Career College

Key Performance Indicator Operating Procedure

2024 Reporting Cycle

Ministry of Colleges and Universities

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1. Purpose

Career College Key Performance Indicator Operating Procedure for the 2024 Reporting Cycle ("Procedure") is designed to provide guidance to Ontario's career colleges ("CC") on the 2024 key performance indicators ("KPI") reporting cycle.

2. Legal authority

All CCs must comply with requirements set out in this Procedure pursuant to the following legal and policy frameworks:

- Under section (53) (1) (a) of the *Ontario Career Colleges Act, 2005* ("OCCA"), the Superintendent of Career Colleges ("Superintendent") has the authority to set KPIs for vocational programs and govern publication of information on these KPIs by the CCs;
- Sections 36.1 and 36.2 of Ontario Regulation 415/06 under the OCCA set out the information that CCs must provide to the Superintendent to enable the calculation and publishing of KPIs;

Policy Directive on Key Performance Indicators establishes KPIs and related accountability requirements for the CC sector<u>If a career college does not comply with the OCCA and directives set out, any of the following enforcement actions may be taken:</u>

- Issuance of a Notice of Program Revocation
- Issuance of a Compliance or Restraining Order
- Application to a court for a Judicial Restraining Order
- Proposal to Revoke or to Refuse to Renew Registration
- Prosecution for offences under the *Ontario Career Colleges Act, 2005*

3. Updated survey methodology

To further improve graduate and employer participation in the Graduate Outcomes and Employer Satisfaction surveys, a mixed-mode approach to surveying (see appendix A) has been used starting from the 2022 reporting cycle. This approach allows CC graduates and their employers to complete a survey either online or over the telephone.

Higher survey participation rates are expected to result in the KPIs that better reflect the actual performance of the CCs. To facilitate graduates' participation in the Graduate Outcomes survey, when completing KPI data file templates, CCs must provide up-to-update email addresses and telephone numbers for their graduates.

Taking into consideration that after graduation most graduates lose access to the CC email account and that most CC email accounts are designed to reject mass mailings, <u>it is essential that, when completing student data files, graduates' external (personal) email addresses are provided that are external to the CC (not CC domain-based)</u>.

4. KPI service provider to the Ministry

Following a competitive procurement process, the Ministry of Colleges and Universities ("Ministry") retained services of Forum Research Inc. ("Forum") to conduct the following 2024 KPI reporting cycle-related activities:

- Coordinate CC KPI reporting cycle;
- Develop and manage secure web based KPI data file upload mechanism;
- Collect KPI data files from CCs;
- Provide KPI help desk support to CCs;
- Conduct data quality assurance and control activities and work with CCs to resolve data quality issues;
- Develop CC graduate and employer surveys;
- Conduct CC graduate and employer surveys;
- Calculate CC KPIs; and
- Provide KPI calculation results to the Ministry and CCs.

5. Key CC information and contacts for the 2024 KPI reporting cycle

Information about the 2024 CC KPI reporting cycle, including guides, templates, frequently asked questions, KPI portal login and password reset can be found on the [CC KPI website](#).

CCs must direct all questions related to KPI data collection, upload, audit, and graduate and employer surveys to Forum Research helpdesk at 1-866-206-7660 or PCCkpi@forumresearch.com.

CCs must direct all KPI policy-related questions to PCCkpi-policy@ontario.ca.

6. CC KPIs

Policy Directive on Key Performance Indicators establishes the following KPIs for the CC sector:

KPI #	KPI	KPI Definition
1	Graduation Rate	The percentage of students who enrolled in a vocational program and who successfully graduated from that program within the allowed period.
2	Graduate Employment Rate	The percentage of graduates of a vocational program in the labour force who were employed during a defined period following graduation.
3	Graduate Employment Rate in the Field of Study	The percentage of graduates of a vocational program in the labour force who were employed in a field related to their training during a defined period following graduation.
4	Graduate Satisfaction Rate	The percentage of graduates of a vocational program who perceived that their CC experience was useful to them in achieving their goals after graduation during a defined period following graduation.
5	Employer Satisfaction Rate	The percentage of employers who indicate that they are satisfied with the graduate's overall CC preparation during a defined period following the graduate's graduation date.

KPI #1 is calculated based on the audited enrolment and graduate student data submitted by the CCs.

KPIs #2 - #5 are calculated based on results of the Graduate Outcomes and Employer Satisfaction surveys administered by Forum. These surveys use the submitted by CCs data about graduate students.

See appendix B for the KPI calculation methodology.

7. KPI process: parties' roles and responsibilities

The Ministry

- Oversee the KPI-related activities and provide policy support;

- Provide KPI results to the CCs;

- Publish KPI report on the Ministry's website;

- Revise the Procedure and Audit Guideline, as required; and

- Use KPI results for the sector coordination, planning, and policymaking.

