

## Tips and traps - KPI Update (Career Colleges Ontario – KPI Workshop)

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### Tips and traps - overview

- Your KPI data files can help you internally track your students. It can be your main database
- Auditor responsibilities – understand our role better for efficiency
- PCC responsibilities – remaining 2015 data upload windows
- 2015 KPI collection cycle timelines – transitional provisions
- Benefits of completeness and accuracy
- Common audit problems – suggested tips
- Tips for success
- KPI submission walkthrough

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## Auditor responsibilities – understand our role

### Ongoing & First time KPI reporters (All PCCs in Ontario)

- Two separate statistical samples for enrolments and graduate
- Each attesting 95% certainty to the PCC's reporting of its enrolment and graduate activity
- Generally covers 50% of entire data file population (use of Raosoft sample size calculator)
- Additional students records will be sampled to test completeness

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## Auditor responsibilities – understand our role (Continued)

### Ongoing & First time KPI reporters (All PCC in Ontario)

- For 2015 collection cycle, PCCs participating in KPI reporting for the first time must report all entrants and graduates for all terms encompassing 200% duration of its longest vocational program as of January 1, 2015 in addition to terms required based on the its fiscal year end. (Trap: The 200% duration is based on your longest vocational program. Must upload data for shorter vocational programs based on the same time basis)
- Fields requiring assurance: student name, student ID, vocational program, enrolment date, graduation date, transfer within the PCC, terms in which there are no entrants or graduates reported. (Trap : there has been some confusion as to how to deal with transfers – students keep same ID # always)

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## Illustrative example on 200% requirement

- Scenario:
- Vocational programs offered:
  - 1) full time (40 weeks)
  - 2) part time (80 weeks)
- 200% reporting requirement calculation:
- The vocation program with longest duration as of January 1, 2015:
  - part time (80 weeks)
- 200% duration is 160 weeks or 1,120 days
- Historical data reporting period is December 8, 2011 to January 1, 2015

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## Illustrative example on 200% requirement (Continued)

- Historical data reporting period of December 8, 2011 to January 1, 2015 translates into the following enrolment and graduate terms:
  - 2011 Fall
  - 2012 Winter
  - 2012 Summer
  - 2012 Fall
  - 2013 Winter
  - 2013 Summer
  - 2013 Fall
- 2014 Winter
- 2014 Summer
- 2014 Fall

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## Remaining 2015 data upload windows

Data Upload Window	Data Uploaded	Student/Graduate Terms Represented by Data
<b>Summer:</b> October 1 – November 30, 2015	All Summer Term entrants and graduates	May 1 – August 31, 2015
<b>Fall:</b> February 1 – March 31, 2016	All Fall Term entrants and graduates	September 1 – December 31, 2015

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## 2015 KPI collection cycle timelines

### 1) PCCs that participated in previous KPI collection cycles (OSAP-approved PCCs)

- Fiscal year ending between January 31 – March 31, 2015
  - Will require to submit audit report covering all 2014 files (winter, summer, fall 2014) by its renewal of registration deadline in 2015 (6 months after year end)
- Fiscal year ending between April 30 – September 30, 2015
  - Will require to submit audit report covering any 2014 files that have not already been audited in the previous collection cycle by its next renewal of registration date (6 months after year end)
- Fiscal year ending between October 1 – December 31, 2015
  - Will require to submit audit report for (winter, summer and fall 2015) KPI files by September 1, 2016.

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**Requirements for Repeat Reporters (OSAP-approved PCCs)**

The following are deadlines for PCCs, by fiscal year end, that have participated in KPIs prior to the 2015 collection cycle:

Fiscal Year-End	2015 Renewal of Registration Deadline	2015 KPI Audit Requirements	
		Due by 2015 Renewal Deadline	Due by September 1, 2016
January 31	July 30, 2015	• All 2014 Winter, Summer, Fall Files	• All 2015 Winter, Summer, Fall Files
February 28	August 27, 2015	• All 2014 Winter, Summer, Fall Files	• All 2015 Winter, Summer, Fall Files
March 31	September 27, 2015	• All 2014 Winter, Summer, Fall Files	• All 2015 Winter, Summer, Fall Files
April 30	October 27, 2015	• 2014 Summer, Fall Files	• All 2015 Winter, Summer, Fall Files
May 31	November 27, 2015	• 2014 Summer, Fall Files	• All 2015 Winter, Summer, Fall Files
June 30	December 27, 2015	• 2014 Summer, Fall Files	• All 2015 Winter, Summer, Fall Files
July 31	January 27, 2016	• 2014 Fall Files	• All 2015 Winter, Summer Fall Files
August 31	February 27, 2016	• 2014 Fall Files	• All 2015 Winter, Summer, Fall Files
September 30	March 29, 2016	• 2014 Fall Files	• All 2015 Winter, Summer, Fall Files
October 31	April 29, 2016	• None – (2014 Files already audited)	• All 2015 Winter, Summer, Fall Files
November 30	May 29, 2016	• None – (2014 Files already audited)	• All 2015 Winter, Summer, Fall Files
December 31	June 29, 2016	• None – (2014 Files already audited)	• All 2015 Winter, Summer, Fall Files

**Note: Each PCC that has participated in previous years of reporting is responsible for ensuring that all of their 2014 enrolment and graduate data is audited by their next renewal of registration deadline.**

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## 2015 KPI collection cycle timelines (Continued)

### 2) PCCs participating in KPI collection for the first time (non OSAP designated PCC's)

- All 2015 enrolment and graduate data files and historical data files (as per 200% requirement) must be audited by September 1, 2016.

