

# OFF-CAMPUS EDUCATION

## Background

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

## Definitions

*Off-Campus Education*: integrates academic study and related work experience with cooperating employers/supervisors enabling students to obtain high school credits. Off-campus programs are defined in the Alberta Education *Off-Campus Education Handbook* and include:

- Career Internship
- Green Certificate
- Registered Apprenticeship (RAP)
- Workplace Readiness Practicum
- Work Experience
- Work Study (Job Shadow)
- Military Work Experience (Canadian Armed Forces; Reserves, Cadets).

*Off-Campus Coordinator*: a certified teacher, assigned by the School Administrator(s), who is responsible for operating an off-campus program.

## Roles and Responsibilities

1. **School Administrator(s)** – Abide by the responsibilities outlined in Section 3 of the Alberta Education *Off-Campus Education Handbook*.
2. **Off-Campus Coordinator** – Abide by the responsibilities outlined in Section 4 of the Alberta Education *Off-Campus Education Handbook*.
3. **Safety Coordinator** – Support Off-Campus Coordinators in safety related issues and student injuries involved in off-campus programming, perform high risk worksite inspections when requested and audit worksite approval inspections completed by Off-Campus Coordinators.

## General Procedures

All divisional off-campus education programming is guided by the Alberta Education *Off-Campus Education Handbook* and the supplemental documents found in the division's *BRSO Off-Campus Coordinator Binder*.

1. Off-campus education shall be supervised by a certified teacher, who shall:
  - 1.1 Obtain the consent of a parent/guardian;
  - 1.2 Ensure that learning expectations for each student are in place and that the specified curriculum and/or learning plan is followed;

- 1.3 Ensure that student, teacher and program evaluation practices are in accordance with school authority guidelines;
  - 1.4 Ensure that safety provisions outlined in Section 8 of the Alberta Education *Off-Campus Education Handbook* are met;
  - 1.5 Ensure that Division-owned equipment is properly accounted for and maintained;
  - 1.6 Monitor student progress and assess student performance;
  - 1.7 Monitor student attendance, in partnership with the employer;
  - 1.8 Monitor student-employer relations and student behavior;
  - 1.9 Monitor student behavior in the work site community;
  - 1.10 Ensure a positive learning environment; and
  - 1.11 Ensure that appropriate records are kept.
2. All worksites and workstations must be inspected and approved annually by the Off-Campus Coordinator using the Division's *Off-Campus Worksite/Workstation Information and Inspection* form. In the case of RAP, all worksites and workstations additionally must meet the standards of Alberta Apprenticeship and Industry Training, Advanced Education and Technology before a new student program commences.
  3. Students and their parents/guardians are required to give consent to having the student covered by Workers' Compensation Board (WCB) insurance using the Division's *Off-Campus Parental Consent* form. Schools should establish procedures governing situations where a student and/or the student's parent/guardian decline WCB coverage.
  4. Work Hours
    - 4.1 Off-campus education for junior high school students shall take place between 8:30 a.m. and 4:30 p.m., Monday through Friday.
    - 4.2 Off-campus education for senior high school students shall, at minimum, align with the *Employment Standards Regulation (Part 5)* and the additional expectations outlined in the Alberta Education *Off-Campus Education Handbook*.
    - 4.3 The Off-Campus Coordinator may limit the hours of off-campus education activity to less than the hours stated above due to religious or other reasons.
  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 Selected Career Transition courses from the Career and Technology Studies (CTS) program are components of Work Experience 15, 25 and 35 as follows:
      - 5.1.1 HCS3000 Workplace Safety Systems – prerequisite course for the first off-campus learning experience.
      - 5.1.2 HCS3010 Workplace Safety Practices – recommended prerequisite course for students enrolling in the Registered Apprenticeship Program (RAP).
      - 5.1.3 AGR3000 Agriculture Safety - prerequisite course for students enrolling in the Green Certificate Program.
    - 5.2 Schools should report the marks and credits for the above CTS courses separately from the work experience courses.
  6. It is recommended the Off-Campus Coordinator attempt to establish a monitoring ratio of one visit or contact with the student and the employer for every 25 hours that a student is at an

off-campus location. This equates to one visit for every credit being earned. Based on student needs, all but one visit could be substituted with videoconferences, e-mails, telephone calls, faxes or school meetings. Placements can be supported by e-mail and phone contact with dated formative and summative assessment reports. The School Administrator(s) and the Off-Campus Coordinator shall ensure that adequate supervision is provided for students in work study sites/stations.

7. A list of active/proposed worksites shall be submitted using the Division's *Off-Campus Worksite Approval Tracking* form to the Assistant Superintendent - Student Services for each semester.
8. An annual report from each school of an off-campus educational program shall be submitted using the Division's *Off-Campus Annual Report* form to the Assistant Superintendent - Student Services, on or before June 30.
9. Workers' Compensation Board (WCB) claims
  - 9.1 The Off-Campus Coordinator shall submit the necessary forms to the Safety Coordinator.
  - 9.2 The Safety Coordinator will insert the Alberta Education Account Code, 345912/6, then submit the forms to WCB, along with copy of the approved *Off-Campus Worksite Approval Tracking* form, to Alberta Education (Policy Unit, Curriculum Standards Branch) for processing and filing with WCB.

Reference: Section 54 - School Act  
Off-Campus Education Handbook, 2011  
Off-Campus Education Handbook Amendment Bulletin May 2016  
Off-Campus Education Handbook Amendment Bulletin June 2017  
Guide to Education: ECS to Grade 12  
Registered Apprenticeship Program: Information Bulletin February 2003  
Part 2 and 5, Alberta Employment Standards Code  
Alberta Occupational Health and Safety Act, Regulation and Code  
Alberta Workers' Compensation Act

Division Manual / Forms: BRSD Off-Campus Coordinator Binder  
Off-Campus Annual Report  
Off-Campus Employer Evaluation of Student  
Off-Campus Field Level Hazard Assessment  
Off-Campus Interview Questions  
Off-Campus Job Shadow Teacher Permission  
Off-Campus Letter to Employer (re: WCB Coverage/Insurance for Students)  
Off-Campus Monitoring Report  
Off-Campus Parental Consent  
Off-Campus Parental Information & Consent Letter  
Off-Campus Safety Coordinator Worksite Inspection Request  
Off-Campus Student Application  
Off-Campus Student Information  
Off-Campus Student Injury Reporting Procedure (flowchart)  
Off-Campus Student Learning Plan  
Off-Campus Student Worksite Safety Orientation Form / Quiz  
Off-Campus Student Weekly Activity Log  
Off-Campus Work Agreement  
Off-Campus Worksite Approval Tracking  
Off-Campus Worksite/Workstation Information and Inspection

Amended: September 2017