KPI Vendor

- Develop and manage a web-based portal that would enable:
  - Secure portal access for the CCs and their auditors;
  - Secure upload and storage of the CC student data files;
  - Quality control of the uploaded data;
  - Timely notification of the CCs and their auditors on data quality and data file readiness for audit;
  - Secure upload and storage of the CC student data audit reports;
- Manage CC student data file upload process;
- Conduct the Graduate Outcomes and Employer Satisfaction surveys;
- Analyze enrolment and graduate data and calculate KPIs;
- Providing preliminary and final KPI reports to the ministry and CCs; and
- Estimate KPI costs.

CC

- Appoint a Key CC Contact and a Contact for Graduates and Employers;

- Prepare and upload enrolment and graduate CC student data files;

- Correct student data file errors, as identified by the automated portal checker and/or auditor and upload revised data file;

- Engage a licensed public accountant to conduct an audit of the data files;

- Inform the Ministry and Forum of any CC changes related to the KPI initiative;

- Inform CC staff, students, graduates, and employers about the KPI process;

- Publish final KPI results on the CC's public website.

8. KPI process: CC staffing requirements

CCs are required to designate members of their staff as 1) a Key CC KPI Contact and 2) a Contact for Graduates and Employers; both roles can be designated to one individual. CCs must also designate a member of their staff who would carry out the responsibilities of the Key CC Contact when they are unavailable.

The name, contact information and role of each staff member identified above must be provided to Forum.

Responsibilities of the Key CC KPI Contact

Key CC Contact should have an in-depth understanding of the KPI collecting and reporting process, and:

- Act as the Ministry's and Forum's point of contact for the KPI initiative
- Inform CC staff, students, graduates, and employers about the initiative.

Key CC Contact is responsible for:

- Preparing and submitting of the enrolment and graduate data files for each term;
- Revising the enrolment and graduate data files;
- Identifying alternative phone numbers for hard-to-find graduates;
- Distributing survey data reports within the CC;
- Updating the CC auditor's contact information in a timely manner;
- Ensuring the auditor's reports are submitted on time and in accordance with the prescribed requirements;
- Ensuring that all KPI invoices are paid within 30 days; and
- Advising the Ministry and Forum of any changes to the CC's KPI contact information.

9. CCs that must submit enrolment and graduate data files

All CCs must submit KPI data files for the 2024 reporting cycle.

CCs that were registered or opened a new campus after April 30, 2023, and have not submitted KPI data files for the 2023 reporting cycle must submit data files for the CC or the new campus for both the 2023 and 2024 reporting cycles.

10. Preparing student enrolment and graduate data files

To enable upload of CC student enrolment and graduate data files, administration of graduate and employer surveys and calculation of KPIs, CCs must prepare student and graduate data files in accordance with the rules outlined below.

For the purposes of student data reporting, each student is considered to have enrolled (started training) or graduated during a winter, summer or fall term as specified in the table below. Student enrolment and graduate data file must be prepared for each term.

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

Student enrolment data file

1. Student enrolment file template

Student enrolment data file must be prepared using the 2024 enrolment template that can be downloaded from the CC KPIs Website. When populating the template, CCs must ensure that all CC, campus and program information is identical to that in the Program Approval and Registration Information System ("PARIS"). See appendices F1 and F2 for instructions on completing the enrolment data file template.

2. Students whose information is to be included in the enrolment data file

The enrolment data file for a term must include information about each student who:

- Was enrolled into a CC's vocational program during that term; and
- Has not withdrawn from the vocational program within a period that is calculated as the lesser of 25% of the program duration and 8 weeks ("Grace Period").

Student graduate data file

1. Student graduate data file template

Student graduate data file must be prepared using the 2024 graduate file template that can be downloaded from the [CC KPIs Website](). When populating the template, CCs must ensure that all CC, campus and program information is identical to that in PARIS. See appendices G1 and G2 for instructions on completing the graduate data file template.

2. Students whose information is to be included in the graduate data file

The graduate data file for a term must include information about each student who completed all vocational program requirements and graduated from a CC's vocational program during that term.

Student transfer

To properly reflect enrolment and graduation history of a student who transferred between programs within the same CC (legal entity) in enrolment and graduate data files, CCs must:

- Following original enrolment: submit student's enrolment information for the corresponding term;
- Following student's transfer between programs: submit information about student's enrolment in the new program for the term in which the transfer took place (enter Y in the column M.1 and include the name of the program from which the student has transferred in the column M.2 of the enrolment template);
- Following graduation: submit student's graduation information for the corresponding term in a KPIs reporting period.

Change of CC ownership

1. Share purchase/sale

Following a share sale/purchase of a CC or a campus of a CC, KPI student data files for the CC are to be submitted following the same rules as those that were in place before the sale took place.

2. Asset purchase/sale

The rules below are applicable to the submission of the KPI student data files following an asset sale/purchase of a CC or a campus of a CC.

