



OFF-CAMPUS EDUCATION

Background

The Division recognizes the value of allowing students to participate in workplace experiences at various work sites in the community, with the belief that such practical off-campus experiences will support the development of appropriate student skills, knowledge, and attitudes.

The Division authorizes the offering of off-campus education programs by its schools with Grades 7 to 12 programming.

Definitions

Off-Campus Education: shall refer to work study, work experience programs, registered apprenticeship programs (RAP), green certificate, career internship, and workplace readiness/practicum.

Procedures

1. Off-campus Education Programs and work sites shall comply with any applicable government regulations.
2. The approval of the Principal is required for all Off-Campus Education Programs.
3. The assignment of professional staff to Off-campus Education Programs is required and shall consider the following:
 - 3.1 The Principal of each school operating Off-Campus Education Programs shall designate a certified teacher to act as the coordinator for such programs;
 - 3.2 The designated teacher shall provide support and assistance for students enrolled in off-campus education;
 - 3.3 Supervision is to be as frequent as necessary to ensure success and safety for students; and
 - 3.4 The Principal and designated teacher/off-campus coordinator shall adhere to their respective responsibilities as outlined in the Off-Campus Education Handbook.
4. Principals shall ensure:
 - 4.1 The provincial requirements for off-campus study are well understood by teachers whose role includes supervision of off-campus programming;



- 4.2 The teacher/off-campus coordinator is provided with adequate training, scheduled time and other resources to enable the teacher to perform the necessary inspections, orientations, monitoring, assessment, and evaluation for the effective delivery of the off-campus program;
 - 4.3 Students have successfully completed all prerequisite courses prior to being placed at any off-campus work site or workstation;
 - 4.4 Workplaces are inspected and approved annually by someone who has sufficient background and training to conduct an inspection that demonstrates due diligence in deciding whether or not the workplace is to be approved as an off-campus learning site; and
 - 4.5 Evaluations of off-campus education courses are completed as identified in the Off-Campus Education Handbook and those reports are maintained at the school level.
5. The consent of the parent or guardian is required for participation for all Off-campus Education Programs as outlined in the Off-Campus Education Handbook.
 6. Wages do not have to be paid to students on work experience. The employer contribution is the instruction and training provided.
 7. Transportation to and from a workstation is the responsibility of the student.
 8. To receive credits under the Registered Apprenticeship Program (RAP) the student enrolled in a RAP course must be a registered apprentice in one of Alberta's designated trades.

Reference: Education Act: 196, 197 Employment Standards Code (75)
Freedom of Information and Protection of Privacy Act
Labour Relations Code
Occupational Health and Safety Act
Workers' Compensation Act
Student Record Regulation (97/2019)
Guide to Education ECS to G. 12
Off-Campus Education Handbook