

## KNOWLEDGE AND EMPLOYABILITY (K and E) COURSES

### Background

Knowledge and Employability courses (K&E) are designed for students who meet the criteria and learn best through experiences that integrate essential and employability skills in occupational contexts. The courses provide students opportunities to enter into employment or continue their education. Knowledge and Employability courses are for students in Grades 8 to 12 who demonstrate reading, writing, mathematical and/or other levels of achievement two to three grade levels below their age-appropriate grade. Students may combine K&E courses with other junior–senior high school courses or transition in and out of K&E courses throughout Grades 8 to 12. More information can be found by clicking on this link:

<https://education.alberta.ca/knowledge-and-employability/ke-courses/>

### Procedures

1. The Knowledge and Employability courses are NOT intended for students
  - 1.1 Who require special needs programs, including students with educable mental handicaps and students with trainable mental handicaps;
  - 1.2 Whose needs for remediation can be addressed through the elective components of regular courses or through remedial classes, programs or interventions;
  - 1.3 Whose sole criterion for entry is excessively disruptive behaviour and/or high absenteeism.
2. The program shall be flexible, permitting entry and exit (where practical) to or out of the program as the variety of student needs are identified. Program transfers will be handled in accordance with specifications outlined by Alberta Education and students may be enrolled in blended programs that include some if not all K and E courses.
3. Off-campus courses in partnership with the community shall be a component of the Knowledge and Employability courses, subject to
  - 3.1 Approval of the Superintendent;
  - 3.2 Meeting the conditions for Off-Campus Education as required by Alberta Education.
4. Referrals
  - 4.1 Before students can be enrolled in the Knowledge and Employability program or course, their parents must sign a consent form provided by the school. When the student is under 16 years of age, this form must be signed by parents on an annual basis. This form is kept on the student record file.

## 5. Programs

- 5.1 The Program shall meet the standards and requirements of Alberta Education as outlined in the Program Information Manual and provincial policy.
- 5.2 The school shall be responsible for arranging the off-campus education sites.
- 5.3 Each student in the program shall have an individual timetable developed to meet the needs of the student. Integration of Knowledge and Employability students into regular courses is encouraged wherever possible.
- 5.4 The school shall be responsible for monitoring student progress.
- 5.5 Evaluation procedures shall be consistent with Administrative Procedure 360.

## 6. Appeals

- 6.1 If it is deemed advisable that a student be removed from the Knowledge and Employability courses, parents shall be given written notification of the decision, and the opportunity to appeal the decision with appropriate personnel, before it becomes final.
- 6.2 All appeals concerning placements, courses, and evaluations shall follow the appeal procedures outlined in Administrative Procedure 390 and Board Policy 13.

Reference: Section 39, 54, 60, 61, School Act  
Integrated Occupational Program Policy 1.4.2  
Guide to Education ECS to Grade 12  
Off-Campus Education Guide for Administrators, Counsellors and Teachers