

OFF-CAMPUS PROGRAMS

Background:

The Division supports and promotes Off-Campus Education opportunities for students to gain practical workplace experience while exploring career pathways.

Definitions:

Off-Campus Programs:

use a set of planned educational experiences designed to enable students to acquire knowledge, skills and attitudes related to work and other life roles through their participation in out-of-class study, observation and/or performance at community-based work sites.

Off-Campus Programs include:

- Career Internship 10
- Green Certificate
- Registered Apprenticeship Program (RAP)
- Knowledge & Employability Workplace Practicum 20–4; Workplace Practicum 30–4
- Work Experience 15, 25, 35
- Work Study Programming 7-12 — job shadow (no credit)

Procedures:

1. All students engaging in an Off-Campus Education Program are required to have a completed [Off-Campus Education Program Agreement Form](#) (Form 216-1) on file with Supports for Students. Programming will not begin until the form is completed and filed.
2. Off-Campus Education programs shall be provided under the supervision of a Career Pathways Consultant in partnership with a school-based certificated teacher, known as the Career Pathways Facilitator.
 - 2.1. The school-based Career Pathways Facilitator, under the authority of the Principal, shall:
 - 2.1.1. ensure all Off-Campus Education students have completed the applicable prerequisite courses:
 - 2.1.1.1. HCS 3000 for Work Experience, RAP and Career Internship
 - 2.1.1.2. HCS3010 for RAP
 - 2.1.1.3. HCS 3000 or Workplace Readiness 10-4 for Workplace Practicum
 - 2.1.1.4. AGR 3000 for Green Certificate
 - 2.1.1.5. Unit A: Personal Workplace Safety within the Knowledge and Employability Workplace Readiness grades 8-9
 - 2.1.2. obtain the consent of the parent/guardian, unless the student is deemed an independent student; and
 - 2.1.3. specify and communicate learner outcomes, course expectations, and assessment criteria and report progress to the student and

- parent/guardian in accordance with [Administrative Procedure 360: Learning Assessment](#);
- 2.2. The Career Pathways Department shall:
 - 2.2.1. evaluate off-campus worksites in accordance with Alberta Education requirements as outlined in Alberta Education's [Off-Campus Education Handbook \(2019\)](#);
 - 2.2.2. specify and communicate learner outcomes, expectations and assessment criteria to the employer/supervisor;
 - 2.2.3. conduct, with the employer, periodic evaluations of student progress;
 - 2.2.4. follow Alberta Education's recommended monitoring techniques with students and employers; and
 - 2.2.5. maintain a record of Division-approved worksites.
 3. Hours of work for Off-Campus Education students shall, at minimum, align with the Alberta Youth Employment Laws as outlined in the [Off-Campus Education Handbook \(2019\)](#).
 - 3.1. Off-Campus Education for senior high shall take place between 7 a.m. and 10 p.m., Monday to Sunday for students 15 years of age and older. When a student is required to work outside of the recommended maximums, additional health and safety parameters must be identified and filed through the [Extended Hours Permission Form](#) (Form 216-3) available from Supports for Students, Career Pathways department.
 - 3.2. Work Study Programming shall take place between 8:30 a.m. and 4:30 p.m., Monday to Friday.
 4. Transportation to and from Off-Campus Education worksites shall be the sole responsibility of the student or parent/guardian. Therefore, a field trip permission form is not required.
 5. The Division assumes no responsibility for accidents or injuries.
 6. All school-based Career Pathways Facilitators shall complete a Career Pathways Consultant Division training session in:
 - 6.1. Off-Campus Education programs and procedures;
 - 6.2. Inspecting and approving worksites;
 - 6.3. Monitoring and evaluating students; and
 - 6.4. Duty of care and due diligence considerations.
 7. Annually, the Principal shall review and submit the [Off-Campus Education Administrator Reporting Form](#) (Form 216-2) to the Director of Instructional Supports.
 8. Annually, the Career Pathways Department shall submit a year-end report to the Director of Instructional Supports, which will include program evaluations and recommendations.

Reference:

Education Act, Section 22, 54, 56, 196, 197
Skilled Trades and Apprenticeship Education (STAE) Act
Employment Standards Code, Sections 65, 66
Employment Standards Regulation (Alberta Regulation 2018)
Guide to Education ECS: to Grade 12
Freedom of Information and Protection of Privacy Act

Labour Relations Code
Canada Labour Code
Canada Labour Regulations
Canada Labour Standards Regulations
Occupational Health and Safety Act
Worker's Compensation Act
Workers' Compensation Regulation
Student Record Regulation 216/2022
Youth Criminal Justice Act
Off-Campus Education Handbook (2019)