

218 OFF-CAMPUS EDUCATION

Background

The Canadian Rockies School Division supports the philosophy that students should be given the opportunity to participate in meaningful work, and to develop acceptable work habits in the work places of the community.

The Division supports the provision of off-campus education opportunities through school/ community partnerships to help students acquire knowledge, skills and attitudes, and gain practical experience related to life skills and career opportunities.

Procedures

1. Off-Campus education includes work-study, work experience, Registered Apprenticeship Programs, Green Certificate Program and co-operative education/youth internship programs.
2. Off-Campus education shall be carried out under the supervision and guidance of a teacher.
3. Students shall be evaluated by the supervising teacher. The means of evaluation, as approved by the Principal, shall be conveyed to the student and the employer.
4. Excluding the Registered Apprenticeship Program, the supervising teacher shall specify learner expectations for each student in consultation with the employer.
5. Off-Campus education shall include an “in-school” job orientation and debriefing component to facilitate the development of knowledge, skills and attitudes the student must acquire in order to enter, adjust and advance in a career.
6. Selected Career Transition courses from the Career and Technology Studies (CTS) program are components of Work Experience 15, 25 and 35 as follows:
 - a. HCS3000 Workplace Safety Systems – prerequisite course for the first off-campus learning experience.
 - b. HCS3010 Workplace Safety Practices – recommended prerequisite course for students enrolling in the Registered Apprenticeship Program (RAP).

- c. AGR3000 Agriculture Safety – prerequisite course for students enrolling in the Green Certificate Program.
7. The annual "[Off-Campus Worksite Inspection Checklist](#)" and the "[Off-Campus Education Workplace Program Agreement](#)" signed by all parties (employer, student, parent/guardian and the teacher-coordinator) shall be on file at the school before students begin a RAP/Work Experience/Work Study program in work sites/stations. Samples of these forms can be found in the Alberta Education [Off Campus Education Handbook](#).

(Note: Protection under the Worker's 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.)

8. Students shall comply with the age requirements under the Employment Standards Code, in order to participate in work experience education.
9. The working hours for work study, work experience, RAP and Green Certificate students are restricted those specified in the Alberta Education Off-Campus Education Handbook. 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 reached.
10. The supervising teacher shall monitor the program by contacting the work site/station in accordance with the Off-Campus Education Handbook. The Principal and the supervising teacher shall ensure that adequate supervision is provided for students in work-study sites/stations.
11. In the case of a Worker's Compensation Board (WCB) claim, the off-campus education teacher shall submit the necessary forms to the Superintendent. The Superintendent or designate shall insert the Alberta Education Account Code, then submit the forms to WCB plus a copy of the approved "Approval of Work Sites/Stations" to Policy Unit, Curriculum Standards Branch, Alberta Education, for processing and filing with the Worker's Compensation Board.
12. Junior or senior high school students may participate in a Work Study Programs such as:

Job shadow, job investigation or research, workplace observation, work site investigation or a mentorship arrangement or project that is an integral part of the curriculum of a provincially approved school course; e.g., Health, Science 9, Biology 30, Career and Technology Studies (CTS) courses.

- a. That is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative

- b. That is to be a short-term and part-time experience
- c. Where no additional credit is given beyond that awarded for the course(s) of which the work study is an integral part

References

Section 18,22,33,52,53,196,197,222 Education Act
Apprenticeship and Industry Training Act
Section 75 Employment Standards Code
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 Grade
Off Campus Education Handbook, Alberta

History

Developed: August 2003
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