



OFF-CAMPUS EDUCATION

Background

The Division supports off-campus education programs which are delivered through school community partnerships and provide practical experiences related to life skills and career opportunities for students.

Definitions

1. *Off-Campus Education* includes work study, work experience programs, Registered Apprenticeship Programs, Career Internships, Green Certificate program, K&E Workplace Readiness and Work Place Practicum.
2. *Work Study* means off-campus experiential learning integrated with courses undertaken by a junior or senior high school student:
 - 2.1 As an integral part of the curriculum of a provincially approved junior or senior high school program or course (e.g., Career and Technology Foundations (CTF), Science 9, Biology 30, Career and Technology Studies (CTS))
 - 2.2 May include job shadowing, job investigation or research, workplace observation, work site investigation, a mentorship arrangement, or a project;
 - 2.3 Is under the cooperative supervision of a certificated teacher and the employer's onsite representative (usually the onsite supervisor)
 - 2.4 Is a short-term and/or part-time experience; and
 - 2.5 Offers no additional marks and/or credits beyond those awarded for the course that the work study is an integral part of.
3. *Work Experience* means off-campus experiential learning undertaken by a senior high school student:
 - 3.1 As an integral part of a planned school program;
 - 3.2 That is under the cooperative supervision of a certificated teacher and the employer's onsite representative (usually the onsite supervisor);
 - 3.3 Where the activity constitutes separate work experience courses based on 25 hours per credit (minimum 3 credits); and
 - 3.4 That may involve volunteer activities, paid employment, or both.
4. *Registered Apprenticeship Program (RAP)* means experiential learning undertaken by a senior high school student:
 - 4.1 As an integral part of a planned school program;
 - 4.2 That is under the cooperative supervision of a certificated teacher and the employer's onsite representative (usually the onsite supervisor);
 - 4.3 Where the student is registered with Alberta Apprenticeship and Industry Training (AIT) as an apprentice;
 - 4.4 Where the program meets the statutes and regulations relating to apprenticeship training; and
 - 4.5 Where the activities constitute a series of separate courses based on 125 hours per 5-credit course.
5. *Career Internships* means off-campus experiential learning undertaken by a senior high school student:
 - 5.1 As an integral part of a planned school program;
 - 5.2 That is under the cooperative supervision of a certificated teacher and the onsite representative (usually the onsite supervisor); and

- 5.3 Where the learning activity constitutes a separate course based on 25 hours per credit (minimum 3 credits) and meets the standards specified for the general and specific outcomes in the program of studies
- 6. *Green Certificate Program* means off-campus experiential learning undertaken by a junior or senior high school student:
 - 6.1 As an integral part of a planned school program;
 - 6.2 That is under the cooperative supervision of a certificated teacher, a representative of Alberta Agriculture and Forestry, and the employer's onsite representative (usually the onsite supervisor);
 - 6.3 Where the student is involved in agriculture-related work activities; and
 - 6.4 Where the activities constitute a series of separate courses based on 25 hours per credit (minimum 3 credits).
- 7. *Knowledge and Employability Workplace Readiness Grades 8 and 9* means off-campus experiential learning undertaken by a junior high student:
 - 7.1 As an integral part of the Knowledge and Employability curriculum;
 - 7.2 May include job shadowing, job investigation or research, workplace observation, work site investigation, or a mentorship arrangement or project;
 - 7.3 Is under the cooperative supervision of a certificated teacher and the employer's onsite representative
 - 7.4 (usually the onsite supervisor);
 - 7.5 Provides hands-on experience to help students relate their learning to everyday life in the workplace and community; and
 - 7.6 Is a short-term and/or part-time experience.
- 8. *Knowledge and Employability Workplace Readiness 10-4, Workplace Practicum 20-4 and Workplace Practicum 30-4* means off-campus experiential learning undertaken by a senior high student:
 - 8.1 As an integral part of the Knowledge and Employability curriculum;
 - 8.2 May include job shadowing, job investigation or research, workplace observation, work site investigation, or a mentorship arrangement or project;
 - 8.3 Is under the cooperative supervision of a certificated teacher and the employer's onsite representative (usually the onsite supervisor);
 - 8.4 Provides hands-on experience to help students relate their learning to everyday life in the workplace and community; and
 - 8.5 Is part of a 5-credit (125 hour) course.

Procedures

- 1. Students shall comply with the age requirements under the *Employment Standards Code* in order to participate in work experience education.
- 2. Off-campus education shall be carried out under the supervision and guidance of a certificated teacher.
- 3. Off-campus education shall be evaluated by the supervising teacher-coordinator. The means of evaluation shall be conveyed to the student and the employer as approved by the Principal.
 - 3.1 In the case of the Green Certificate, evaluation will be conducted through consultation amongst the supervising teacher-coordinator, workplace trainer and assessors designated by Alberta Agriculture and Forestry (AAF).
- 4. The off-campus education teacher-coordinator, together with the employer, shall specify learner expectations, except for the Registered Apprenticeship Program and Green Certificate Program, for each student in consultation with the student and parent.