- Following sale of a CC or a campus, the seller organization is to:
  - Submit enrolment student data files for all academic terms for which they have not been submitted. The data files are to include enrolment student information for the period up to and including the date of sale;
  - Submit graduate student data files for all academic terms for which data files have not been submitted. The data files are to include graduate student information for the period up to and including the date of sale.
- Following purchase of a CC or a campus, the buyer organization is to:
  - Sign a contract with the students who decided to continue education in the new career college or campus;
  - Submit enrolment student data files for the academic term during which the sale took place, as well as subsequent academic terms. In the enrolment data files, the program start date is to be specified as the date on which a student commenced training in a vocational program of the new CC, as specified in the student's enrolment contract with the new CC. The program start date cannot precede the date of purchase;
  - Submit graduate student data files for the academic term during which the sale took place, as well as subsequent academic terms. The data files are to include information about students who signed a contract with the new career college and who graduated after the date of purchase.

Data quality

To enable successful upload of student enrolment and graduate data files, a CC must ensure that:

- All mandatory fields in student enrolment and graduate file templates are populated;
- If graduate and enrolment data files contain the same data fields, information in these fields is identical;
- Data field width, permitted values, range of values, number of characters and format match the requirements set in appendices F1, F2, G1 and G2.

Failure to adhere to the above requirements may result in:

- Rejection of a CC's student data files by the KPI Portal uploader interface; and/or
- Inaccurate calculation of KPI results for the CC.

11. Uploading student data files

To enable administration of graduate student and employer surveys, as well as calculation of sector KPIs, CCs must upload their enrolment and graduate data files on the secure web portal managed by Forum.

Upload timelines

CC must upload enrolment and graduate data files three times a year. The table below provides information on the timelines for each data upload, as well as the corresponding enrolment/graduation term for which the data is to be uploaded.

Upload #	CC's Enrolment/Graduation Term	Upload timeline
1	• All CCs - Winter (Students who enrolled or graduated between January 1 and April 30, 2024). • CCs 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 CC/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

See appendix C for detailed timelines of the 2024 CC KPI reporting cycle.

A CC that fails to upload student data files within specified above timelines may be found non-compliant with the regulatory requirements under OCCA and to be subject to progressive compliance measures. Such CC may also experience lower graduate survey completion rates, which will impact its KPIs.

KPI portal registration

To submit a CC's student KPI data files, this CC's KPIs contact must register on the CC KPI Portal by following steps outlined in the table below.

Step	Description
Login to the KPI portal with CC's Primary Login (Org. ID).	• Forum will create a new Primary Account User login for the CC using the information in PARIS. CC's username will be its six-digit PARIS Organization ID. • Forum will send the CC's primary login information – a link to the portal, username, and a temporary password – to the head office contact email address as recorded in PARIS. The CC should check whether the CC's head office contact information in PARIS is up to date, and, if it is not, update this information. • Once you log in with the temporary password, you will be asked to change it. Note: the password can be changed at any time. • If you no longer have access to the email with your login information, use the reset password link. • If you do not receive an email with your login information or require further assistance, contact Forum at PCCkpi@forumresearch.com.
Verify CC's Primary Account User	• After logging in to the KPI portal, you must verify the name and email of your CC's Primary Account User: the person who will oversee KPI reporting requirements at your CC. • Your Primary Account User does not have to be the person responsible for uploading files (see below).
Create Secondary Account Users to upload campus data (optional)	• Two options: (1) the Primary Account User can upload the enrolment/graduate files for all CC's campuses, or (2) assign Secondary Account Users: one person at each campus who is responsible for its enrolment/graduate file uploads. Secondary Account Users can be modified or deleted at any time.

Upload process

CCs must upload their enrolment and graduate student data files for a specific term by logging in the KPI portal on the [CC KPI Website](). CCs that were registered or opened a new campus after April 30, 2023, and have not submitted KPI files for 2023 must upload data files covering all terms going back to the date these CCs/campuses first started operating.

The data files must be uploaded in a chronological order, as the graduates will only be accepted into the system if they can be matched to the previously uploaded entrants. If no students enrolled in or graduated from a CC's vocational program during a term, the CC must upload a file that includes only the column headers.

During the upload to the KPI portal, the data files will be automatically checked for data quality and integrity. If no errors are found during the upload, the CC's auditor (see the next section) will be provided a file reference number and a web link from which the file can be securely downloaded for auditing. If errors are found during the upload, the CC must make necessary changes and upload the modified file.

Note that student data files for a specific term may be uploaded or re-uploaded only within the specified above upload timeline for that term.

12. Audit of student data files

Student data files submitted by the CCs must be audited in accordance with the requirements set in the CC KPI Audit Guideline for the 2024 KPI Reporting Cycle (to be issued in spring of 2025). To conduct an audit, CCs must engage a licensed public accountant in the province of Ontario, as defined in the *[Public Accounting Act, 2004]()*.

If the auditor finds errors in the student data files submitted by a CC, the CC must:

- Correct all student data file errors; and
- Upload the modified student data files on the secure KPI portal.

