

Administrative Procedure 216

OFF-CAMPUS EDUCATION

Background

The Division recognizes the value of allowing students to participate in a wide variety of off-campus education opportunities, with the belief that such practical off-campus experiences will support the development of appropriate student skills, knowledge and attitudes. The Division authorizes the offering of off-campus education programs by its junior and senior high schools.

Off-campus education is an experiential learning opportunity, developed in partnership between the student, schools and local community groups including business, industry, volunteer and other agencies intended to allow students to explore and expand their career interests.


Off-campus education programs include: Work Study, Workplace Readiness/Practicum, Work Experience, Work Experience with the Canadian Armed Forces Reserves, Work Experience with Cadets, the Registered Apprenticeship Program, the Green Certificate Program and Career Internship as defined in the [Alberta Education Off-Campus Handbook](#).

Procedures

1. The school authority must pass a motion approving the involvement of students in off-campus education activities.
2. The Principal will:
 - 2.1 Assign a certified teacher to supervise students in their off-campus programs, this teacher will be called the off-campus teacher;
 - 2.2 Review and approve with the off-campus teacher the suitability of workstations/worksites for off-campus education;
 - 2.3 Approve such sites on an annual basis, and inform the Superintendent or designate of approved sites;
 - 2.4 Ensure that the provincial requirements for off-campus study are well understood by the off-campus teachers whose role will include supervision of off-campus programming;

- 2.5 Monitor to ensure compliance with provincial requirements as specified in the Alberta Education Off-Campus Handbook and provincial legislation;
 - 2.6 Communicate with parents about the intent of off-campus programming and gain the consent of parents (or the student, if he or she is sixteen years of age or older) for student participation in such programming; and
 - 2.7 Inform parents that students involved in off-campus work sites are covered under Workers Compensation through Alberta Education.
3. The Off-Campus Teacher shall:
- 3.1 Obtain the consent of a parent/guardian or, in the case of a student 16 years of age or older, the student. Students and parents (for students under 16 years of age) must sign the Off Campus Agreement form, this form must be kept on file at the school;
 - 3.2 Develop learning expectations for each student and assess the expectations following the student assessment procedures outlined in **Administrative Procedure 201 Student Assessment and Reporting**;
 - 3.3 Inspect at least annually student placement sites and recommend to the principal the continued placement of students at the site. Work sites for RAP students must be approved by the local office of Apprenticeship and Industry Training, Advanced Education and Technology, before a new program commences. The off-campus teacher will notify the local office of Apprenticeship and Training and arrange for an inspection prior to student placement at the site;
 - 3.4 Arrange for the student and the employer to sign the Off-Campus Agreement form and maintain a copy on file at the school;
 - 3.5 Verify that all students have completed the required pre-requisite courses including work place safety courses (HCS3000, AGR3000 and others as required by the work site placement) prior to the start of the off-campus placement;
 - 3.6 Maintain regular contact with the student and employer, with a minimum of one contact each per 25 hours of work site placement. Such contacts will be logged by the off-campus teacher and the record maintained at the school;
 - 3.7 Submit signed copies of the work place monitoring form to the principal;
 - 3.8 Monitor student attendance in partnership with the employer;
 - 3.9 Monitor and assess student progress and assign a final mark;
 - 3.10 Monitor student-employer relations and student behavior at the work site;

- 3.11 Report all work place accidents to the principal and ensure the employer has completed all necessary accident reports including WCB forms as required, a copy of these reports shall be placed in the file at the school;
- 3.12 Confirm students work hours are within the guidelines outlined in the Alberta Education Off-Campus Handbook;
- 3.13 Monitor the work site compliance of applicable federal, provincial and municipal legislation, including, but not limited to, the Employment Standards Code, the Labour Relations Code (Alberta), the Occupational Health and Safety (OHS) Act, Regulation and Code and related regulations including Workplace Hazardous Materials Information System (WHMIS), local and provincial health, safety and building standards, as well as the applicable sections of the Young Offenders Act, the Freedom of Information and Protection of Privacy (FOIP) Act and the Student Record Regulation; and
- 3.14 Maintain the appropriate records for each student. The following records should be included in the student file:
 - 3.14.1 the signed Off-Campus Agreement form;
 - 3.14.2 the student's learning plan and outline of learner expectations;
 - 3.14.3 dated, anecdotal monitoring reports;
 - 3.14.4 employer evaluation forms;
 - 3.14.5 weekly time logs; and
 - 3.14.6 accident reports.

Reference: Education Act 39, 54, 192, 196, 222 Off-Campus Education Policy 1.4.3 Guide to Education ECS to Gr. 12 Alberta Education Off-Campus Handbook 2019 Employment Standards Regulations Occupational Health and Safety Act Worker's Compensation Act and Regulations	
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References shall be updated as required and do not require additional approval.