

KNOWLEDGE AND EMPLOYABILITY

Background

The Division is committed to providing all students with opportunities to experience success in school. The Division recognizes that students have different needs and abilities and acknowledges that access to appropriate learning opportunities maximizes student success.

Knowledge and Employability (K&E) courses provide students opportunities to experience success and become well prepared for employment, further studies, citizenship and life-long learning. K&E courses are for students in Grades 8 to 12 who demonstrate reading, writing, mathematical and/or other levels of achievement two or three grade levels below their age-appropriate grade. The K&E courses are specifically designed to involve students with hands-on learning experiences and assist them in their successful transition to the workplace. These courses are particularly effective in connecting in-school learning with home, community, and workplace experiences. Students may combine K&E courses with other junior/senior high school courses and may also transition in or out of K&E courses throughout Grades 8 to 12. Taking K&E courses may result in a student receiving a Certificate of Achievement and not a High School Diploma.

Student Profile

1. Students must be motivated and engaged to succeed in school in order to be better prepared for the workplace and/or post-secondary education. K&E courses are designed for those who demonstrate academic skills of reading, writing, math and other levels of achievement two to three years below those of their same-age peers.
2. Determination of academic level is made by teachers through the ongoing process of collecting information formally and informally across a variety of domains. This triangulation of data includes standardized as well as classroom assessments, including a psychoeducational assessment, math assessments (MIPI and WIAT-III math subtests), reading assessments (TOSREC), and report cards. The students' assessments will indicate that their strengths and needs will be best addressed through one or more of the K&E courses.
3. If deemed appropriate, students with identified needs may be enrolled in one or more K&E courses. Eligibility for K&E courses is determined on an individual student basis.
4. K&E courses are intended for students who:
 - 4.1. Are 12 years 6 months or older on September 1;

- 4.2. Have learning styles, strengths and needs that are best met through an integrated, authentic approach to teaching and learning;
 - 4.3. Have been given written, parental consent for placement in the program (Appendix A: Knowledge and Employability Parent Information and Consent Form)
5. Eligibility for K&E courses is not based solely on:
- 5.1. having a diagnosis
 - 5.2. behavioral challenges
 - 5.3. attendance issues
 - 5.4. English language learning

Procedures

1. When it's determined that a student would benefit from K&E programming, the School Learning Team shall collaborate with the principal or designated certificated staff member and the Director of Learning Support Services to coordinate K&E programming.
2. Students who meet the profile may enroll in one or more courses at the usual registration time (September for grades 8-9 and September and January for grades 10-12, or when applicable based on school organization). Students may transition in and out of K&E courses throughout grades 8-12 at appropriate intervals.
3. This practice reflects the flexibility of the district in supporting students to achieve their highest level of success. Principals shall:
 - 3.1. make decisions in collaboration with students and parents/legal guardians related to course registration throughout the year.
 - 3.2. ensure that students are enrolled in courses appropriate to their highest level of achievement.
 - 3.3. ensure proper documentation must be maintained in accordance with Alberta Education requirements and is in line with APs 318 – Mandated Student Records, 319 – Secondary Student Records.
 - 3.4. ensure that students enrolled in K&E course(s) write the appropriate K&E Provincial Achievement Test(s) or K&E Diplomas.
 - 3.5. articulate clearly and document the implications of a student taking a K&E course since a K&E course does not meet the requirements of a High School Diploma.
4. Successful completion of 80 credits will result in the awarding of a provincial Certificate of High School Achievement. This certificate recognizes that the student has successfully completed high school in Alberta. ([Course Pathway](#))

5. Referrals and Parental/Legal Guardian Consent

- 5.1. Students referred to K&E courses shall meet the requirements outlined in the Student Profile section of this Administrative Procedure.
- 5.2. Parent(s)/Guardian(s) must sign the Knowledge & Employability Parent Information and Consent Form (Appendix A). Students 16 years of age or older may sign the form if they meet the criteria of an independent student according to the *Education Act*, Section 1 (1) (N). Referrals shall be directed to the Principal or designate who will ensure all requirements have been met. The referral will then be submitted to the Director of Learning Support Services for approval.

6. Consultation

- 6.1. Consultation to determine eligibility will include the student, parents/legal guardians, teachers, counselors and other staff. Information about the philosophy, goals and nature of the courses must be provided. The students and their parents/legal guardians must be informed about transitions from these courses to secondary, post-secondary and workplace opportunities.
- 6.2. A Knowledge and Employability Learning Plan focusing on K&E outcomes must be developed that clearly states the student's goals and the courses needed to achieve these goals. In some cases, a student may also have an Individualized Program Plan (IPP).

7. Appeals

- 7.1. If it is deemed advisable that a student be removed from the K&E courses, parents shall be given written notification of the decision, and the opportunity to appeal the decision with appropriate personnel, before it becomes final.
- 7.2. All appeals concerning placements, courses, and evaluations shall follow the appeal procedures outlined in Administrative Procedure 380 - Student Appeal Procedure.

8. Programs

- 8.1. The Program shall meet the standards and requirements of Alberta Education as outlined in the Guide to Education, Knowledge and Employability Courses Handbook and provincial policy.
- 8.2. The school shall be responsible for arranging the off-campus education sites, subject to the approval of the Superintendent's office or designate.
- 8.3. Each student in the program shall have a flexible timetable developed to meet the needs of the student. Inclusion of K&E students within the regular classroom is standard practice.
- 8.4. The school shall be responsible for monitoring student progress. Evaluation procedures shall be consistent with the Administrative Procedure 365 - Student Assessment, Evaluation, and Reporting.

Reference:

Education Act, SA 2012, c E-0.3, ss 18, 22, 52, 53, 54

Freedom of Information and Protection of Privacy Act
Guide to Education
Knowledge and Employability Handbook
Personal Information Protection Act
Canadian Charter of Rights and Freedoms
ATA Code of Professional Conduct
Administration Procedure 318 - Mandated Student Records
Administration Procedure 319 - Secondary Student Records
Administrative Procedure 365 - Student Assessment, Evaluation, and Reporting
Administrative Procedure 380 - Student Appeal Procedure
Appendix A – [Knowledge and Employability Parent Information and Consent Form](#)
Appendix B – [Knowledge and Employability Learning Plan](#)

Implemented: October 24, 2022