The auditor must then review the newly uploaded data files and, if no data files contain errors, submit the final audit report.

If a career college does not have its data files audited, the KPI results will be calculated but not approved or published by the ministry. These results will be excluded from the sector-wide calculation. These CCs must not post their KPIs, use them for the purposes of OSAP approval or renewal, or for the purpose of advertising, and may be subject to compliance and enforcement measures under the Ontario Career Colleges Act, 2005.

13. Graduate student and employer surveys

Purpose of the surveys

Four out of five KPIs established in [Policy Directive on Key Performance Indicators](#) (KPIs #2 – #5) are calculated based on the results of:

- The Graduate Outcomes survey (see appendix D); and
- The Employer Satisfaction survey (see appendix E).

The Graduate Outcomes survey will target all CC graduates reported in the graduate student data files during the 2024 KPI reporting cycle. The survey will aim to measure graduate outcomes approximately 6 months after graduation.

The Employer Satisfaction survey will target employers of those graduates who consented to having their employers contacted with the survey.

Survey timelines

During the 2024 KPI reporting cycle, CC graduates and their employers will be surveyed during the times outlined in the table below:

Survey Window #	Survey Population	Survey Timeline
1	- All CCs - Winter (students who graduated between January 1 and April 30, 2024) - Students of CCs that were registered or opened a new campus after April 30, 2023 - CC graduates' employers (subject to consent)	September 13, 2024 – January 31, 2025
2	- Summer (students who graduated between May 1 and August 31, 2024) - CC graduates' employers (subject to consent)	November 1, 2024 – March 31, 2025

Survey Window #	Survey Population	Survey Timeline
3	• Fall (students who graduated between September 1 and December 31, 2024) • CC graduates' employers (subject to consent)	February 1 – June 30, 2025

Communicating to students, graduates and employers about the surveys

Publicly available CC KPI reports may be used by:

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

Therefore, it is essential that CCs inform their students about the upcoming survey and encourage them to participate in the survey.

Informing students, graduates, and employers about the surveys must be done in an objective and impartial manner to avoid compromising the validity of the data.

Helping Forum locate hard-to-find graduates

When conducting the Graduate Outcomes survey, Forum may be unable to locate certain graduates. To help improve survey response rates, CCs are required to help Forum obtain alternative email addresses and telephone numbers for such graduates.

The up-to-date list of hard-to-find graduates can be found by login into the CC account on the CC KPIs Website. CCs should provide new graduate email addresses and telephone numbers as soon as they become available. The list of hard-to-find graduates is posted by date of initial listing, thus allowing CCs to see if any new listings have been added since the list was last checked.

14. CC billing

At the end of the 2024 KPI reporting cycle, each CC will be billed on the cost recovery basis. The invoiced amount will include the per-unit survey cost, as well as the cost associated with the CC's share of costs of calculating KPIs and producing reports.

15. KPI reports

Information protection and use of collected data

The collected survey data will be used only for the purpose of calculating and publishing CC sector KPIs.

CC KPI reports will contain only aggregate and anonymized data. Information for categories that include five or fewer individuals will not be published.

Final KPI reports and their publication

At the end of the 2024 KPI reporting cycle:

- The Ministry will publish final KPI reports at the time and in the manner prescribed by the Superintendent; and
- CCs will receive final KPI results and publish these results at the time and in the manner prescribed by the Superintendent.

Appendix A. Mixed-mode surveying

Forum will strive to collect the survey information with minimal inconvenience to both the graduates and the employers and in such a way that would leave a favourable impression of both the College and the surveying organization. To improve accessibility and increase response rates, graduates and their employers will be surveyed using a mixed-mode, online and over the telephone, approach to surveying.

Email invitations.

Initially, individuals in scope of either the Graduate Outcome survey or the Employer Satisfaction survey will receive an email inviting them to participate in a survey. The email will highlight the importance of participation in the survey and provide a personalized link that will allow the individual to complete the survey at their own pace. Reminders to complete the survey will be sent in regular intervals in line with Canadian anti-spam legislation. All email invitation recipients will be able to unsubscribe from the reminder emails.

Text message invitations

The individuals who do not complete a survey within a set period after an email invitation will be sent reminder text (SMS) messages. The text messages will highlight the importance of participation in the survey and provide a personalized link that will allow the individual to complete the survey at their own pace. The text message reminders to complete the survey will be sent in regular intervals in line with Canadian anti-spam legislation. All text message recipients will be able to unsubscribe from the reminder text messages.

Telephone Calls

The individuals who do not complete the survey online, will be called three-four times. All respondents have the option to request callback appointments on a specific date and times. In the event of a non-contact with the graduate where no one answers, the respondent is typically called back the next day. If an answering machine or voicemail is reached, the individual is called back after 24 hours. Interviewers will leave a message every seven days describing the purpose of the call and offering a callback number so

the individual can call if needed. Most respondents will only be called three or four times with usually only one actual contact being made. Hard to reach respondents may be called up to 25 times, but again only one or two actual contacts are usually made. At any given time, graduates may request a link to complete the survey online. Interviewers, upon request, will email a survey invitation to the email on file or email provided by the graduate at the time of the call.