5. Off-campus education shall 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.
 - 5.1 The prerequisite and recommended health and safety courses for Health and Safety Courses and Training outlined below provide the appropriate knowledge, skills and attitudes in workplace health and safety and workplace orientation to prepare students for off-campus education experiences, to support career planning, and to support transitions to the world of work.
 - 5.1.1 [HCS3000: Workplace Safety Systems](#) is the **prerequisite** for students enrolling in Workplace Practicum, Work Experience, and Career Internship.
 - 5.1.2 **Note:** Students in Knowledge and Employability programming may take [Workplace Readiness 10-4](#) rather than HCS3000. [HCS3000: Workplace Safety Systems](#) is the **prerequisite** for students enrolling in the Registered Apprenticeship Program (RAP).
 - 5.1.3 [HCS3010: Workplace Safety Practices](#) is a recommended additional course for students in RAP.
 - 5.1.4 [AGR3000: Agriculture Safety](#) is the **prerequisite** for students enrolling in the Green Certificate Program.
 - 5.1.5 [CTR1010: Job Preparation](#) is a recommended additional course for students to develop successful employment search skills and a personal employment search portfolio.
 - 5.1.6 [CTR3010: Preparing for Change](#) is recommended for students to develop the knowledge and skills relating to the changing labour market and analyzing and refining personal career plans.
6. The off-campus education teacher-coordinator shall determine that a work site/station is acceptable. An approved work station or work site must meet the following criteria:
 - 6.1 A trade, occupation or profession will be represented.
 - 6.2 A supervising person who is qualified in the trade or occupation will give direction to and supervise the student.
 - 6.3 The supervising person will have time to supervise and give direction to the student.
 - 6.4 The work site/station will be acceptable in the terms of *Employment Standards Code, the Labour Relations Code (Alberta), Occupational Health and Safety (OHS) Act, Regulations and Code* and related regulations including *Workplace Hazardous Materials Information System (WHMIS)*, local and provincial health, safety and building standards and other legislated requirements.
 - 6.5 The off-campus learning opportunity is acceptable to the Principal and to the parents of the student in terms of its educational content.
7. **Form 217-1: Work Site Inspection Form** shall be completed annually by the school, preferably in the spring for the following school year. This form shall be approved and signed by the Superintendent or designate. The Division designate is the school Principal.
8. The **Form 217-2: Off-Campus Work Agreement** shall be signed by the employer, the student worker, the parent/guardian and the teacher-coordinator.
9. **Form 217-1: Work Site Inspection Form**, and **Form 217-2: Off-Campus Work Agreement** signed by all parties as named in Procedures 7 and 8 shall be on file at the school before students are placed in work sites/stations. A copy with the original signatures shall be kept at the school. Protection under the *Workers' Compensation Act* and the Board's liability insurance are not in effect, nor are employers exempt from paying the minimum wage, until the **Form 217-1: Work Site Inspection Form** is approved.
10. The Principal or designate shall receive the following information before the implementation of the school's Off-Campus Education Program:
 - 10.1 A copy of **Form 217-1: Application for Approval of Work Sites/Stations**.

- 10.2 A list of all students participating in the program and their program placements.
11. Where a school wishes to register students in a Registered Apprenticeship Program, then the supervising teacher will ensure that the appropriate RAP forms (on the Registered Apprenticeship Program website) are completed and submitted to Alberta Apprenticeship and Industry Training.
12. The working hours for junior high students are restricted to 8:30 a.m. to 4:30 p.m. Monday to Friday.
13. The working hours for senior high school work experience students must align with the *Employment Standards (Part 5)*. The exemption from the minimum wage by the Employment Standards Branch, Alberta Labour, and Workers' Compensation Board coverage by Alberta Education applies only during these hours. Parameters regarding work schedules must be detailed in the student's work agreement and should follow the work hour recommendations below:
- 13.1 A standard work day of eight hours per day is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience (i.e. one full semester is spent in off-campus work).
- 13.2 A maximum of 12 hours combined per day is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience.
- 13.3 A maximum of 40 hours of work per week is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience.
- 13.4 A maximum of 60 hours combined per week is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience.
14. The Principal and the supervising teacher-coordinator shall ensure that adequate supervision is provided for off-campus students.
15. In the case of a Workers' Compensation Board (WCB) claim:
- 15.1 The student must report the injury to the employer and the off-campus teacher-coordinator.
- 15.2 The off-campus teacher-coordinator shall assist the student and the employer complete the WCB Worker Report of Injury or Occupational Disease form. As well the Golden Hills School Division Incident Report Form must be completed and the two forms (plus any additional documentation) sent to the Superintendent or designate as soon as possible allowing time for the Superintendent or designate to submit the claim to WCB before the 72-hour time limit expires.
- 15.3 The Superintendent or designate will insert the Alberta Education Account Code, 345912/6, then submit the forms to WCB plus a copy of the approved Approval of Work Sites/Stations to Alberta.
- 15.4 If the student worker works outside the dates, days and times outlined in the student work agreement, the student will be considered an employee of the employer and will no longer be covered for WCB under the Government of Alberta policy.

References:

- Education Act, S.A. 2012, E. O.3
- Policy 1.4.3: Off-Campus
- Guide to Education
- Employment Standards Code
- Employment Standards Regulation
- Workers' Compensation Act
- Workers' Compensation Regulation
- Occupational Health and Safety Act
- Apprenticeship and Industry Training Act
- Canada Labour Code
- Canada Labour Standards Regulations
- Green Certificate Program
- Registered Apprenticeship Program (RAP)