

## 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.

Cooperative education/youth internship is an off-campus education program, which constitutes a separate course based on 25 hours per credit, and is approved under policies established by the Federal Government and Alberta Education:

- Undertaken by a student as an integral part of a planned school program;
- Under the co-operative supervision of a teacher coordinator and an employer;
- Includes work study, work experience programs, registered apprenticeship programs and co-operative education programs

Green certificate program is an off-campus program that includes three programs where students can earn 16 credits. The courses are designed to meet the specified standards in an identified agricultural production specialization.

Registered apprenticeship program 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.

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

### Procedures

1. The principal 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. Prior to the commencement of the placement, the off-campus coordinator must ensure that:
  - 3.1 All off campus education work sites and work stations have been approved;
  - 3.2 The student has received an appropriate pre-placement orientation; and
  - 3.3 A formal work agreement outlining the dates, days, and times that a student is expected to participate in the off-campus learning experience has been signed by the student, the student's parent or guardian, the employer and the school authority designee
    - 3.3.1 Where a student is required to work outside of the recommended maximums, additional health and safety parameters must be outlined in the work agreement.
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 HCS3000: Workplace Safety Systems is the required prerequisite for the first work experience course taken by a student;
    - 4.1.2 HCS3010: Workplace Safety Systems is the required prerequisite for the student enrolling in the Registered Apprentice Program (RAP);
    - 4.1.3 AGR3000: Agricultural Safety is the required prerequisite for students enrolling in the Green Certificate Program;
    - 4.1.4 CTR1010: Job Preparation is the recommended prerequisite for the second work experience course taken by a student.
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 and the employer.
7. Hours for senior high school off-campus education shall, at a minimum , align-with the Employment Standards Regulation (Part 5) with the additional expectations that:
  - 7.1 The following work hour recommendations are considered in planning a student's work schedule:
    - 7.1.1 A standard work day of eight hours per day is recommended for a student not attending classes at the same time as participating in an off-campus learning experience;
    - 7.1.2 A maximum of 12 hours combined per day is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience;
    - 7.1.3 A maximum of 40 hours of work per week is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience; and
    - 7.1.4 A maximum of 60 hours combined per week is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience.
8. 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 contacted.
9. The off-campus coordinator shall attempt to contact/visit the workstation once for every 25 hours that a student is at an off-campus location or one visit/contact for every credit being earned. Based on student needs, visits could be substituted with videoconferences, e-mails, telephone calls, faxes or school meetings. 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 and the Office of the Superintendent;

- 10.2 Alberta Education Account Code 345912/6 has been entered on the Employer's Report of Accident or Industrial Disease; and
- 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  
Off Campus Education Policy 1.4.3  
Guide to Education ECS to Grade 12  
Off Campus Education Handbook, 2017  
Freedom of Information and Protection of Privacy Act  
Section 75, Employment Standards Code  
Labour Relations Code  
Occupational Health and Safety Act  
Worker's Compensation Act  
Youth Criminal Justice Act