

## 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.

Educational experiences are not limited to the confines of a school building. Off-campus education programs such as work-study, work experience and apprenticeship programs offer students unique opportunities to become familiar with the requirements of the work world. Alberta Education is expecting increased emphasis on these kinds of opportunities for students.

### Guidelines

1. In this administrative procedure, the following definitions shall apply:
  - 1.1 "Off-campus education" includes work-study, work experience programs, registered apprenticeship programs, green certificate programs and cooperative education programs.
  - 1.2 "Work-study" means off-campus experiential learning integrated with courses undertaken by a junior or senior high school student:
    - 1.1.1 As an integral part of the curriculum of a provincially approved school course or program (e.g. Word Processing 30, IOP, etc.)
    - 1.1.2 Which is under the cooperative supervision of a teacher- coordinator and the employer.
    - 1.1.3 Where no additional credit is given.
    - 1.1.4 Which is part of community partnership (off-campus, job-shadowing, apprenticeship) activities engaged in by students.
  - 1.3 "Work experience" means off-campus experiential learning undertaken by a senior high school student:
    - 1.3.1 As an integral part of a planned school program.
    - 1.3.2 Which is under the cooperative supervision of a teacher- coordinator and employer.
    - 1.3.3 Which constitutes a separate course based on twenty-five (25) hours per credit.
    - 1.3.4 Which, in the context of Work Experience in the Canadian Forces, constitutes a program plan and time-frame agreed to by the school, the student, the parent and the Canadian Forces.

- 1.4 "Registered apprenticeship program" means experiential learning undertaken by a senior high school student:
  - 1.4.1 As an integral part of a planned school program.
  - 1.4.2 Which is under the cooperative supervision of a teacher-coordinator and the employer.
  - 1.4.3 Where a student is a registered apprentice.
  - 1.4.4 Where the program meets the statutes and regulations relating to apprenticeship training.
2. The Superintendent, or designate, shall monitor off-campus programs and provide a written report to the Board. This report, is to be submitted to the Board by June 30, shall include:
  - 2.1 Enrollment figures for off-campus education including work experience courses, work study programs and registered apprenticeship programs.
  - 2.2 Problems encountered and methods used to deal with them. iii) Innovations to the program.
  - 2.3 Feedback received from business.
3. The off-campus education procedure shall be made available to students, parents and other stakeholder groups.
4. The Work Experience Program consists of three (3) courses: Work Experience 15, 25 and 35. There are no prerequisites for these courses. Students may obtain three (3) to ten (10) high school credits in each of these work experience courses provided they have successfully completed a minimum of twenty-five (25) hours for each credit to a maximum of fifteen (15) credits.
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 program are components of Work Experience 15, 25 and 35 as follows:
    - 5.1.1 CTR1010: Job Preparation is a required component of the first work experience course taken by a student.
    - 5.1.2 CTR2010: Job Maintenance is a suggested component of the second work experience course taken by a student.
    - 5.1.3 CTS3010: Preparing for Change is a suggested component of the third work experience course taken by a student.
  - 5.2 Schools should report the marks and credits for the above CTS courses separately from the work experience courses.
6. 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.

7. Students shall comply with the age requirements under the Employment Standards Code, R.S.A. 2000, Chapter E-9 in order to participate in work experience education.
8. Off-campus education shall be carried out under the supervision and guidance of a professional staff member or coordinator approved by the Superintendent.
9. 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.
10. The off-campus teacher-coordinator shall specify learner expectations for each student in consultation with the student and the employer.
11. 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.
12. The off-campus education teacher-coordinator shall determine that a work site/station is acceptable. An approved work station must meet the following criteria:
  - 12.1 A trade, occupation or profession will be represented.
  - 12.2 A supervising person who is qualified in the trade or occupation will give direction to and supervise the student.
  - 12.3 The work site/station will be acceptable in the terms of the employment standards code, WHMIS, local standards and other legislated requirements.

## **Procedures**

1. The annual "Application for Approval of Work Sites/Stations" and a list of work sites shall be completed by the school, preferably in the spring for the following school year. This form shall be approved and signed by the Superintendent of schools or designate. The Division designate is the school Principal. Protection under the Workers' Compensation Act and the Board'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.
2. The "Agreement for Off-Campus Education Program" shall be signed by the employer, the student worker (if under eighteen (18) years of age), the parent/guardian and the teacher-coordinator and kept on file at the school (see the Forms Manual - Sample Agreement).
3. A list of all students participating in the program and their program placements shall be on file at the school.
4. 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.

5. Students who are twelve (12) and thirteen (13) years of age may participate in an approved Work Study Program in the following general areas:
  - 5.1 Office and clerical work (delivery, filing, duplicating, telephone, receptionist, messenger)
  - 5.2 Cashiering and selling.
  - 5.3 Price marking, tagging, assembling orders, packing, shelving, rotating stock, receiving goods and arranging displays.
  - 5.4 Bagging and delivery of merchandise.
  - 5.5 Librarian's helper.
6. 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.
7. A supervising teacher shall contact the work site/station on a regular basis over the period of the off-campus placement. The Principal and the supervising teacher-coordinator shall ensure that adequate supervision is provided for students in work study sites/stations.
8. An annual report combining the information from each school's annual evaluation of the Off-Campus Education Program shall be prepared by the Superintendent, or designate, and provided to the Board on or before June 30.
9. The off-campus education administrative procedure shall be kept current and systematically reviewed under the direction of the Superintendent or designate based on consultation with any one or more of: the Board, high school Principals, the teacher/Board advisory committee, teachers, students, parents or other stakeholders.
  - 9.1 The Superintendent, or designate, shall initiate the review process.
  - 9.2 The review process shall be undertaken every three years, or sooner if the need arises.
  - 9.3 The Superintendent or designate shall establish a timeline for completion of the revisions
10. 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, or designate, will insert the Alberta Education Account Code, 345912/6, then submit the forms to WCB with the forms plus a copy of the approved "Approval of Work Sites/Stations" form to Policy Unit, Curriculum Standards Branch, Alberta Education for processing and filing with the Workers' Compensation Board.

Reference: Section 22, *Education Act*  
Employment Standards Code, RSA 2000 c. E-9  
Off-Campus Education 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 Manual, February 2003