FL, BC, etc.). Postal code must have no spaces (e.g., A1B2C3).

E. Telephone numbers: Having correct contact telephone numbers for each student is essential for successful surveying and data analysis.

- 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”, the country code, the routing code, and the local number. (e.g., 011XXXXXXXXXX);
- Students’ telephone numbers cannot coincide with the career college numbers.

F.1 Date of birth: Enter the date of birth in the following format: YYYYMMDD. Birth dates that make students' age below 10 or above 89 will be rejected as invalid.

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 Prefer not to say/Unknown.

F.4 Language spoken: Student first language: **E** for English, **F** for French, **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/fully OSAP-funded; **N** if not.

G.2 Funding Status: Enter **I** for International, **S** for Better Jobs Ontario, **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 1 – December 31).

Section I: Enter program name and details, exactly as included in PARIS.

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

K. External and Internal email addresses: Having correct external email address for each student is essential for successful surveying and data analysis.

- External email (outside career college domain, **mandatory**, e.g., boo12345@yahoo.ca); do not enter students' college email address in this field.
- Internal email (career college domain, optional, e.g., boo12345@bestestcollegeever.ca).

M. Transfer Students: If a student has transferred from one vocational program into 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. Otherwise, leave M.1 and M.2 blank.

N. Program ID: Program ID (as in PARIS) of the program attended by the student.

Appendix B2. Formatting Enrolment Data Files

Enrolment Data File Field	Number of characters	Checking
Mandatory sections: A-C, E-I, K and N Optional sections: D, J Other sections: M (populate where applicable)		
<u>Section A: Career college ID (all fields mandatory)</u>		
A.1 Organization ID (as in PARIS)	6	AESD file
A.2 Career college ID (as in PARIS)	6	AESD file
A.3 Operating Name (as in PARIS)	80	-
A.4 Legal Name (as in PARIS)	80	-
A.5 OSAP Institution Code (as in PARIS)	4	AESD file
<u>Section B: Entrant/Graduate ID (all fields mandatory)</u>		
B.1 Student ID (unique, mandatory, grad data file match) ^{1,2}	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
<u>Section C: Permanent address (all fields mandatory except apartment number)</u>		
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
<u>Section D: Local address (optional)</u>		
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
<u>Section E: Telephone numbers (one number mandatory, 10 digits min)</u>		

Enrolment Data File Field	Number of characters	Checking
Mandatory sections: A-C, E-I, K and N Optional sections: D, J Other sections: M (populate where applicable)		
E.1 Permanent phone number	15	Min. 10 digits
E.2 Local phone number	15	-
E.3 Other phone number	15	-
E.4 Cell phone number	15	-
<u>Section F: Demographics (all fields mandatory)</u>		
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, Prefer not to say/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
<u>Section G: Funding Status (all fields mandatory)</u>		
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
<u>Section H: Program start date (all fields mandatory) (only those exceeding Grace Period reported)</u>		
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
<u>Section I: Program of instruction (each program; all fields mandatory)</u>		
I.1 Approved program name (as in PARIS)	105	AESD file
I.2. Program duration HH (hours, as in PARIS) ³	4.2	nnnn.dd
I.3 Program duration WK (weeks, enter maximum program duration, as in PARIS (3.2) (nnn.dd) ⁵	3.2	AESD file
I.4 Program format (FT, PT, FT/PT)	5	FT, PT, FT/PT
I.5 Work integrated learning (as in PARIS – Practicum (PR), No Practicum (NO))	2	PR, NO
I.6 Campus postal code (ananan)	6	A1B2C3

Enrolment Data File Field	Number of characters	Checking
Mandatory sections: A-C, E-I, K and N Optional sections: D, J Other sections: M (populate where applicable)		
<u>Section J: Program info (all fields optional)</u> ⁴		
J.1 Program name (as referred to by the career college)	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	-
<u>Section K: E-mail addresses (external address is mandatory, internal address is optional)</u>		
K.1 External e-mail address (mandatory)	40	@ character
K.2 Internal e-mail address (optional)	40	-
<u>Section M: Transfer Students (all fields mandatory)</u>		
M.1 Transfer status (Y = yes, N/ blk = no)	1	Y, N/blk
M.2 Name of program transferred from (as in PARIS, blk)	105	AESD file, blk
<u>Section N: Additional program Info (mandatory)</u>		
N.1 Program ID (as in PARIS), numeric.	3...10	Max. 10 digits

¹ A unique student number is required to match students in enrolment and graduate files. If a career college does not assign student numbers, a unique number is to be assigned to each student using any numbering system. Career colleges are to provide the same number in the graduate data file when the student graduates.

² Only de-identified data will be returned to each career college.

³ This field must include two decimal places after the dot.

⁴ This section is optional, but if provided, it will allow Forum to report back to each career college 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.

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 same six-character ORG ID as in PARIS.

