

## **217 KNOWLEDGE AND EMPLOYABILITY COURSES**

### **Background**

The Division believes that students should be enrolled in courses that enable them to experience success. Students experiencing difficulty in regular programs may be enrolled in Knowledge and Employability courses which provide remedial support. Students may achieve a Certificate of High School Achievement when they successfully complete eighty (80) credits in an appropriate combination of Knowledge and Employability and other courses.

### **Procedures**

1. Enrolment must be based on past performance in a variety of recorded and documented standardized and classroom assessments.
2. Consultation with the student, parents, teachers, counsellors and other staff is required in order to:
  - a. Inform the student and parents about the philosophy, goals and nature of the courses.
  - b. Inform the student and parents about attainable transitions to secondary, post-secondary and workplace opportunities.

Create a written plan that clearly states the student's goals, and maps and tracks courses needed to achieve those goals.

3. Registration for each specific Knowledge and Employability course cannot be finalized without annual written consent of the student and, if student is under the age of sixteen (16) years, parents.
4. Principals shall ensure that students are identified, assessed and enrolled in accordance with the following provincial criteria:
  - a. Students must be a minimum age of twelve (12) years six (6) months for grades 8 to 12.

- b. The student's goals are to ensure preparedness for the workplace and/or other secondary/post-secondary opportunities and parallel the philosophy, rationale, goals and outcomes of the courses.
- c. The student's assessments will indicate strengths, needs and abilities that will be appropriately addressed and enhanced through enrollment in one or more of the courses.
  - i. Success will be achieved through learning activities that focus on reading, writing and mathematical literacy in everyday living and occupational contexts.
  - ii. This will be enhanced through practical applications and connections to the home, community, and workplace.
  - iii. Students with some identified special education needs may be enrolled in one (1) or more of the courses if they are consistent with their individual goals, abilities and needs. Programming for these students must meet the requirements outlined in the Standards for Special Education, Amended June 2004;
  - iv. When students are involved in off-campus activities through occupational and other courses, the requirements included in the Guide to Education: ECS to Grade 12, the Off-Campus Education Policy and the Off-Campus Education Handbook are met.

## References

Section 11,18,22,31,32,33,52,53,196,197,222 Education Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Occupational Health and Safety Act  
Student Record Regulation 97/2019  
Guide to Education ECS to Grade 12  
Knowledge and Employability Courses Handbook  
Off-Campus Education Handbook  
Standards for Special Education

## History

Developed: January 2020