

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.

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

The Assistant Superintendent, Learning Services is responsible for the administration of this administrative procedure.

Definitions

In this administrative procedure:

Off-campus education includes Work Study, Green Certificate Program, Work Experience programs, and Registered Apprenticeship Programs as defined in Alberta Education Policy.

Work study means off-campus experiential learning integrated with courses undertaken by a junior or senior high school student and may include job shadowing, job investigation or research, workplace observation, work site investigation, a mentorship arrangement, or project:

- As an integral part of the curriculum of a provincially approved school course or program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer;
- Where no additional credit is given; and
- Community partnerships (off-campus) activities engaged in by students.

Work experience means off-campus experiential learning undertaken by a senior high school student:

- As an integral part of a planned school program;
- Where the student is 15 years of age or older;
- Which is under the cooperative supervision of a teacher-coordinator and the employer; and
- Which constitutes a separate course based on twenty-five (25) hours per credit.

Registered apprenticeship program means experiential learning undertaken by a senior high school student:

- As an integral part of a planned school program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer;
- Where a student is a registered apprentice;
- Where the program meets the acts and requisitions of Alberta Advanced Education and Technology relating to apprenticeship training; and
- Which constitutes a separate course 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 this administrative procedure is followed.

Procedures

1. Principals are responsible for ensuring that provincial requirements are met as defined in provincial legislation and the current provincial *Off-Campus Handbook*.

Reference: Relevant Legislation & Guidelines
Off Campus Handbook