***A.2 Career college ID:** Enter the same six-character career college ID as in PARIS.

A.3 Operating Name: Enter the same as in PARIS.

A.4 Legal Name: Enter the same as in PARIS.

***A.5 OSAP Institution Code:** Enter the same four-character OSAP code as in PARIS.

B.1 Student ID: Assign a unique, up to 15 characters long, student identification number to every student of a 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 career college. Once assigned to a student, a student identification number cannot be assigned to a different student at any point of time.

C and D. Permanent and local addresses: The apartment number, the street address, the city, the province code, and the postal code must be entered in separate fields. Use standard two-letter Canada Post and United States Postal Service codes for provinces and states (e.g., ON, FL, BC, etc.). Postal code must have no spaces (e.g., A1B2C3).

E. Telephone numbers: Having correct contact telephone numbers for each student is essential for successful surveying and data analysis.

- 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", the country code, the routing code, and the local number. (e.g., 011XXXXXXXXXX);
- Students' telephone numbers cannot coincide with the career college numbers.

F.1 Date of birth: Enter the date of birth in the following format: YYYYMMDD. Birth dates that make students' age below 10 or above 89 will be rejected as invalid.

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 Prefer not to say/Unknown.

F.4 Language spoken: Student first language: **E** for English, **F** for French, **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: **Y** if the student is partially/fully OSAP-funded; otherwise, **N** if not.

G.2 Funding Status: Enter **I** for International, **S** for Better Jobs Ontario, **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 1– 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 PARIS.

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

K. Internal and External email address: Having correct external (personal) email address for each student is essential for successful surveying and data analysis.

- External email (outside career college domain, **mandatory**, e.g., boo12345@yahoo.ca); do not enter students' college email address in this field.
- Internal email (career college domain, optional, e.g., boo12345@bestestcollegeever.ca).

L. Employer information (optional): Provide employer information for each graduate. This information will be verified with the graduates during the graduate survey.

M. Program ID: Program ID (as in PARIS) of the program completed by the student.

Appendix C2. Formatting Graduate Data Files

Graduate Data File Field	Number of characters	Checking
Mandatory sections: A-C, E-I, K and M Optional sections: D, J and L		
<u>Section A: Career college ID (all fields mandatory)</u>		
A.1 Organization ID (as in PARIS)	6	AESD file
A.2 Career college ID (as in PARIS)	6	AESD file
A.3 Operating Name (as in PARIS)	80	-
A.4 Legal Name (as in PARIS)	80	-
A.5 OSAP Institution Code (as in PARIS)	4	AESD file
<u>Section B: Entrant/Graduate ID (all fields mandatory)</u>		
B.1 Student ID (unique, mandatory, grad data file match) ¹	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
<u>Section C: Permanent address (all fields mandatory except apartment number)</u>		
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
<u>Section D: Local address (optional)</u>		
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
<u>Section E: Telephone numbers (one number mandatory, 10 digits min)</u>		

Graduate Data File Field	Number of characters	Checking
Mandatory sections: A-C, E-I, K and M Optional sections: D, J and L		
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	-
<u>Section F: Demographics (all fields mandatory)</u>		
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, Prefer not to say/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
<u>Section G: Funding Status (all fields mandatory)</u>		
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
<u>Section H: Graduation date (all fields mandatory) (only those exceeding Grace Period reported)</u>		
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
<u>Section I: Program of instruction (each program from which the student graduated during the term; all fields mandatory)</u>		
I.1 Approved program name (as in PARIS)	105	AESD file
I.2. Program duration HH (hours, as in PARIS) ²	4.2	nnnn.dd
I.3 Program duration WK (weeks, enter maximum program duration, as in PARIS) (3.2) (nnn.dd) ²	3.2	AESD file
I.4 Program format (FT, PT, FT/PT, as in PARIS)	5	FT, PT, FT/PT
I.6 Campus postal code (ananan)	6	A1B2C3

Graduate Data File Field	Number of characters	Checking
Mandatory sections: A-C, E-I, K and M Optional sections: D, J and L		
<u>Section K: E-mail addresses (external address is mandatory; internal address is optional)</u>		
K.1 External e-mail address ³ (mandatory, non-career college domain)	40	@ character
K.2 Internal e-mail address (optional)	40	-
<u>Section L: Employer (all fields optional)</u> ⁴		
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	-
<u>Section M: Additional program Info (mandatory)</u>		
M.1 Program ID (as in PARIS), numeric.	3...10	Max. 10 digits

¹ The student number is to match that from the enrolment data files.

² This field must include two decimal places after the dot.

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

⁴ This information is requested to shorten the survey length for graduates.

Appendix D. Auditor's Check List

To upload an audit report, career college auditors must:

- Provide the career college 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 career college (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 career college;
- Confirm that the career college has made the necessary corrections to the data and re-uploaded the amended files to the online portal;
- Assess that the career college 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 a 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.