

OFF-CAMPUS EDUCATION

Background

The Division supports off-campus education programs which are delivered through school community partnerships and provide practical experiences related to life skills and career opportunities for students.

Procedures

1. Off-Campus Education includes work study, work experience programs, registered apprenticeship programs, co-operative education/Careers 2000/youth internship programs, and the Green Certificate program.
2. Work Study means off-campus experiential learning integrated with courses undertaken by a junior or senior high school student:
 - 2.1 As an integral part of the curriculum of a provincially approved school course or program;
 - 2.2 Which is under the cooperative supervision of a teacher-coordinator and the employer;
 - 2.3 Where no additional credit is given; and
 - 2.4 Where community partnerships (off-campus) activities are engaged in by students.
3. Work Experience means off-campus experiential learning undertaken by a senior high school student:
 - 3.1 As an integral part of a planned school program;
 - 3.2 Which is under the cooperative supervision of a teacher-coordinator and the employer; and
 - 3.3 Which constitutes a separate course based on 25 hours per credit.
4. Registered Apprenticeship Program means experiential learning undertaken by a senior high school student:
 - 4.1 As an integral part of a planned school program;
 - 4.2 Which is under the cooperative supervision of a teacher-coordinator and the employer;
 - 4.3 Where a student is a registered apprentice;
 - 4.4 Where the program meets the requirements of Alberta Education relating to apprenticeship training; and
 - 4.5 Which constitutes a separate course based on 25 hours per credit.
5. Cooperative Education/Careers 2000/Youth Internship means off-campus experiential learning undertaken by a senior high school student:
 - 5.1 As approved under policies established by the Federal Government and Alberta Education;
 - 5.2 As an integral part of a planned school program;
 - 5.3 Which integrates off-campus experience with in-school instruction;
 - 5.4 Which is under the cooperative supervision of a teacher-coordinator and the employer;
 - 5.5 Which could include monetary payment for hours worked; and
 - 5.6 Which constitutes a separate course based on 25 hour per credit.

6. Green Certificate Program means off-campus experiential learning undertaken by a junior or senior high school student:
 - 6.1 As approved under policies developed by Alberta Agriculture, Food and Rural Development and Alberta Education;
 - 6.2 Which consists of seven agriculture related specializations each of which consists of three non-sequential courses for a total of 16 credits; first course in each specialization is offered for 6 credits and the other two courses are offered for 5 credits each; and
 - 6.3 Which is under the cooperative supervision of a teacher-coordinator and the employer.

Procedures

1. Students shall comply with the age requirements under the Employment Standards Code in order to participate in work experience education.
2. Off-campus education shall be carried out under the supervision and guidance of a professional staff member.
3. Off-campus education shall be evaluated by the supervising teacher-coordinator. The means of evaluation shall be conveyed to the student and the employer as approved by the Principal.
 - 3.1 In the case of the Green Certificate, evaluation will be conducted through consultation amongst the supervising teacher-coordinator, workplace trainer and assessors designated by AAFRD.
4. The off-campus education teacher-coordinator together with the employer shall specify learner expectations, except for the Registered Apprenticeship Program and Green Certificate Program, for each student in consultation with the student and parent.
5. Off-campus education shall include an in-school job orientation and debriefing component to facilitate the development of knowledge, skills and attitudes that students must acquire in order to enter, adjust and advance in a career.
 - 1.1 Career Transitions modules from the Career and Technology Studies program are components of Work Experience 15, 25, 35 as follows:
 - 1.1.1 CTR1010: Job Preparation is a required component of the first work experience course taken by a student;
 - 1.1.2 CTR2010: Job Maintenance is a recommended component of the second work experience course taken by a student;
 - 1.1.3 CTR3010: Preparing for Change is a recommended component of the third work experience course taken by a student;
6. The off-campus education teacher-coordinator shall determine that a work site/station is acceptable. An approved work station or work site must meet the following criteria.
 - 6.1 A trade, occupation or profession will be represented.
 - 6.2 A supervising person who is qualified in the trade or occupation will give direction to and supervise the student.
 - 6.3 The supervising person will have time to supervise and give direction to the student.

- 6.4 The work site/station will be acceptable in the terms of Employment Standards Code, Canada Department of Labour Legislation, Occupational Health and Safety Act, Workplace Hazardous Materials Information System, local standards and other legislated requirements.
- 6.5 The off-campus learning opportunity is acceptable to the Principal and to the parents of the student in terms of its educational content.
7. Form 217-1 – Application for Approval of Work Sites/Stations shall be completed annually by the school, preferably in the spring for the following school year. This form shall be approved and signed by the Principal.
8. The Form 217-2 – Agreement for Off-Campus Education Program shall be signed by the employer, the student worker, the parent/guardian and the teacher-coordinator.
9. Form 217-1 – Application for Approval of Work Sites/Stations, and Form 217-2 – Agreement for Off-Campus Education Program signed by all parties as named in Procedures 7 and 8 shall be on file at the school before students are placed in work sites/stations. A copy with the original signatures shall be kept at the school. Protection under the *Workers' Compensation Act* and the Board's liability insurance are not in effect, nor are employers exempt from paying the minimum wage, until the Form 217-1 – Application for Approval of Work Sites/Stations is approved.
10. The Principal or designate shall receive the following information before the implementation of the school's Off-Campus Education Program:
 - 10.1 A copy of Form 217-1 – Application for Approval of Work Sites/Stations.
 - 10.2 A list of all students participating in the program and their program placements.
11. Where a school wishes to register students in a Registered Apprenticeship Program, then the supervising teacher will ensure that the appropriate RAP forms (i.e. "Student Placement Form" and "Program Registration Form") are completed and forwarded to the Curriculum Standards Branch of Alberta Education.
12. In the case of a student working after 6:00 p.m. and/or on weekends, the teacher-coordinator shall make available to students and employers a telephone number where someone responsible for the program can be reached.
13. The working hours for senior high school work experience students are restricted to 7:00 a.m. to 10:00 p.m. The exemption from the minimum wage by the Employment Standards Branch, Alberta Labour, and Workers' Compensation Board coverage by Alberta Education applies only during these hours.
14. The Principal and the supervising teacher-coordinator shall ensure that adequate supervision is provided for off-campus students.
15. An annual off-campus evaluation report shall be prepared by the school. This report shall be completed by June 30 and shall include:
 - 15.1 Enrollment figures for off-campus education including work experience courses, work study programs, Registered Apprenticeship Program.
 - 15.2 Problems encountered and methods used to deal with them.
 - 15.3 Innovations to the program.
 - 15.4 Feedback received from business.

16. In the case of a Workers' Compensation Board (WCB) claim, the off-campus education teacher-coordinator shall submit the necessary forms to the Superintendent or designate. The Superintendent will insert the Alberta Education Account Code, 345912/6, then submit the forms to WCB with the forms plus a copy of the approved form Approval of Work Sites/Stations to Policy Unit, Curriculum Standards Branch, Alberta Education for processing and filing with the Workers' Compensation Board.

Reference: Section 54, School Act
Off-Campus Policy 1.4.3
Guide to Education ECS to Grade 12
Off-Campus Education Guide for Administrators, Counsellors and Teachers, 2000
Registered Apprenticeship Program: Information Bulletin, February 2003
Section 75, Employment Standards Code
Workers Compensation Act
Occupational Health and Safety Act