

OFF-CAMPUS EDUCATION

Background

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

Definitions

Off-Campus Education: integrates academic study and related work experience with cooperating employers/supervisors enabling students to obtain high school credits. Off-campus programs are defined in the Alberta Education *Off-Campus Education Handbook* and include:

- Green Certificate
- Registered Apprenticeship (RAP)
- Workplace Readiness Practicum
- Work Experience
- Work Study (Job Shadow)

Roles and Responsibilities

1. **Off-Campus Coordinator:**
Abide by the responsibilities outlined in Section 4 of the Alberta Education *Off-Campus Education Handbook* (p.21).
2. **School Administrator(s):**
Abide by the responsibilities outlined in Section 3 of the Alberta Education *Off-Campus Education Handbook* (p.24).
3. **Safety Coordinator (Division Principal - Safety):**
Support Off-Campus Coordinator in safety related issues and student injuries involved in off-campus programming, perform high risk worksite inspections when requested and audit worksite approval inspections completed by Off-Campus Coordinator.

General Procedures

All divisional off-campus education programming is guided by the Alberta Education *Off-Campus Education Handbook* and the supplemental documents found in the division's *BRSD Off-Campus Coordinator Binder*.

1. Off-campus education shall be supervised by a certified teacher, who shall:
 - 1.1 Obtain the consent of a parent/guardian;
 - 1.2 Ensure that learning expectations for each student are in place and that the specified curriculum and/or learning plan is followed;
 - 1.3 Ensure that student, teacher and program evaluation practices are in accordance with school authority guidelines;
 - 1.4 Ensure that safety provisions outlined in Section 8 of the Alberta Education *Off-Campus Education Handbook* are met;

- 1.5 Ensure that Division-owned equipment is properly accounted for and maintained;
 - 1.6 Monitor student progress and assess student performance;
 - 1.7 Monitor student attendance, in partnership with the employer;
 - 1.8 Monitor student-employer relations and student behavior;
 - 1.9 Monitor student behavior in the work site community;
 - 1.10 Ensure a positive learning environment; and
 - 1.11 Ensure that appropriate records are kept.
2. All worksites and workstations must be inspected and approved annually by the Off-Campus Coordinator using the Division's *Off-Campus Worksite/Workstation Information and Inspection* form. The Off-Campus Coordinator will ensure that appropriate records regarding student medical conditions are maintained.
 3. Students and their parents/guardians are required to give consent to having the student covered by Workers' Compensation Board (WCB) insurance using the Division's *Off-Campus Parental Consent* form. Schools should establish procedures governing situations where a student and/or the student's parent/guardian decline WCB coverage.
 4. Work Hours
 - 4.1 Off-campus education for junior high school students shall take place between 8:30 a.m. and 4:30 p.m., Monday through Friday.
 - 4.2 Off-campus education for senior high school students shall, at minimum, align with the *Employment Standards Regulation (Part 5)* and the additional expectations outlined in the Alberta Education *Off-Campus Education Handbook (p.40)*.
 - 4.3 The Off-Campus Coordinator may limit the hours of off-campus education activity to less than the hours stated above due to religious or other reasons.
 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.
 - 5.1 Selected Career Transition courses from the Career and Technology Studies (CTS) program are components of Work Experience 15, 25 and 35 as follows:
 - 5.1.1 HCS3000 Workplace Safety Systems - prerequisite course for the first off-campus learning experience.
 - 5.1.2 HCS3010 Workplace Safety Practices - recommended prerequisite course for students enrolling in the Registered Apprenticeship Program (RAP).
 - 5.1.3 AGR3000 Agriculture Safety - prerequisite course for students enrolling in the Green Certificate Program.
 - 5.2 Schools should report the marks and credits for the above CTS courses separately from the work experience courses.
 6. It is recommended the Off-Campus Coordinator attempt to establish a monitoring ratio of one visit or contact with the student and the employer for every 25 hours that a student is at an off-campus location. This equates to one visit for every credit being earned. Based on student needs, all but one visit could be substituted with videoconferences, e-mails, telephone calls, faxes or school meetings. Placements can be supported by e-mail and phone contact with dated formative and summative assessment reports. The School Administrator(s) and the Off-Campus Coordinator shall ensure that adequate supervision is provided for students in work study sites/stations.

7. A list of active/proposed worksites shall be kept by the Off-Campus Coordinator.
8. The Division Principal - Safety will collaborate with the Off-Campus Coordinator in managing Workers' Compensation forms and claims.
 - 8.1 The Off-Campus Coordinator shall submit the necessary forms to the Division Principal - Safety.
 - 8.2 The Division Principal - Safety will insert the Alberta Education Account Code 345912/6, then submit the forms to WCB, along with a copy of the approved *Off-Campus Worksite Approval Tracking* form, to Alberta Education (Policy Unit, Curriculum Standards Branch) for processing and filing with WCB.

Reference: Section 22, Education Act
Off-Campus Education Handbook, 2019
Guide to Education: ECS to Grade 12
Alberta Employment Standards Code
Alberta Occupational Health and Safety Act, Regulation and Code 2023
Alberta Workers' Compensation Act

Forms: Microsite provides all applicable forms, information and help links.

Amended: June 2023