

OFF-CAMPUS EDUCATION

Background

The Division supports the provision of off-campus education opportunities through school-community partnerships. Such programs allow senior high school students to investigate a variety of career opportunities. They also allow senior high school students to gain practical experience as they apply and expand their knowledge, skills and attitudes regarding their future education, training and employment upon leaving high school and transitioning from school to work and/or post-secondary institutions.

Off-Campus education includes work study, work experience programs, registered apprenticeship programs (RAP), green certificate programs, and career internship.

All sections of this Admin Procedure shall be in accordance with the [Alberta Off-Campus Education Handbook 2019](#)

Programs

Work Study

Work Study programming provides the opportunity for students to apply the knowledge, skills, and attitudes from coursework to real-life situations through a school-community partnership arrangement.

Work Experience

Work Experience courses provide opportunities for high school students to apply their knowledge, skills, and attitudes in the workplace. These courses also provide opportunities for the school and community to combine resources to further students' career development and build their employability skills.

Career Internship

Career Internship is a workplace-based curriculum designed to assist high school students in making informed decisions about their transitions from high school to post-secondary and/or the workplace.

Registered Apprenticeship Program (RAP)

The Registered Apprenticeship Program (RAP) provides high school students the opportunity to earn credits in high school and gain on-the-job training that can be applied toward an apprenticeship. RAP students are both high school students and registered apprentices. Students are paid at least minimum wage, work under a journeyman and spend 100% of their time off campus.

Green Certificate

The Green Certificate Program is a joint endeavor between Alberta Education and Alberta Agriculture and Irrigation. The apprenticeship-style delivery of Green Certificate courses ensures that a participant learns by actively performing the skills required. The student spends 100% of their time off campus.

HCS3000: Workplace Safety Systems

The prerequisite for students enrolling in Workplace Practicum, Work Experience, Career Internship and Registered Apprenticeship Program (RAP). HCS3010: Workplace Safety Practices is a recommended additional course for students in RAP.

AGR3000: Agriculture Safety

The prerequisite for students enrolling in the Green Certificate Program.

In addition to guidelines and definitions specified by Alberta Education, the following shall be in effect in the Off-Campus Education program in the Division.

Roles and Responsibilities

School authority is responsible for developing policies and procedures that facilitate off-campus education programming in schools while permitting flexible and responsive opportunities to be developed and implemented at the school level.

School administrators provide flexible and responsive off-campus education programming to their students determined by the needs of the students, the school, and the community, as recognized by school administration.

Off-campus teacher is the certificated teacher who is assigned the responsibility of supervising, monitoring and assessing students in off-campus education programming.

Parents/guardians can provide valuable insight, experience, and knowledge while supporting their child's career journey.

Students, as learners and workers, participate fully in any pre-placement orientation and/or training set up by the off-campus teacher.

Employers, in the context of off-campus education programming, an employing entity entrusted by the school authority to provide off-campus education placements for students to work at. Note: The Government of Alberta (Alberta Education) is considered the employer only for the purposes of Worker's Compensation coverage.

Onsite supervisor or instructor (not the off-campus teacher) is the designated person who oversees the student while they are at the work site; the person who has the primary responsibility for the students' health and safety while they are at the work site

While the roles and responsibilities of the various stakeholders involved in off-campus education may vary, it is the responsibility of all stakeholders to ensure that students are provided with welcoming, caring, respectful, and safe learning environments.

Procedures

1. The School Authority approves the Off-Campus Education Program and:
 - a. shall develop and maintain local guidelines relating to off-campus education to define additional parameters and/or procedures as necessary to meet local guidelines.
 - b. shall evaluate each new off-campus education program or course during the first year

