

## Administrative Procedure 214

---

### KNOWLEDGE AND EMPLOYABILITY COURSES


#### Background

The Division recognizes the value of offering a variety of programs to meet students' needs and to provide opportunities and environments to experience success and become well-prepared for employment, further studies, citizenship and lifelong learning. Students may enroll in Knowledge and Employability (K&E) courses and other junior/senior high courses or transition in and out of K&E courses throughout grades 8 through 12.

#### Procedures

1. Enrollment must be based on past performance in a variety of recorded and documented standardized and classroom assessments.
2. Consultation with the student, parents, teachers, counsellors and other staff is required in order to:
  - 2.1 Inform the student and parents about the philosophy, goals and nature of the courses.
  - 2.2 Inform the student and parents about attainable transitions to secondary, post-secondary and workplace opportunities.
  - 2.3 Create a written plan that clearly states the student's goals, and maps and tracks courses needed to achieve those goals.
3. Registration cannot be finalized without annual written consent of the student and, if the student is under the age of sixteen (16) years, parents [Form 214-1 Knowledge and Employability Courses Consent Form](#).
4. Principals shall ensure that students are identified, assessed and enrolled in accordance with the following provincial criteria:
  - 4.1 Students must be a minimum of twelve (12) years six (6) months and only for grades 8-12.
  - 4.2 The student's goals are to ensure preparedness for the workplace and/or other secondary/post-secondary opportunities and parallel the philosophy, rationale, goals and outcomes of the courses.

- 4.3 The student’s assessments will indicate strengths, needs and abilities that will be appropriately addressed and enhanced through enrollment in one (1) or more of the courses.
- 4.3.1 Success will be achieved through learning activities that focus on reading, writing and mathematical literacy in everyday living and occupational contexts.
- 4.3.2 This will be enhanced through practical applications and connections to the home, community, and workplace.
- 4.3.3 Students with some identified special education needs may be enrolled in one (1) or more of the courses if they are consistent with their individual goals, abilities and needs. Programming for these students must meet the requirements outlined in the Standards for Special Education.
- 4.3.4 When students are involved in off-campus activities through occupational and other courses, the requirements included in the Guide to Education: ECS to Grade 12, the Off-Campus Education Policy and the Off-Campus Education Handbook are met.
5. Teachers shall follow the procedures outlined in the Guide to Education, in the K&E courses handbook, and the expectations of Alberta Education K&E Programs of Study.

<p>Reference: Education Act 11, 18, 22, 31, 32, 33, 196, 197, 222          Guide to Education ECS to Gr. 12          Off-Campus Education Handbook          Employment Standards Code          Freedom of Information and Protection of Privacy Act          Labour Relations Code          Occupational Health and Safety Act          Worker’s Compensation Act          Youth Criminal Justice Act          Student Record Regulation 225/2006          Knowledge and Employability Courses Handbook          Standards for Special Education</p>	
	<p>Date Approved: April 1, 2021</p>
	<p>Reviewed or Revised: Executive: April, 2021</p>

References shall be updated as required and do not require additional approval.