Once a respondent completes the survey, all survey reminders will be automatically stopped.

Appendix B. KPI calculation methodology

Graduation Rate

The **Graduation Rate ("GR")** for a reporting cycle (year) is calculated based on the data from the enrolment and graduate KPI data files submitted by the CCs.

GR is calculated as the ratio between the number of **Eligible Graduated Students ("EGS")** and the number of **Eligible Enrolled Students ("EES")**.

$$GR = \frac{EGS}{EES}$$

Eligible Enrolled Students for a reporting cycle (year) are defined as the students:

- Who were enrolled into a CC's registered vocational program and have not withdrawn from the vocational program within a period that is calculated as the lesser of 25% of the program duration and 8 weeks ("Grace Period"); and,

- Whose **Graduation Cut-off Date**, calculated as (Date of Enrolment + 2 x Approved Program Duration), falls within this reporting cycle.

Note that students enrolled during a calendar year are often included into the **GR** calculation for a future year because their **Graduation Cut-off Date** is calculated to be in that year (see the example below).

Example. A student who, on January 1, 2022, enrolled into a vocational program with the approved duration of 48 weeks, will be included in the **GR** calculation for the 2023 KPI reporting cycle because this student's **Graduation Cut-off Date**, calculated as $January\ 1, 2022 + 2\ x\ 48\ weeks = November\ 4, 2023,$ falls in 2023.

Eligible Graduated Students for a reporting cycle are defined as those **Eligible Enrolled Students** for that reporting cycle who:

- Met all requirements of the program as approved by the Superintendent, including assignments, practicums, and examinations; and,

- Graduated on or before their **Graduation Cut-off Date**.

Note that for the purposes of the **Graduation Rate** calculation, students who graduated after their **Graduation Cut-off Date** or transferred between vocational programs in two different legal entities will be considered to have not graduated.

Graduate Employment Rate

The **Graduate Employment Rate ("GER")** for a reporting cycle is calculated based on the results of the Graduate Outcomes survey.

GER is calculated as the ratio between the **Number of Employed Graduates** and the **Number of Graduates in the Labour Force**.

$$GER = \frac{\text{Number of Employed Graduates}}{\text{Number of Graduates in the Labour Force}}$$

Graduate Employment Rate in The Field of Study

The **Graduate Employment Rate in the Field of Study ("GERFS")** for a reporting cycle is calculated based on the results of the Graduate Outcomes survey.

GERFS is calculated as the ratio between the **Number of Graduates Employed in the Field Related to Their Program** and the **Number of Graduates in the Labour Force**.

$$GERFS = \frac{\text{Number of Graduates Employed in the Field of Study}}{\text{Number of Graduates in the Labour Force}}$$

Graduate Satisfaction Rate

The **Graduate Satisfaction Rate ("GSR")** for a reporting cycle is calculated based on the results of the Graduate Outcomes survey.

GSR is calculated as the ratio between the **Number of Satisfied Graduates** and the **Number of Graduates**.

$$GSR = \frac{\text{Number of Satisfied Graduates}}{\text{Number of Graduates}}$$

For the purposes of the **GSR** calculation:

- The **Number of Satisfied Graduates** is the number of participants of the Graduate Outcomes survey who answered a question "How would you rate your satisfaction with the usefulness of your career college education in achieving your goals after graduation?" and indicated that they were either "satisfied" or "very satisfied".

- The **Number of Graduates** is the total number of participants of the Graduate Outcomes survey who answered the above question.

Employer Satisfaction Rate

The **Employer Satisfaction Rate ("ESR")** for a reporting cycle is calculated based on the results of the Employer Satisfaction survey.

ESR is calculated as the ratio between the **Number of Satisfied Employers** and the **Number of Employers**.

$$\textbf{GSR} = \frac{\textbf{Number of Satisfied Employers}}{\textbf{Number of Employers}}$$

For the purposes of the **ESR** calculation:

- The **Number of Satisfied Employers** is determined as the number of participants of the Employer Satisfaction survey who answered a question "In general, how would you rate your satisfaction with this employee's overall career college preparation for the type of work he/she was doing?" and indicated that they were either "satisfied" or "very satisfied".
- The **Number of Employers** is determined as the total number of participants of the Employer Satisfaction survey who answered the above question.

