

## **OFF-CAMPUS EDUCATION**

### **Background**

The Division supports the provision of off-campus education opportunities through school/community partnerships to help students acquire knowledge, skills and attitudes and gain practical experience related to life skills and career opportunities.

### **Definitions**

Career Internship means off-campus experiential learning undertaken by a senior high school student fifteen (15) years of age or older. A Career Internship:

- Is an integral part of a planned school program;
- Is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative;
- Provides an opportunity for students to be involved in trade, technology or medical-related work activities;
- Provides activities that constitute a separate course based on twenty-five (25) hours per credit.

Employer means any employing entity, be it the Division or a school, a business, a government department, a not-for-profit agency, a community organization or a post-secondary institution, entrusted by the Division to provide off-campus learning opportunities for students.

Employer's representative means the contact person within the employing entity. This is usually the individual who gives or obtains approval for the employer's involvement in an off-campus education program.

Green Certificate Program means off-campus experiential learning undertaken by a senior high school student fifteen (15) years of age or older. A Green Certificate Program:

- Is an integral part of a planned school program;
- Is under the cooperative supervision of an off-campus coordinator, a representative of Alberta Agriculture and Rural Development and the employer's onsite representative;
- Provides an opportunity for students to be involved in agricultural-related work activities;
- Provides activities that constitute a series of separate courses based on twenty-five (25) hours per credit.

Local supervision means the Division has assigned a certificated teacher to provide face-to-face support and assistance for each student engaged in off-campus education, and to ensure all procedures and processes as defined and delineated in the Off-campus Education Guide are completed.

Off-campus coordinator means the certificated teacher who is assigned the responsibility of supervising, monitoring and assessing students in any off-campus education activity.

Off-Campus Education means Work Study, Workplace Readiness/Practicum, Work Experience Programs, the Registered Apprenticeship Program, the Green Certificate Programs and Career Internship courses.

Registered Apprenticeship Program (RAP) means experiential learning undertaken by a senior high school student fifteen (15) years of age or older. A RAP Program:

- Is an integral part of a planned school program;
- Involves the student actively working toward the completion of an Alberta High School Diploma or a Certificate of High School Achievement;
- Is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative;
- Provides an opportunity for the student to be a registered apprentice;
- Meets the statutes and regulations relating to apprenticeship training;
- Provides activities that constitute a series of separate courses based on twenty-five (25) hours per credit.

Successfully completed means the student has received all the required instruction and completed all the required practical activity and is able to pass such examinations and assessments as necessary to demonstrate proficiency at or above the specified standard.

Supervisor means the person who oversees the student while they are at the placement.

Work Experience means off-campus experiential learning undertaken by a senior high school student fifteen (15) years of age or older. Work Experience:

- Is an integral part of a planned school program;
- Is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative;
- Provides activities that constitute a separate course based on twenty-five (25) hours per credit.

Work Experience in the Canadian Forces (Reserve) means off-campus experiential learning undertaken by a senior high school student seventeen (17) years of age or older. Work Experience in the Canadian Forces (Reserve):

- Involves the student becoming a member of the Canadian Forces;
- Requires completion of a planned training program within a specified time frame;
- Constitutes a contract agreed to in advance by the school, the student, the parent/guardian and the Canadian Forces;
- Requires the student and the Division to meet all other requirements of the Off-campus Education Guide as well as those defined in the special contract with the Canadian Forces;

- Involves the school retaining responsibility for assessing the student and assigning a mark for the Work Experience course(s).

Work Experience with Cadets means experiential learning undertaken by a senior high school student fifteen (15) years of age or older. Work Experience with Cadets:

- Is an integral part of a planned school program;
- Requires the student to be employed as a Staff Cadet at a summer camp and to be involved in instructional and/or supervisory duties;
- Constitutes a contract agreed to in advance by the school, the student, the parent/guardian and the home Cadet Corps;
- Requires the student and the school authority to meet all other requirements of the Off-Campus Education Guide as well as those defined in the special contract with the Cadet Corps;
- Involves the school retaining responsibility for visiting the work site(s), assessing the student and assigning a mark for the Work Experience course.