- and should conduct annual reviews thereafter.
- c. may limit the geographical area in which students can enroll in off-campus education programming to allow for reasonable access to program supports.
2. New work sites need to be evaluated at the end of the first semester of use and periodically thereafter by the School Authority. Once the work site is used for an off-campus placement, the School Authority needs to reassess its suitability for the program at least every 12 months and as often as necessary. Students can play a role in evaluating a work site's suitability.
 3. If an employer or an onsite supervisor does not understand or accept their role as defined by the program, or the work site does not meet the standards for a safe and caring learning environment, a more suitable employer will be pursued.
 4. The *Work Agreement* for Off-Campus Education Program shall be signed by the employer, the student worker, a legal guardian, and the off-campus teacher.
 5. The health and safety of the student workers is the responsibility of the participating parties: the onsite supervisor, off-campus teacher, school administrators, employer, student and their parent or guardian.
 - a. The primary responsibility for the students' health and safety while they are at the work site is the onsite supervisor or instructor.
 - b. All injuries, major or minor, must be reported immediately by the student to the onsite supervisor and the off-campus teacher. See the LRSD Off-Campus Education Student Incident Reporting Procedures for more information.
 - WCB insurance starts when a work agreement has been signed and a student begins a placement in an off-campus education program. Students and their legal guardians are required to give consent to having the student covered by Workers' Compensation Board (WCB) insurance
 - c. The work site cannot be approved if the student is not supervised or is working alone in constant isolation.
 6. The school administration is responsible for student selection prior to an off-campus placement and should include the following:
 - a. the need for student success or career pathway and
 - b. ensure that all selected students have successfully completed HCS3000 or AGR3000 prior to enrollment depending on the off-campus program.
 7. The off campus teacher is responsible for the final selection of students as well as orienting and preparing the students who wish to participate in off-campus education; this includes:
 - a. inspecting and approving work sites to ensure a safe and caring learning environment that is appropriate for educational activities.
 - b. providing pre-placement preparation such as employer's expectations; workplace health and safety procedures; employers' rights and responsibilities under the *Occupational Health and Safety Act*; young workers' rights and responsibilities; and work ethics and attitudes.
 - c. in collaboration with the student and employer, to determine the learning outcomes and document in a course learning plan.
 - d. ensuring a work agreement is completed and signed prior to a student being placed at a work site. This agreement binds the parties to the terms of the agreement, lays out the conditions for the off-campus learning experience, and ensures coverage

- under the Government of Alberta's Workers' Compensation Board (WCB) insurance.
- e. monitoring students while at a work site. Monitoring schedules should be as frequent as necessary to ensure and enhance the learning experience for students. More frequent visits may be necessary for those students needing additional support to succeed.
 - f. assessing students in off-campus education activities.
 - g. maintaining a file for each student involved in off-campus education.
 - h. practicing due diligence to ensure the health and safety of students in off-campus placements (i.e., do everything reasonably possible to ensure the health and safety of students in off-campus programs).
 - i. ensure that adequate supervision is provided for students in work sites
8. All Registered Apprenticeship Program (RAP) work sites and work stations must be approved by the local office of Apprenticeship and Industry Training, Advanced Education and Technology, before a new program commences.
 9. Students must be enrolled and approved by Alberta Agriculture and Irrigation in the Green Certificate Program before they can start any work on Green Certificate courses.
 10. Off-campus education for high school students shall, at minimum, align with the Employment Standards Code with the additional expectations outlined in the Off-Campus Education Handbook
 11. Any student who absents himself from Off-Campus Education shall notify the employer in advance of his absence.
 12. The off-campus teacher, in consultation with the principal, shall have the authority to terminate an Off-Campus Education student's contract in the event of a student's persistent neglect of notification of a legitimate absence or on the second illegitimate absence by the student from his or her work station.
 13. An attendance record for each student shall be kept by the respective student on an Off-Campus Monthly Timesheet provided by the off-campus teacher. No time shall be counted unless it is signed by the respective employer of that student.
 14. The student shall be responsible to turn in their approved time sheets on a monthly basis to the off-campus teacher. The off-campus teacher shall, at his or her own discretion, not count any time registered on that time sheet that does not meet the requirements. The off-campus teacher, upon approval from either the principal or the Superintendent, shall be entitled to discount any given time sheet, or portion thereof, not turned in on time.
 15. Off-Campus Education Program students whose work sites are closed on a regular school day shall be required to be present at school during that day.
 16. Employers should provide job related health and safety training to students such as: safety rules, emergency response procedures, personal protective equipment requirements, Workplace Hazardous Materials Information System (WHMIS), forklift training, fall protection training, respiratory training, etc.
 17. Evaluation of off-campus education programming should include every aspect of the program, including individual employers, work sites, and the overall delivery of the various

programs and courses. Evaluation must occur at the end of the first semester of use and annually. Reports must be kept on file by the off-campus teacher with copies maintained at the school and school authority level.

Adopted: December, 2003

References

Off-Campus Education Handbook September 2019
Occupational Health and Safety Legislation: Act Section 3 and 5
LRSD Off-Campus Education Program
LRSD Off-Campus Education Student Incident Reporting Procedures
WCB Alberta Legislation – Act Section 87 and 153; Regulations Section 7; Policy 06-01 Part II Student Coverage
Education Act: Section 1, 39, 54
Employment Standards: Code Section 65 and 66; Regulations Part 5
Apprenticeship and Industry Training Act: Section 1, 21 and 22
Canada Labour Legislation: Code Section 179; Regulations Section 10