

Administrative Procedure 216

OFF-CAMPUS EDUCATION

Background

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.

The Division is required to meet statutory requirements; to protect schools and off-campus employers under the Workers' Compensation Board (WCB) and in order to access funds available from Alberta Education for off-campus education.

Definitions

Off-campus Education includes Work Study, Green Certificate Program, Work Experience Program, Registered Apprenticeship Program and co-operative education programs as defined in the Alberta Education Guide to Education: ECS to Grade 12 and in the Alberta Education Off-campus Education Handbook.

Work Study means off-campus experiential learning integrated with courses undertaken by a junior or senior high school student:

- As an integral part of the curriculum of a provincially approved school course or program;
- Which is under the cooperative supervision of an Off-campus teacher/coordinator and the employer's onsite representative; and
- Where no additional credit is given.

Work Experience means off-campus experiential learning undertaken by a senior high school student 15 years of age, or older:

- As an integral part of a planned school program;
- Which is under the cooperative supervision of an Off-campus teacher/coordinator and the employer's onsite representative; and
- Which constitutes a separate course based on twenty-five (25) hours per credit.

Registered Apprenticeship Program (RAP) means experiential learning undertaken by a senior high school student 15 years of age or older:

- As an integral part of a planned school program;
- In which the student is actively working toward the completion of an Alberta High School Diploma or a Certificate of High School Achievement;

- Which is under the cooperative supervision of an Off-campus teacher/coordinator and the employer's onsite representative;
- Where a student is a registered apprentice;
- Where the program meets the statutes and regulations relating to apprenticeship training; and
- Where the activities constitute a series of separate courses based on twenty-five (25) hours per credit.

Local supervision means that the school has assigned a certificated teacher-coordinator to provide face-to-face support and assistance, for each student engaged in Off-campus Education, and to ensure that procedures are followed.

While engaged in an Off-campus Program, a student is considered to be in school.

Procedures

1. The Principal is responsible for the administration, implementation and evaluation of the Off-campus Programs offered in the school. The Principal is expected to maintain a working knowledge of the relevant legislation, regulation and policy of the Government of Alberta regarding these programs.
2. Work Experience Education will be carried out and evaluated by a certificated teacher/coordinator. The evaluation will be conducted in partnership with the employer. The means of evaluation will be conveyed to the student and the employer.
3. The teacher/coordinator will specify the learner expectations for the student in consultation with the employer and the student.
4. Work Experience will 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.
5. The Work Experience teacher/coordinator will determine that a work site meets the following criteria:
 - 5.1 A trade, occupation or profession is represented;
 - 5.2 A person who is qualified in the trade, occupation or profession will supervise and give direction to the student on the job;
 - 5.3 The work site meets the standards of legislation, policy, and regulation of the federal, provincial and municipal governments; and
 - 5.4 The work site is acceptable to the Associate Superintendent - Learning Services, the student's parents, if the student is under 18 years of age and the student in terms of its educational content.
 - 5.4.1 Prior to placing a student at a newly developed work site, the Off-campus Education teacher/coordinator will complete and submit the Approval of Work Sites/Work Stations form located in the Division Off-campus

Coordinator Manual to the Associate Superintendent - Learning Services
for approval.

6. The signed Approval of Work Sites/Work Stations will remain on file at the school.
7. Off-campus Education for senior high school students will, with the approval of the Associate Superintendent - Learning Services, take place between 7 a.m. and 10 p.m., Monday through Sunday.
8. The teacher/coordinator will establish a monitoring ratio of one visit or contact with the student and the employer for every twenty-five (25) hours (one (1) visit for every credit being earned) that a student is at an Off-campus location. More frequent visits/contacts may be necessary for those students needing additional support in order to succeed. The Off-campus teacher/coordinator must schedule a minimum of one face-to-face meeting with a student and employer every 50 hours or 2 credits earned.
9. The Off-campus teacher/coordinators will meet with the Associate Superintendent - Learning Services twice per school year to discuss issues, share information and make suggestions for revisions to procedures or to the Division Off-campus Coordinator Manual.
10. Summer Procedures:
 - 10.1 Students who are eligible to earn work experience credits over the summer months will be able to register with the Off-campus teacher/coordinator at their school beginning by a date determined at the spring Off-campus meeting.
 - 10.2 Supervision and procedures for approving work sites for summer students will be the same as for students during the school year.
 - 10.3 Supervising teacher/coordinators will:
 - 10.4 Make a maximum of eight (8) work sites visits per day
 - 10.5 Be paid at the rate of 1/200th of their salary for each day they work.
 - 10.6 Be permitted to work and be paid for a maximum of sixteen (16) supervision days per summer program period.
 - 10.7 Each school offering the summer Off-campus program will be allotted administrative time to complete the paperwork required for registering, marking and recording marks for summer Off-campus students depending upon the number of credits earned by students at the school site. Administrative days may be divided between the Off-campus coordinators of each school as they see fit. Schools are entitled to:
 - 10.7.1 3 administrative days if less than 200 credits are earned
 - 10.7.2 4 administrative days if 200 credits or more are earned
 - 10.7.3 5 administrative days if more than 300 credits are earned.
11. Dates for submission of student enrolment and marks submissions will be communicated to the school-based Off-campus teacher/coordinators each year.
12. Summer Off-campus work sheets must be completed, signed by the Principal of any school providing a summer Off-campus Education program, and submitted to the Associate Superintendent - Learning Services each spring by the date specified on the form.

- 12.1 The Summer Off-campus work sheets are located in the Division Off-campus Coordinator Manual and will be updated with applicable deadlines at the beginning of June each year.

13. Students and their parents are encouraged to purchase school insurance.

14. In the case of a Workers' Compensation Board claim, the teacher/coordinator will submit the necessary forms to the Curriculum Sector, Alberta Education, Workers' Compensation Board and to the Associate Superintendent - Learning Services. Forms are obtained from the Off-Campus Education teacher/coordinator and submitted within seventy-two (72) hours of the incident. Original copies of the forms are to be retained by the Off-campus Education teacher/coordinator.

Reference: Section 18, 20, 39, 54, 60, 61, 113 School Act
Section 75 Employment Standards Code
Freedom of Information and Protection of Privacy Act
Labor Relations Code
Occupational Health and Safety Act
Worker's Compensation Act
Student Record Regulation 225/2006
Guide to Education ECS to Grade 12
Off-Campus Education Handbook (Alberta Education)
Off-Campus Coordinator Manual (Division)

Forms: Off-Campus Coordinator Manual (located on Division website)