Work Study means off-campus experiential learning integrated with courses undertaken by a junior or senior high school student. A Work Study:

- May include job shadowing, job investigation or research, workplace observation, work site investigation, or a mentorship arrangement or project;
- Is an integral part of the curriculum of a provincially approved school course or program (e.g., Science 9, Biology 30, Career and Technology Studies (CTS) courses), and therefore, no additional credit is given beyond that awarded for the course(s) of which the Work Study is an integral part;
- Is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative; and,
- Is to be a short-term and part-time experience.

Workplace Readiness/Practicum means off-campus experiential learning undertaken by a junior or senior high school student. A Workplace Readiness/Practicum:

- May include job shadowing, job investigation or research, workplace observation, work site investigation, or a mentorship arrangement or project;
- Is an integral part of the Knowledge and Employability curriculum;
- Is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative;
- Provides hands-on experience to help the student relate schooling to everyday life in the workplace and community;
- Allows students to earn credits toward the requirement for a Certificate of High School Achievement or an Alberta High School Diploma;
- Provides activities that constitute a series of separate courses based on twenty-five (25) hours per credit.

## Procedures

1. The course challenge provision does not apply to Career Internship, Workplace Readiness/Practicum, Work Experience, the Registered Apprenticeship Program or the Green Certificate Program.
2. The provision of credits for waived prerequisite courses, as outlined in the Guide to Education: ECS to Grade 12, does not apply to Work Experience 15–25–35, Career Internship, the Registered Apprenticeship Program or the Green Certificate Program.
3. Work study is non-credit with flexibility in the number of hours and in the number of times a student may register in the program. It provides junior and senior high school students an opportunity to apply the knowledge, skills and attitudes they have acquired in coursework to real-life situations through a school-community partnership arrangement.
4. Workplace Readiness/Practicum
  - 4.1 Knowledge and Employability junior high school occupational courses focus on the exploration stage of student understanding and progress. The junior high school occupational component consists of nine strands, each with specific units.
  - 4.2 Areas of study and related units may be combined to form a course or courses during each year of the students' involvement in the Knowledge and Employability junior high school occupational component.
  - 4.3 At the senior high school level, Workplace Readiness 10-4 is designed to support students and prepare them for the working world. Workplace Practicum 20-4 is designed to either accompany or follow the completion of a Knowledge and Employability 20-level occupational course and Workplace Practicum 30- 4 is designed to complement a Knowledge and Employability 30-level occupational course.
5. The work experience program consists of three (3) separate courses: Work Experience 15, 25 and 35.
  - 5.1 There are no prerequisites for these courses. Students may obtain from three to ten (3 to 10) high school credits in each of these three work experience courses providing they have successfully completed a minimum of twenty-five (25) hours for each credit. Work experience course credits cannot be earned retroactively.
  - 5.2 Students will be able to count a maximum of fifteen (15) credits obtained in Work Experience toward their diploma requirements.
  - 5.3 A student may enrol in Work Experience 35 without having completed Work Experience 15 and/or Work Experience 25.
  - 5.4 Students in Work Experience 25 or 35 would be expected to demonstrate skills at a higher level of proficiency, a more advanced skill set, or the ability to work effectively in a more complex or sophisticated environment than students in Work Experience 15.
6. Career Internship 10 may be offered for three, four or five (3, 4 or 5) credits.
  - 6.1 Credits earned may be counted toward the requirements for an Alberta High School Diploma or a Certificate of High School Achievement.

