



Our Ref. 119307

December 15, 2020

Karen McCredie  
Interim Executive Director  
EducationPlannerBC  
1400 - 1166 Alberni Street  
Vancouver BC V6E 3Z3  
[karen.mccredie@educationplannerbc.ca](mailto:karen.mccredie@educationplannerbc.ca)

Dear Karen McCredie:

On behalf of the EducationPlannerBC Steering Committee (the Steering Committee) and Ministry of Advanced Education and Skills Training (the Ministry), thank you for your service to the people of British Columbia and for the efforts that EducationPlannerBC (EPBC) has made in the past.

The Ministry has entered into a Service Agreement (Agreement) with Simon Fraser University to carry out administrative services of EPBC. The purpose of this letter is to communicate EPBC's Accountability Plan for the year 2020/21 (the Plan), referenced in the Agreement and established through the joint consideration of Steering Committee and the Ministry in consultation with you as EPBC's interim Executive Director. The Plan will provide EPBC's mandate strategic priorities, accountabilities and reporting requirements. The Accountability Plan is included as schedule A.

The Province remains committed to making life more affordable for British Columbians, delivering the services people count on, contributing to a strong, sustainable, innovative economy that works for everyone, and fostering true, lasting reconciliation with Indigenous Peoples in British Columbia.

The post-secondary education sector constitutes a system with shared responsibility for ensuring that British Columbians have a clear pathway to high-quality education and training programs needed to fully participate in society. Within this system, EPBC is mandated to

- i. Connect students to post-secondary opportunities and career destinations by improving post-secondary planning and application services, and
- ii. Establish and maintain a provincial data exchange hub to support the transition of BC students to post-secondary and the BC post-secondary system.

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**Ministry of  
Advanced Education  
and Skills Training**

Post-Secondary Policy  
and Programs  
and Division Responsible for  
Learner Supports

Mailing Address:  
PO Box 9877 Stn Prov Govt  
Victoria BC V8W 9T6

Location Address:  
3<sup>rd</sup> Floor – 835 Humboldt  
Street  
Victoria BC V8V 4W8

Telephone: (250) 952-0697

The Minister of Advanced Education and Skills Training issues annual mandate letters to public post-secondary institutions outlining actions to support Government priorities. The letters can be found here:

<https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/mandate-letters>.

In fulfilling its mandate, EPBC is encouraged to consider, where appropriate to its planning and operations, government and Ministry-specific priorities articulated to the public post-secondary institutions mandate letters.

The Steering Committee and the Ministry remain committed to working with EPBC to ensure regular, ongoing communication regarding its operations and strategic initiatives in support of its mandate. As part of this communication, EPBC will provide the Steering Committee with information on its operations as established in the Accountability Plan. EPBC is required to submit quarterly financial budget reports to the Steering Committee, as detailed in the Plan. Reporting should include information that illustrates value to the province, as well as alignment with post-secondary sector and government priorities where appropriate.

If you have any questions regarding the reporting requirements, please contact Mr. Benjamin Ferrel, A/ Executive Director, Digital Service Innovation Branch, Ministry of Advanced Education and Skills Training by phone at 778-698-9760 or via email [Ben.Ferrel@gov.bc.ca](mailto:Ben.Ferrel@gov.bc.ca).

I would like to thank EPBC for its leadership – provincially, nationally, and internationally – in providing a unified application system for public post-secondary institutions in British Columbia and facilitating an efficient transcript exchange service to the learners.

Sincerely,



Nicola Lemmer  
Assistant Deputy Minister

Attachments:

Schedule A: EducationPlannerBC Accountability Plan: 2020/21

pc: Dr. Kathy Denton, President  
Douglas College

Dr. Kate Ross, Associate Vice-President, Enrolment Services and Registrar  
The University of British Columbia

Mr. Ben Ferrel, A/ Executive Director  
Digital Service Innovation Branch

## SCHEDULE A

### EducationPlannerBC Accountability Plan 2020/21

#### **Purpose:**

The Ministry of Advanced Education and Skills Training (the Ministry) has entered into a Service Agreement (the Agreement) with Simon Fraser University (SFU) to offer administrative services for EducationPlannerBC (EPBC). As referenced and required by the Agreement, an Accountability Letter encompassing an Accountability Plan (the Plan) for the period 2020/21 is provided to EPBC by the Ministry in consultation with the EPBC Steering Committee (the Steering Committee) to establish the strategic priorities, accountabilities and reporting requirements for EPBC.

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

#### **Mandate:**

The mandate of EPBC is to:

- Connect students to post-secondary opportunities and career destinations by improving post-secondary planning and application services; and
- Establish and maintain a provincial student data exchange hub to support the transition of BC students to post-secondary and the BC's post-secondary system.

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:**

In responding to its mandate and in alignment with its core lines of business, EPBC is accountable for delivering on the following priorities in the period 2020-21:

1. Work with the Ministry towards building a seamless service experience across EducationPlannerBC, StudentAid BC, and other services supporting learners in BC.
2. Support the provincial government and BC's post-secondary system to having access to information regarding applications to post-secondary education, enabling better policy and program decisions.

3. Continue to work towards the prioritization and implementation of EducationPlannerBC's policy framework.
4. Develop a multi-year strategic plan to be approved by the Steering Committee on an annual basis.
5. Continue to implement a stable and effective governance structure overseeing EducationPlannerBC with support from the Steering Committee and the Ministry.

### **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 the Steering Committee for approval annually.
- Develop a multi-year financial forecast for EPBC's operations for submission to the Ministry annually for approval.
- Manage records in accordance with records management best practices.

Any projects 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 EPBC Steering Committee.

### **Reporting Requirements:**

The organization's reporting requirements include:

- Submission of multi-year financial forecast to the Ministry annually in January.
- Preparing quarterly financial budget reports to be reviewed by Steering Committee and the Ministry.
- Organizing at least four meetings annually with the Steering Committee regarding its progress on strategic initiatives.
- Preparing progress reports on key initiatives.
- Preparing a risk management and response plan to be reviewed annually.
- Preparing other reports as requested by the Steering Committee and the Ministry.
- Informing the Steering Committee of key appointments/contracts.
- Reporting in a timely manner any issues that may significantly affect the operations, reputation, and/or budget of EPBC.