Appendix C. Timeline of the 2024 CC KPI reporting cycle

DATE	ACTIVITY	LEAD	DESCRIPTION
September 13 – October 31, 2024	1st Data Upload Window	CC	CCs submit Winter Term enrolment and graduate data files to Forum.
September 13, 2024 – January 31, 2025	1st Survey Window	Forum	Forum conducts the Graduate Outcomes survey with Winter Term graduates. The Employer Satisfaction survey is conducted in January – February 2025.
September 13, 2024 – January 31, 2025	Update Hard-to-find Graduate Lists	CC	CCs update their hard-to-find graduate lists.
November 1 – December 31, 2024	2nd Data Upload Window	CC	CCs submit Summer Term enrolment and graduate data files to Forum.
November 1, 2024 – March 31, 2025	2nd Survey Window	Forum	Forum conducts the Graduate Outcomes survey with Summer Term graduates. The Employer Satisfaction survey is conducted in March – April 2025.
November 1, 2024 – March 31, 2025	Update Hard-to-find Graduate Lists	CC	CCs update their hard-to-find graduate lists.
January 1 – February 28, 2025	3rd Data Upload Window	CC	CCs submit Fall Term enrolment and graduate data files to Forum.
February 1 – June 30, 2025	3rd Survey Window	Forum	Forum conducts the Graduate Outcomes survey with Fall Term graduates. The Employer Satisfaction survey is conducted in June - July 2025.
February 1 – June 30, 2025	Update Hard-to-find Graduate Lists	CC	CCs update their hard-to-find graduate lists.
April 1 – July 31, 2025 (to be confirmed)	Data File Audit Period	CC / Auditor	CC auditors to audit all Winter, Summer and Fall KPI data files and to submit KPI data file audit reports to the KPI Portal. For new CCs and campuses, all historical data files (starting from the term of registration) must also be audited.
Spring - Summer 2026 (to be confirmed)	KPI Publication	Forum / Ministry	KPIs are published.
Fall 2026 (to be confirmed)	KPI Billing	Ministry	CCs invoiced for the KPI surveys.

Appendix D. Graduate Outcomes survey

Question 1

Six months after graduation, during the first week of _____ (month starting six months after graduation) were you...

Response Option	Skip Logic
1. Employed or self-employed	Go to Q.4
2. Employed or self-employed, but looking for another job	Go to Q.4
3. Not employed	Go to Q.2

Question 2

Six months after graduation, during the first week of _____ (month starting six months after graduation) were you...

Response Option	Skip Logic
1. Attending school full-time	Go to Q.3
2. Have accepted a job to start shortly	Go to Q.3
3. Looking for a job	Go to Q.3
4. Not looking for a job	Go to Q.3

Question 3

After graduation from [CC Operating Name], have you been employed at any time?

Response Option	Skip Logic
1. Yes	Go to Q.4
2. No	Go to Q.14
3. Refused to answer	Go to Q.14

Question 4

Are you / were you / will you be...

Response Option	Skip Logic
1. A permanent employee	See Below
2. Self-employed or freelance	See Below
3. A contract employee	See Below
4. A temporary/occasional or on-call employee	See Below
5. A seasonal or summer employee	See Below
6. Refused to answer	See Below

Skip Logic Instruction: If "Yes" in Q. 3, Go to Q. 6; Else, Go to Q. 5.

Question 5

Is / was this job related to your [Program Name] program that you graduated from…

Response Option	Skip Logic
1. Yes	Go to Q.6
2. Yes, partially	Go to Q.6
3. No	Go to Q.6

Question 6

How helpful were the knowledge and skills you obtained at [CC Operating Name] in getting your job? Would you say the skills were…

Response Option	Skip Logic
1. Extremely helpful	Go to Q.7
2. Helpful	Go to Q.7
3. Neither helpful nor unhelpful	Go to Q.7
4. Not helpful	Go to Q.7
5. Not at all helpful	Go to Q.7
6. Not applicable, had job before college	Go to Q.7

Question 7

Thinking about the demands of this job, how satisfied are you with each of the following aspects of your program? Please tell me if you were very satisfied, satisfied, neither satisfied or dissatisfied, dissatisfied or very dissatisfied.

Item	Very Dis-satisfied	Dis-satisfied	Neither Satisfied nor Dissatisfied	Satisfied	Very Satisfied
1. Course content	1	2	3	4	5
2. Courses were up to date	1	2	3	4	5
3. Overall quality of instruction	1	2	3	4	5
4. Equipment was up to date	1	2	3	4	5
5. Preparation for the job market	1	2	3	4	5
6. Skills developed in co-op, clinical, field placement experience, and career placement services	1	2	3	4	5

Skip Logic Instruction: Go to Q. 8.

Question 8

What province was / is / will be your place of employment located in?

Response Option	Skip Logic
1. Ontario	See Below
2. Canadian province or territory other than Ontario	See Below
3. Outside of Canada	See Below
4. Refused to answer	See Below

Skip Logic Instruction: If "Not Employed" in Q.1 or "Self-employed or freelance" in Q4, Go to Q.14; Else, Go to Q. 9.

Question 9

To help [CC Operating Name] improve its performance, Forum would like to survey employers who have hired graduates of the college to ask their opinion of the relevance of the college's programs. Would you give the permission to contact your employer? Any information that is collected from the employer is collected under the same authority, subsection 53 (1) of the *Ontario Career Colleges Act, 2005*, and will be used for the same purposes as described at the beginning of the interview to help students and graduates make informed career decisions and to review programs. Only depersonalized information will be provided to the Ministry to publish aggregate data on the performance of colleges.