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## Benefits and tips for completeness and accuracy

- Reduce audit and internal administrative costs (i.e. reduced time spent on error report and review of error corrections)
- Better internal tracking of student enrolments, withdrawals, and graduates
- Fewer errors required to be reported to Forum Research/MTCU
  - Would a large number of errors which are tracked by Forum Research and as well reported in the auditors report be considered negatively towards the PCC's standard of administration? Could this trigger MTCU inspection?

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## Common Errors – Traps and Tips to avoid such errors

- PCC reporting graduates for those exceeded graduation allowed period (200% of program duration) and enrolments that withdrew within grace period (Lesser of 25% or 8 weeks of program duration) - Tip: Use excel formula (i.e. graduation date minus enrolment date (mm/dd/yyyy format)) to determine enrolment duration for determining exclusions under grace period and allowed graduation period requirements
- Purging of older student enrolment records which are needed for graduation allowed period testing. Tip: have KPI administrator approve any purging of student files as a control
- PCC lack documentation to provide audit trail for testing terms with no enrolment or graduates. Tip : review paper documents regularly to ensure completeness of the student files

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## Common Errors – Traps and Tips to avoid such errors(Continued)

- Enrolment contracts not completed fully. Leaving out blank fields that are of audit interest (i.e. Student ID) Tip: Use “=countblank” formula to detect mandatory fields that are blank
- Lack of proper or official withdraw documentation to support withdraw date for grace period testing. Tip: use standardized form for all withdrawals.
- Documentations of audit interest such as transcript, enrolment contract, and withdraw form are not filed together resulting in audit inefficiency. Tip: all key student documents should flow though one individual who would be responsible for completeness and safeguarding of such documents

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## High level tips

### 1) Eliminate Duplication of Effort:

- Align existing student data base information system to current KPI reporting requirements as per guidelines – may require IT specialist to program student management software to export onto excel KPI template.
- For smaller PCC without student management software, KPI student file templates could be used as a starting point to track students electronically
  - Templates can be downloaded at:  
<http://pckpi.ca/#importantdocuments-2015>

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# KPI Submission Walkthrough

1) Visit [www.pcckpi.ca](http://www.pcckpi.ca), click "PCC KPI Login"

To get started uploading your files, please follow the steps below:  
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[www.tarole.ca](http://www.tarole.ca) - [edmundl@tarole.ca](mailto:edmundl@tarole.ca)

# KPI Submission Walkthrough

2) You will arrive at Forum Research login, input username and password

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# KPI Submission Walkthrough

3) Once logged in, this page shows all the terms available for upload

Welcome to the PCC File Submission site. Please review the terms outlined below and submit your files. You must submit your *Enrolment data files* first so that the students in the Graduate file can be matched to their enrolment data. For more information on how this works, please review the documentation on PCCKPI.ca.

**Menu**

- File Submission
- Hard To Find Graduates
- Download Approved Program List
- Password Change

Year	Data File	Term Dates	Date Uploaded	Records	Auditor's Email	
2011	Enrolment Period 11f	Sep 01, 2011 - Dec 31, 2011				⚠ Not Submitted Upload
2011	Graduation Period 11f	Sep 01, 2011 - Dec 31, 2011				⚠ Not Submitted Upload
2012	Enrolment Period 12w	Jan 01, 2012 - Apr 30, 2012				⚠ Not Submitted Upload
2012	Graduation Period 12w	Jan 01, 2012 - Apr 30, 2012				⚠ Not Submitted Upload
2012	Enrolment Period 12s	May 01, 2012 - Aug 31, 2012				⚠ Not Submitted Upload
2012	Graduation Period 12s	May 01, 2012 - Aug 31, 2012				⚠ Not Submitted Upload

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# KPI Submission Walkthrough

4) This is the file upload page for the chosen enrolment or graduate term

**PCC: Enrolment File Upload**

Auditor's email address:  
Edmundl@tarole.ca

President/CEO/Owner/Director's email address:  
\_\_\_\_\_

2014 - Enrolment Period 14w file:  
 No file chosen  
 There are no records to submit for this period  
 (Max. Size: 4 MB)

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## Closing remarks

- Auditors over the last few years have taken on a much larger role in providing assurance on many aspects of PCC compliance which has become increasingly complex.
- Tip: Your professional should have proficient navigation and understanding MTCU compliance rules to provide guidance on efficiency which in turn ensure on time filings as well as internal and audit cost savings.

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## Disclaimer

- Not all the materials contained in these materials are authoritative. The materials presented are base on our interpretation of the Private Career College Key Performance Indicator Guidelines 2015 Collection Cycle dated August 14, 2015. They are intended to promote discussion and to provide insight to management with respect to management and administration of their PCC's.

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