- 6.2 Successful completion requires that students spend a minimum of twenty-five (25) hours per credit in the workplace and meet the standards specified for the general and specific outcomes in the program of studies.
7. To receive credits under the Registered Apprenticeship Program, the student must be registered as an apprentice with the Apprenticeship and Industry Training Division of Alberta Advanced Education and Technology.
8. Green Certificate Program
  - 8.1 By completing a series of three (3) courses in an agricultural production specialization, a student can earn a Level I (Technician) Green Certificate, recognized by agribusiness in Alberta, and
  - 8.2 At the same time, the student can earn sixteen (16) credits toward the Alberta High School Diploma or the Certificate of High School Achievement.
9. Off-campus education courses approved by Division:
  - 9.1 Shall specify learner outcomes for each student;
  - 9.2 Shall ensure student eligibility to obtain credit if the off-campus component of the program is terminated by the employer;
  - 9.3 May be undertaken at one (1) or more work sites and/or work stations.
10. Off-campus education shall be supervised by a certificated teacher, who shall:
  - 10.1 Obtain the consent of a parent/guardian or, in the case of a student sixteen (16) years of age or older, the student;
  - 10.2 Ensure that learning expectations for each student are in place and that the specified curriculum and/or learning plan is followed;
  - 10.3 Ensure that student, teacher and program evaluation practices are in accordance with school authority guidelines;
  - 10.4 Ensure that safety provisions, as indicated in Section 8 of the Off-Campus Education Guide are met;
  - 10.5 Ensure that Division–owned equipment is properly accounted for and maintained;
  - 10.6 Monitor student progress and assess student performance;
  - 10.7 Monitor student attendance, in partnership with the employer;
  - 10.8 Monitor student–employer relations and student behaviour;
  - 10.9 Monitor work site–community student behaviour;
  - 10.10 Ensure a positive learning environment;
  - 10.11 Ensure that appropriate records are kept.
11. All work sites and work stations must be inspected and approved annually by the Division. In the case of the Registered Apprenticeship Program, all work sites and work stations must be approved by the local office of Apprenticeship and Industry Training, Advanced Education and Technology, before a new program commences.

12. Students and their parents/guardians are required to give consent to having the student covered by Workers' Compensation Board (WCB) insurance.
13. The off-campus coordinator shall ensure that parents/guardians are aware of the parameters and expectations of their child's off-campus program.
14. Students enrolled in off-campus education courses and programs must be provided with the necessary pre-employment orientation before being placed at any work site. It is the responsibility of the off-campus coordinator to ensure that all students successfully complete the required pre-requisites.
  - 14.1 HCS 3000: Workplace Safety Systems is a prerequisite course for the first off-campus education program taken by a student. Students enrolled in Knowledge and Employability courses may use Workplace Readiness 10-4 in lieu of HCS3000: Workplace Safety Systems as the prerequisite.
  - 14.2 CTR 1010: Job Preparation is a recommended pre-requisite course for the second off-campus education program taken by a student.
  - 14.3 CTR 3010: Preparing for Change is a recommended pre-requisite course for the third off-campus education program taken by a student.
  - 14.4 HCS 3010: Workplace Safety Practices is a recommended pre-requisite course for students enrolling in the Registered Apprenticeship Program (RAP).
  - 14.5 AGR3000: Agriculture Safety is a pre-requisite course for students enrolling in the Green Certificate Program.

Note: Off-campus education programs requiring HCS3000: Workplace Safety Systems include: Work Experience, Workplace Readiness/Practicum, Work Experience in the Canadian Forces (Reserve), Work Experience with Cadets, the Registered Apprenticeship Program (RAP) and Career Internship. Those students enrolled in Workplace Readiness/Practicum courses may use Workplace Readiness 10-4 as a pre-requisite.

15. It is the responsibility of the off-campus coordinator to practise "due diligence"; i.e., do everything reasonably possible to ensure the health and safety of students in off-campus programs. Ways to practise due diligence include:
  - 15.1 Providing appropriate safety courses for students prior to entering the work site;
  - 15.2 Inspecting work sites to identify potential hazards;
  - 15.3 Communicating with employers about procedures in case of a safety incident with a student.
16. The off-campus coordinator shall determine that a work site/station is acceptable. An approved work station or work site must meet the following criteria:
  - 16.1 A trade, occupation or profession will be represented;
  - 16.2 A supervising person who is qualified in the trade or occupation will give direction to and supervise the student;
  - 16.3 The supervising person will have time to supervise and give direction to the student;
  - 16.4 The work site/station will be acceptable in the terms of the Employment Standards

Code, the Labour Relations Code (Alberta), the Occupational Health and Safety (OHS) Act, Regulations and Code, Workplace Hazardous Materials Information System (WHMIS), local and provincial health, safety and building standards, as well as the applicable sections of the Young Offenders Act, the Freedom of Information and Protection of Privacy (FOIP) Act and the Student Record Regulation requirements;