Response Option	Skip Logic
1. Yes, permission given	Go to Q.10
2. No, permission not given	Go to Q.14
3. No, permission not given, will talk to employer	Go to Q.14

Question 10

Could you please give me your immediate supervisor's name?

Response Option	Skip Logic
1. Provide supervisor's name	Go to Q.11
2. Refused to answer	Go to Q.11
3. Don't know	Go to Q.11

Question 11

What is your immediate supervisor's job title?

Response Option	Skip Logic
1. Provide supervisor's title	Go to Q.12
2. Refused to answer	Go to Q.12
3. Don't know	Go to Q.12

Question 12

And could I have your supervisor's phone number, starting with the area code and including extension?

Response Option	Skip Logic
1. Provide telephone number	Go to Q.13
2. Refused to answer	Go to Q.13
3. Don't know	Go to Q.13

Thank you for giving permission to contact your employer. To ensure that your employer knows that we have your permission, would you please let your supervisor know that they will be contacted by the Forum Research call centre in the next two months.

If your employer requires written permission, or would like more information about the study, please direct them to the KPI web site www.PCCkpi.ca, a copy of the consent form is available there.

Question 13

If you know supervisor's email address, can you provide it?

Response Option	Skip Logic
1. Provide email address	Go to Q.14
2. Refused to answer	Go to Q.14
3. Don't know	Go to Q.14

Question 14

How would you rate your satisfaction with the usefulness of your college education in achieving your employment goals after graduation? Please tell me if you were very satisfied, satisfied, neither satisfied nor dissatisfied, dissatisfied or very dissatisfied.

Response Option	Note
1. Very satisfied	Terminate Survey
2. Satisfied	Terminate Survey
3. Neither satisfied nor dissatisfied	Terminate Survey
4. Dissatisfied	Terminate Survey
5. Very dissatisfied	Terminate Survey
6. Refused to answer	Terminate Survey
7. Don't know	Terminate Survey

Appendix E. Employer Satisfaction survey[1]

Good day, my name is _____ and I'm calling from Forum on behalf of the Ontario Ministry of Colleges and Universities. Could I speak to _____ **(NAME FROM LIST)**? **IF NOT AVAILABLE, MAKE APPOINTMENT TO CALL BACK. WHEN YOU HAVE THE RIGHT PERSON, CONTINUE:** We are conducting a follow-up for the Ontario Ministry of Colleges and Universities with organizations that have hired graduates from _____ **(COLLEGE FROM LIST)** in the last year. The purpose of this follow-up is to find out how well you feel the career college has prepared its graduates to meet your needs as an employer. It is not an evaluation of the graduate. _____ **(GRADUATE'S FIRST AND FAMILY NAME)** indicated that he/she was hired by your organization and that you were the person most familiar with his/her work. _____ (**GRADUATE'S FIRST NAME)** has given us permission to contact you. The information obtained through this survey is being collected under the *Ontario Career Colleges Act, 2005* for the purposes of developing performance indicators for career colleges. These performance indicators will help students make more informed decisions concerning their postsecondary education.

Before we start, I would like to assure you that your responses will not be attributed to you or to your company. Forum will provide a depersonalized report of all of employer responses to both the Ministry and _____ **(COLLEGE FROM LIST)**. The ministry will use the depersonalized responses to develop performance indicators for all vocational programs in Ontario, which will be made public to allow current and prospective students to make more informed choices in their education. _____ **(COLLEGE FROM LIST)** will also be able to use the depersonalized responses to improve its programs and services.

If you want more information about this or to follow-up, it is available on the [CC KPIs Website](#) or I can give you the name of someone to call at the career college _____ , _____ (COLLEGE CONTACT, PHONE NUMBER AND ADDRESS NUMBER FROM LIST PROVIDED).

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[1] Survey questions were numbered to align with those in the public college Graduate Outcomes survey.

Section A – Employment Status

70. First of all, I'd like to confirm that (graduate's first and family name) has been employed by you during the reference week?

    ☐   Yes – continue

    ☐   No – thank and terminate

Section B – Program Evaluation

74. In general, how would you rate your satisfaction with this employee's overall career college preparation for the type of work he/she was doing? Please indicate if you were very satisfied, satisfied, neither satisfied nor dissatisfied, dissatisfied, or very dissatisfied.

Response Option	Note
1. Very satisfied	Terminate Survey
2. Satisfied	Terminate Survey
3. Neither satisfied nor dissatisfied	Terminate Survey
4. Dissatisfied	Terminate Survey
5. Very dissatisfied	Terminate Survey
6. Refused to answer	Terminate Survey
7. Don't know	Terminate Survey

Appendix F1. 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 CC abbreviation as defined in PARIS.

