

## Administrative Procedure 216

---

### OFF-CAMPUS EDUCATION

#### Background

The Off-Campus Education program provides an opportunity for junior and senior high school students to enhance and apply, in real-life contexts, knowledge, skills and attitudes acquired through course work. This program is viewed as a partnership of student, school and community (i.e., business, industry, volunteer and other agencies). Partnerships provide opportunities for students to explore and expand their career interests and aptitudes in meaningful activities, situated in community-based workstations, work sites and volunteer agencies. There is a growing need for expanded off-campus programs to complement and enhance current programming in schools. These partnerships will ensure students have the knowledge and skills demanded by business, gain recognized work experience and are assisted in making the transition from school to work or from school to a post-secondary institution.

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

#### Definitions

Off Campus Education is experiential learning.

Career Internship is an off-campus education program, which constitutes a separate course based on 25 hours per credit:

- Undertaken by a senior high school student 15 years of age or older as an integral part of a planned school program;
- Under the co-operative supervision of an Off-Campus coordinator and an employer's on-site representative;

Registered Apprenticeship Program (RAP) is an Off-Campus Education program, which constitutes a separate course based on 25 hours per credit, where a student is a registered apprentice and the program meets the acts and regulations of Alberta Education relating to apprenticeship training.

Work-study is an off-campus education program where no additional credit is given, and which is part of community partnership activities engaged by the student.

Work experience is an off-campus education program, which constitutes a separate course based on 25 hours per credit.

Workplace Readiness/Practicum means off-campus experiential learning undertaken by a junior or senior high school student, that is an integral part of the Knowledge and



Employability curriculum.

“Green Certificate Program” means experiential earning undertaken by a senior high school student 15 years of age or older, where the student is involved in agricultural-related work activities.

Workstation is a specific off-campus location at which the student is involved in off-campus learning.

## Procedures

1. The school authority is responsible for Off-Campus Education programs offered in the school. This responsibility includes annually approving workstations and requesting approval of workstations for registered apprenticeship programs.
2. Off-campus Education shall be carried out under the supervision and guidance of a certificated teacher.
3. Students may be placed at a workstation only after the workstation has been approved and an Agreement for Off-Campus Education Program is in place. The employer, the student, the parent (if the student is under the age of 16 years), and the Off-Campus coordinator shall sign the Agreement for Off-Campus Education Program. The original is to be kept in the student's record.
4. 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.
  - 4.1 Selected Career Transitions modules from the Career and Technology Studies program are components of Work Experience 15, 25, 35 as follows:
    - 4.1.1 HCS 3000: Workplace Safety Systems is a required component of the first work experience course taken by a student;
    - 4.1.2 HCS 3010 Workplace Safety and Practices: is a suggested component of the second work experience course taken by a student;
    - 4.1.3 AGR 3000 Agriculture Safety: pre-requisite for the Green Certificate Program
5. The Off-Campus coordinator shall specify learner expectations for each student, except for those in the Registered Apprenticeship Program, in consultation with the student and the employer.
  - 5.1 The Off-Campus coordinator shall visit and inspect each workstation to determine it meets the following criteria:
    - 5.1.1 A trade, occupation or profession will be represented;
    - 5.1.2 A supervising person who is qualified in the trade or occupation will give direction to and supervise the student;
    - 5.1.3 The supervising person will have time to supervise and give direction to the student;



- 5.1.4 The workstation will be acceptable in terms of Employment Standards Code, Canada Department of Labour Legislation, Occupational Health and Safety Act, Workplace Hazardous Materials Information System (WHMIS), local standards and other legislated requirements; and
- 5.1.5 A variety of appropriate learning activities will be provided.
6. Off-Campus Education shall be evaluated by the Off-Campus -coordinator. The means of evaluation shall be conveyed to the student.
7. The working hours for senior high school work experiences are restricted to 7:00 a.m. to 10:00 p.m. Exceptions may include trades that demand outside of normal working hours i.e. bakers.
8. In the case of a student working after 6:00 p.m. and/or on weekends, the Off-Campus coordinator shall make available to students and employers a telephone number where someone responsible for the program can be contacted.
9. The Off-Campus coordinator shall contact the workstation approximately once a month over the period of the off-campus placement. The Off-Campus coordinator shall ensure that adequate supervision is provided for students in work-study site/stations.
10. In the case of an accident or injury the Off-Campus coordinator shall ensure the:
- 10.1 Workers' compensation forms Employer's Report of Accident or Industrial Disease, and the Employee's Report of Accident or Industrial Disease, together with a copy of the Agreement for Off-Campus Education Program are submitted within 72 hours to the Workers' Compensation Board. A copy of the completed forms is to be sent to Alberta Education.
- 10.2 Alberta Education Account **Code 345912/6** has been entered on the Employer's Report of Accident or Industrial Disease.
- 10.3 Student and parent have been advised that they are responsible for initiating claims under the Worker's Compensation Board.

Reference: Section 18, 20, 39, 54, 60, 61, 113, School Act  
 Student Record Regulation 71/99  
 Guide to Education ECS to Grade 12  
 Off Campus Education Handbook September 1, 2011  
 Freedom of Information and Protection of Privacy Act  
 Employment Standards Code Chapter E-9  
 Canada Labour Code  
 Occupational Health and Safety Act  
 Worker's Compensation Act Chapter W-15  
 Apprenticeship and Industry Training Act Chapter A-42

