

## SCHEDULE A

### EducationPlannerBC Accountability Plan For 2022/23

#### **Purpose:**

This Accountability Plan (the Plan) is provided to EducationPlannerBC (EPBC) by the Ministry of Advanced Education and Skills Training (the Ministry) to establish the mandate, strategic priorities, accountabilities, and reporting requirements for EPBC. The Plan will be reviewed annually, in the context of budget planning, to ensure it continues to reflect Government priorities and system needs.

EPBC will report to the Ministry and Steering Committee on all deliverables and in accordance with the reporting requirements set out in this Plan.

#### **Mandate:**

The mandate of EPBC is to:

- Connect students to post-secondary education opportunities and associated career paths by improving post-secondary planning and application services, and
- Establish and maintain a provincial data exchange hub to support the transition of BC students into post-secondary and between institutions within the BC post-secondary system.

Additionally, EPBC should ensure that all policies and programs are aligned with the provincial government's priorities and five foundational principles: Putting people first; Lasting and meaningful reconciliation; Equity and anti-racism; A better future through fighting climate change; and, A strong sustainable economy that works for everyone.

EPBC has the following core lines of business:

1. Providing a common application service for education programs in public post-secondary institutions;
2. Operating a provincial student data exchange hub;
3. Providing research and reports related to data exchange and application statistics;
4. Supporting access to post-secondary education and training by participating in in-person and online engagement, recruitment, and career fair events;
5. Supporting student planning for post-secondary education programs; and,
6. Providing a search tool to identify and compare post-secondary education programs.

#### **Strategic Priorities:**

Consistent with its mandate and in alignment with its core lines of business, EPBC is accountable for delivering on the following priorities in the 2022/23 fiscal year:

1. Collaborate with the Ministry and other post-secondary organizations on the implementation of the Ministry's post-secondary digital services strategy to improve how information and services are provided to students and institutions, for example by working with BCCAT to import its

transfer pathway agreement information into EPBC's program information and work toward transfer credit integration into the application process for post-secondary education.

2. Support the provincial government and BC's post-secondary system to access information regarding applications to post-secondary education, enabling better policy and program decisions.
3. Work toward the prioritization, renewal, and related implementation of EducationPlannerBC's policy framework.
4. Work with the Ministry and Indigenous People to determine how EPBC can best support meaningful reconciliation through its mandate and in alignment with its core business activities. Meaningful reconciliation requires recognition of the rights of Indigenous Peoples to participate in joint decision-making regarding post-secondary education and training policies, programs, and services.

### **Accountabilities**

EPBC will:

- Prepare fiscal reports and fiscal plans.
- Develop a multi-year strategic plan inclusive of the priorities outlined above and present it to EPBC's Steering Committee for approval annually.
- Maintain regular, ongoing communication with the Ministry regarding EPBC operations and strategic initiatives.
- Maintain a multi-year financial forecast for EPBC's operations for submission to the Ministry annually for review.
- Manage records in accordance with records management best practices.

Any strategic initiatives undertaken by EPBC that are in addition to the deliverables set out in this Plan must be:

- In alignment with EPBC's mandate and core lines of business; and
- Endorsed by the EPBC Steering Committee and/or the Ministry.

### **Reporting Requirements:**

The organization's reporting requirements include:

- Submission of multi-year financial forecast to the Ministry annually in January.
- Submission of multi-year Strategic Plan to the Ministry annually in March.
- Preparing quarterly financial budget reports to be reviewed by the Ministry.
- Submission of Annual Operating Budget to the Ministry in March.
- Maintaining a risk management and response plan to be reviewed annually.
- Preparing other reports as requested by the Steering Committee and the Ministry.
- Preparing updates for the Ministry regarding public outreach and communications.
- Informing the Ministry of key appointments/contracts.
- Reporting in a timely manner any issues that may significantly affect the operations, reputation, and/or budget of EPBC.