

ADMINISTRATIVE PROCEDURE

Instruction Programs and Material

Off-Campus Education

INS #04

Approved: November 2021

Background

Alberta Education's Off-Campus Education policy cites a growing need for expanded off-campus programs to complement and enhance current programming in schools. The provision of off-campus programs permits schools to expand learning opportunities for students by establishing partnerships with businesses, industries, volunteer, and other agencies in the community. 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.

Therefore, as referenced by the Board's [Off-Campus Education Policy](#), the Board directs the Superintendent to develop, implement, and monitor off-campus education programs in accordance with the Alberta Education Act, Alberta Education Policies, the Employment Standards Code, the Apprenticeship and Industry Training Act, the Workers' Compensation Act, and the Occupational Health and Safety Act.

Desired Outcome/s:

To implement a comprehensive off-campus education program through school/community partnerships to help students acquire knowledge, skills and attitudes and gain practical experience related to life skills and career opportunities.

Definitions:

In this administrative procedure,

1. "off-campus education" means work-study, work experience programs, registered apprenticeship programs, green certificate programs and cooperative education programs.
2. "work study" means off-campus experiential learning integrated with a course undertaken by a junior or senior high school student:
 - a. as an integral part of the curriculum of a provincially approved school course or program; e.g. English 30, Integrated Occupational Program, etc.;
 - b. which is under the cooperative supervision of a teacher-coordinator and the employer;
 - c. where no additional credit is given; and
 - d. which is part of community partnership (off-campus, job-shadowing, apprenticeship) activities engaged in by students.
3. "work experience" means off-campus experiential learning undertaken by a senior high school student:
 - a. as an integral part of a planned school program;
 - b. which is under the cooperative supervision of a teacher-coordinator and the employer;
 - c. which constitutes a separate course based on 25 hours per credit; and
 - d. which, in the context of Work Experience in the Canadian Forces, constitutes a program plan and timeframe agreed to by the school, the student, the parent and the Canadian Forces.

4. "registered apprenticeship program" means experiential learning undertaken by a senior high school student:
 - a. as an integral part of a planned school program;
 - b. which is under the cooperative supervision of a teacher-coordinator and the employer;
 - c. where a student is a registered apprentice;
 - d. where the program meets the statutes and regulations relating to apprenticeship training; and
 - e. which constitutes a separate course based on 25 hours per credit.
5. "local supervision" means that the responsible school authority has assigned a certificated teacher to provide face-to-face support and assistance, for each student engaged in off-campus education, and to ensure that each part of Procedure 5 in this policy is completed.

Procedures:

1. An off-campus education program coordinator shall be appointed at each school where the program is offered. The coordinator shall be a certificated teacher and shall have overall responsibility for the operation of the program and supervision of students enrolled in the program in their school.
2. Principals that are providing off-campus education opportunities for their students shall ensure that staff are familiar with Alberta Education Policy 1.4.3 and all regulations governing off-campus education.
3. Students participating in an off-campus education program shall be evaluated by a supervising teacher-coordinator using a means of evaluation approved by the principal and communicated to both the student and the employer.
4. Learner expectations shall be established for each student participating in the off-campus work experience education program in consultation with the student and the employer.
5. The off-campus education program coordinator shall arrange to hold an in-school job orientation at the beginning of each semester or school year.
6. The school off-campus education coordinator shall determine that a workstation is acceptable. An approved workstation must meet the following criteria:
 - a. A trade, occupation or profession will be represented.
 - b. A supervising person who is qualified in the trade or occupation will give direction to and supervise the student.
 - c. The supervising person will have time to supervise and give direction to the student.
 - d. The work site/station will be acceptable in 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.
 - e. The off campus learning opportunity is acceptable to the school principal and to the parents of the student in terms of its educational content.
7. For students registering in a program that includes off-campus education, the school shall have:
 - a. A current list of workstations approved by the school authority. Copies of the "Application for Approval of Work Sites/Stations" are available from the school office.
 - b. The "Agreement for Off-Campus Education Program" in place with signed approval of parent/guardian, employer, teacher coordinator and participating student.
8. The "Agreement of Off-Campus Education Program" shall be signed by the employer, the student, the parent/guardian, and the teacher-coordinator.
9. The annual "Application for Approval of Work Sites/Stations" and the "Agreement for Off-Campus Education Program" signed by all parties as named in procedure 8 shall be on file at the school before students are placed in work site/stations. A copy with the original signatures shall be kept at the school. 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.

10. The working hours for senior high school work experience students are restricted to 7:00 a.m. to 10:00 p.m., Sunday through Saturday, 365 days per year. The exemption from the minimum wage by the Employment Standards Branch, Alberta Labour, and Workers' Compensation Board coverage by Alberta Learning applies only during these hours.
11. In the case of a student working after 6pm and/or on weekends, the off-campus education coordinator shall make available to students and employers a telephone number where someone responsible for the program can be reached.
12. The principal and the supervising teacher-coordinator shall ensure that adequate supervision is provided for students in work sites/stations and that the work site/station is visited once for approximately every 25 hours of work by the student.
13. An annual evaluation report shall be prepared by each school offering an off-campus education program. It shall be submitted to the superintendent of schools or designee by June 30 and shall include:
 - a. Enrolment figures for off-campus education including work experience courses, work study programs, Registered Apprenticeship Program, and Green Certificate Program.
 - b. Additional Information as determined by the school.
14. In the case of a Workers' Compensation Board (WCB) claim, the off-campus education coordinator shall insert the Alberta Learning Account Code (345912/6) in the necessary forms and then submit the forms plus a copy of the approved "Approval of Work Sites/Stations" to Policy Unit, Curriculum Standards Branch, Alberta Learning for processing and filing with WCB.