- 16.5 The off-campus learning opportunity is acceptable to the Principal and to the parents of the student in terms of its education content.
17. For students registering in a program that includes off-campus education, the Principal shall have:
  - 17.1 The work sites/stations approved by the Superintendent or designate. Copies of the “Application for Approval of work Sites/Stations” are available on the Division website.
  - 17.2 The “Agreement for Off-campus Education Program” in place with signed approval of parent/guardian, employer and participating student. Copies of the “Agreement for Off-Campus Education Program” are available on the Division website.
18. The Off-Campus Education Administrative Procedure shall be made available to students, parents and other stakeholder groups.
19. The annual “Application for Approval of Work Sites/Stations” shall be completed by the Principal or designate. This form shall be approved and signed by the Superintendent or designate.
20. The “Work Agreement for Off-campus Education Program” shall be signed by the employer, the student worker, the parent/guardian and the off-campus coordinator.
21. The annual “Application for Approval of Work Sites/Stations” and the “Agreement for Off-campus Education Program” signed by all parties as named in clause 17.2 shall be on file at the school before students are placed in work sites/stations.
  - 21.1 A copy with the original signatures shall be kept at the school.
  - 21.2 Protection under the Workers’ Compensation Act and the Division’s liability is not in effect, nor are employers exempt from paying the minimum wage, until the “Application for Approval of Work Sites/Stations” is approved.
22. The Superintendent or designate shall receive the following information before the implementation of the school’s Off-Campus Education Program:
  - 22.1 A copy of the annual “Application for Approval of Work Sites/Stations”;
  - 22.2 A list of all students participating in the program and their program placements.
23. Off-campus education for senior high school students shall, with the approval of the Division, take place between 7:00 a.m. and 10:00 p.m., Monday through Sunday.
24. Off-campus education for junior high school students shall, with the approval of the Division, take place between 8:30 a.m. and 4:30 p.m., Monday through Friday.
25. Off-campus coordinators shall make careful, critical observations of the student’s activities at

the work station, in discussion with the student and the supervisor, and maintain a dated, anecdotal record of each visit.

26. It is recommended that off-campus coordinators attempt to establish a monitoring ratio of one (1) visit or contact with the student and the employer for every twenty-five (25) hours that a student is at an off-campus location. The off-campus coordinator's monitoring schedule of the work site/work station is to be as frequent as necessary to ensure and enhance the learning experience for the student.
27. An annual evaluation report shall be prepared by the Principal. This report shall be submitted to the Superintendent or designate by June 30 and shall include:
  - 27.1 Enrolment figures for off-campus education including Work Experience Programs, Work Study Programs, Registered Apprenticeship Program, Workplace Readiness/Practicum, Green Certificate Programs and Career Internship courses;
  - 27.2 Problems encountered and methods used to deal with them;
  - 27.3 Innovations to the program;
  - 27.4 Feedback received from business.
28. The Division shall conduct an annual review of all off-campus education courses.
  - 28.1 As part of the program evaluation, work sites used are to be evaluated annually.
  - 28.2 A report of the completed program evaluations shall be kept on file by the Division.
29. In the case of a Worker's Compensation Board (WCB) claim, the off-campus education coordinator shall immediately inform the Superintendent or designate. The off-campus coordinator will:
  - 29.1 Collect the student's "Worker's Report of Injury or Occupational Disease Form" and the employer's "Employer's Report of Injury or Occupational Disease Form",
  - 29.2 Check the accuracy of the reports,
  - 29.3 Insert the Alberta Education Account Code, 345912/6,
  - 29.4 Sign their name and write 'on behalf of Alberta Education' and fax both forms to WCB and the Curriculum Sector, Alberta Education, within seventy-two (72) hours of an injury incident.
  - 29.5 Maintain the original copies of the forms.

Adopted/Revised: JUN 2016/NOV 2019/OCT 2021

Reference: Section 18, 22, 33, 52, 53, 196, 197, 222 Education Act  
Apprenticeship and Industry Training Act  
Section 75 Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Act  
Occupational Health and Safety Act



Worker's Compensation Act  
Student Record Regulation 225/2006  
Guide to Education ECS to Grade 12  
Off-Campus Education Guide for Administrators, Counselors and Teachers