*A.2 CC ID: Enter the same six-character CC 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 CC. 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., 011XXXXXXXXXXX);
- Students' telephone numbers cannot coincide with the CC 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 respond/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 Second Career, **W** for Workplace Safety and Insurance Board, **N** for Aboriginal, **L** for Self-Funded, **O** for 100% OSAP Funded, **T** for Third-Party Funded, or **P** for Other. If the student receives funding from multiple sources referenced above, enter the primary non-OSAP funding source. Enter **L** for "Self-Funded" if the student does not receive funding from non-OSAP sources.

H.2 Enrolment term: Enter **W** for students who enrolled in the winter term (January 1 – April 30), **S** for students who enrolled in the summer term (May 1 – August 31), or **F** for students who enrolled in the fall term (September 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 CC domain, **mandatory**, e.g., boo12345@yahoo.ca); do not enter students' college email address in this field.
- Internal email (CC 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 F2. Formatting enrolment data files

Enrolment Data File Field Mandatory sections: A-C, E-I, K and N Optional sections: D, J Other sections: M (populate where applicable)	Number of characters	Checking
Section A: CC ID (all fields mandatory)		
A.1 Organization ID (as in PARIS)	6	AESD file
A.2 CC 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
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	Min. 1 char
B.3 Given Name (grad data file match)	40	Min. 1 char
Section C: Permanent address (all fields mandatory except apartment number)		
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
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
Section E: Telephone numbers (one number mandatory, 10 digits min)		

Enrolment Data File Field Mandatory sections: A-C, E-I, K and N Optional sections: D, J Other sections: M (populate where applicable)	Number of characters	Checking
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	-
Section F: Demographics (all fields mandatory)		
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 respond/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
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 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, as in PARIS)	5	FT, PT, FT/PT
I.5 Work integrated learning (as in PARIS – Practicum (PR), No Practicum (NO))	2	PR, NO

Enrolment Data File Field Mandatory sections: A-C, E-I, K and N Optional sections: D, J Other sections: M (populate where applicable)	Number of characters	Checking
I.6 Campus postal code (ananan)	6	A1B2C3
Section J: Program info (all fields optional) [4]		
J.1 Program name (as referred to by the CC)	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 mandatory, 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 PARIS, blk)	105	AESD file, blk
Section N: Additional program Info (mandatory)		
N.1 Program ID (as in PARIS), numeric.	3…10	Max. 10 digits

[1] A <u>unique</u> student number is required to match students in enrolment and graduate files. If a CC does not assign student numbers, a unique number is to be assigned to each student using any numbering system. CCs 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 CC.

[3] This field must include two decimals after the dot.

[4] This section is optional, but if provided, it will allow Forum to report back to each CC 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 G1. 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 CC ID: Enter the same six-character CC 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 CC. 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., 011XXXXXXXXXXX);
- Students' telephone numbers cannot coincide with the CC 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 respond/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 Second Career, **W** for Workplace Safety and Insurance Board, **N** for Aboriginal, **L** for Self-Funded, **O** for 100% OSAP Funded, **T** for Third-Party Funded, or **P** for Other. If the student receives funding from multiple sources referenced above, enter the primary non-OSAP funding source. Enter **L** for "Self-Funded" if the student does not receive funding from non-OSAP sources.

H.2 Graduation term: Enter **W** for students who graduated in the winter term (January 1 – April 30), **S** for students who graduated in the summer term (May 1 – August 31), or **F** for students who graduated in the fall term (September 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 CC domain, **mandatory**, e.g., boo12345@yahoo.ca); <u>do not enter students' college email address in this field</u>.
- Internal email (CC 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 G2. Formatting graduate data files

Graduate Data File Field Mandatory sections: A-C, E-I, K and M Optional sections: D, J and L	Number of characters	Checking
Section A: CC ID (all fields mandatory)		
A.1 Organization ID (as in PARIS)	6	AESD file
A.2 CC 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
Section B: Entrant/Graduate ID (all fields mandatory)		
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
Section C: Permanent address (all fields mandatory except apartment number)		
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
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
Section E: Telephone numbers (one number mandatory, 10 digits min)		
E.1 Permanent phone number	15	Min. 10 digits

Graduate Data File Field Mandatory sections: A-C, E-I, K and M Optional sections: D, J and L	Number of characters	Checking
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
F.2 Study Visa (Y/N)	1	Y, N
F.3 Gender (Male, Female, Prefer not to respond/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
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) ***(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 from which the student graduated during the term; all fields mandatory)		
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 Mandatory sections: A-C, E-I, K and M Optional sections: D, J and L	Number of characters	Checking
Section K: E-mail addresses (external address is mandatory; internal address is optional)		
K.1 External e-mail address[3] (mandatory, non-CC domain)	40	@ character
K.2 Internal e-mail address (optional)	40	-
Section L: Employer (all fields optional)[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	-
Section M: Additional program Info (mandatory)		
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 decimals 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.