

CAREER AND TECHNOLOGY STUDIES

Background

The Division recognizes the value of and the uniqueness of the Career and Technology Studies curriculum in assisting students to develop technology-related skills and to begin serious exploration of career options. The Division recognizes the need for specialized facilities and equipment in some cases to provide the required environments for learning.

Guidelines

1. In accordance with *Administrative Procedure 505 Student Fees*, schools may establish cost recovery fees for materials used in the delivery of various CTS courses.
2. In accordance with *Administrative Procedure 363: Course Challenge*, a high school may decide to recognize prior learnings from junior high school by using course challenge assessment strategies that may include one or more of the following:
 - a. a traditional comprehensive examination
 - b. teacher observation over two or three classes
 - c. teacher evaluation of a student's portfolio or work sample
 - d. student's demonstration of skills through performance of set tasks.
3. Assessment of student achievement in senior high school is based on successfully demonstrating all of the general outcomes to the standard defined for each competency.
4. CTS course tracking and record keeping should be complemented with student portfolios. Schools must keep a record of all student work completed for auditing purposes.

Procedures

Safe Work Environments

1. CTS teachers are responsible for the health and safety in the areas they control. Teachers must do everything reasonable and practical to protect the health and safety of their students. Teachers must do everything reasonable to prevent injury or accident by:
 - a. maintaining a tidy learning environment
 - b. identifying all possible hazards
 - c. putting in adequate controls to address these hazards

- d. preparing and enforcing safe work procedures
 - e. training the students in safe work procedures
 - f. monitoring the work and the students
 - g. correcting unsafe behavior and conditions
 - h. having a progressive disciplinary policy in place which ensures continued compliance with safety policies and procedures
2. CTS teachers have a responsibility to report any health and safety concerns or issues to the school principal
 3. CTS teachers must refuse unsafe work, if they have reasonable grounds to believe that the work involves imminent danger to themselves or others. Imminent danger is any workplace condition or practice, which could cause death or serious physical harm. The teacher must inform their principal why they are refusing to do the work.
 4. CTS teachers must report all work-related pain, injury or illness to their principal as soon as possible that involves themselves or students.

Equipment and Facilities

1. CTS space allocations will be provided during school modernization projects as per the following criteria.
 - a. Space for a commercial kitchen will be provided where Gr. 7-12 enrolment is at least 250 students
 - b. Space for CTS labs will be provided where Gr. 7-12 enrolments are as follows: (Each space allocated will be approx. 200 sq. meters)

i. Less than 200 students	0 labs
ii. 200-299	1 lab
iii. 300-499	2 labs
iv. 500-699	3 labs
2. The purchase of CTS equipment and modification of facilities are the responsibility of the jurisdiction in:
 - ⇒ Commercial Kitchens
 - ⇒ Fabrication Labs
 - ⇒ Construction Labs
 - ⇒ Mechanic Labs
 - ⇒ Cosmetology Labs
 - a. The Associate Superintendent, Curriculum and Innovation is responsible to ensure that evergreening plans and budgets are in place for this capital equipment. Each lab will have access to \$500.00 each fall to maintain / replace the smaller items needed for that school year. Any item \$750.00 or more, is considered a capital expenditure and will be taken from the CTS Evergreening Fund. These items need to be **pre-approved** by the Associate Superintendent, Curriculum and Innovation.

- b. The Associate Superintendent, Business Services is responsible to ensure that long terms plans and budgets are in place for these facilities.
 - c. Repairs and maintenance of this equipment is the responsibility of the school.
 - d. All consumables are the responsibility of the school
3. All other CTS equipment and facilities are the responsibility of the school.
4. Equipment used by students should meet the Canadian Standards Association standards or an equivalent industry standard

Personnel

1. To ensure the most efficient use of CTS resources, the hiring of teachers for **commercial kitchens, fabrication labs, construction labs, mechanics labs and cosmetology labs** is a collaborative process between high schools and Division office.
2. Teaching staff in **commercial kitchens, fabrication labs, construction labs, mechanics labs and cosmetology labs** must be ticketed journeypersons in their area of instruction. Exceptions to this may be granted only by the Superintendent.

December, 2003

Updates: July 2011, July, 2013, April 2020

References

Guide to Education, ECS to Grade 12

Occupational Health and Safety School kit