



## 302.3AP Off-Campus Education

**APPROVED:** 2020.05.13 (2018.09.19) (2012.06.20) (1995.08.16)

**AMENDED:** 2020.05.04 (2018.09.19)

**REVIEWED:** 2020.01.23 (2018.09.17)

---

### LEGAL REFERENCE:

- Education Act Sections; 22, 52, 54, 57, 196, 197
- Apprenticeship and Industry Training Act
- Employment Standards Regulation (Part 5, Section 53)
- Freedom of Information and Protection of Privacy Act
- Labour Relations Code
- Occupational Health and Safety Act
- Workers' Compensation Act
- Guide to Education ECS to Grade 12
- Off-Campus Education Handbook (Alberta Education, 2019)

### CROSS REFERENCE:

- [302.3AP Exhibit 1 Program Agreement](#)
  - [302.3AP Exhibit 2 Off-Campus Student Data Sheet](#)
  - [302.3AP Exhibit 3 Cover Letter to Employer - Summer WE Program](#)
  - [302.3AP Exhibit 4 Cover Letter to Employer](#)
  - [302.3AP Exhibit 5 Monthly Timesheet](#)
  - [302.3AP Exhibit 6 Memo to Summer Students](#)
  - [302.3AP Exhibit 7 Student Mid-term Self Evaluation](#)
  - [302.3AP Exhibit 8 Student Final Self Evaluation](#)
  - [302.3AP Exhibit 9 Employer Mid-term Evaluation](#)
  - [302.3AP Exhibit 10 Employer Final Evaluation](#)
  - [302.3AP Exhibit 11 Employer Brochure](#)
  - [302.3AP Exhibit 12 Certificate of Appreciation](#)
-

## **DEFINITIONS:**

As per the definitions found in the Off-Campus Education Handbook (Alberta Education, 2019), “Off-campus education” includes:

- Work Study
- Workplace Readiness/Practicum
- Work Experience
- Registered Apprenticeship Program (RAP)
- Green Certificate Program
- Career Internship

## **PROCEDURES:**

1. Prior to the student commencing the Off-campus Program, the Off-campus teacher-coordinator shall ensure that students have completed all the applicable prerequisites.
2. Students shall comply with the age requirements under the Employment Standards Code, S.A. 1996, Chapter E. 10.3 in order to participate in Off-campus education.
5. Off-campus education shall be carried out under the supervision and guidance of a professional staff member or coordinator approved by the Board.
6. Off-campus education shall be evaluated by the supervising teacher-coordinator. The means of evaluation shall be conveyed to the student and the employer, as approved by the principal.
7. The off-campus education teacher-coordinator shall specify learner expectations, except for the Registered Apprenticeship Program and the Green Certificate Program, for each student in consultation with the student and the employer.
8. Off-campus education shall include an in-school job orientation and debriefing component to facilitate the development of knowledge, skills and attitudes that students must acquire in order to enter, adjust and advance in a career.
9. The off-campus education teacher-coordinator shall determine that a work site/station is acceptable. An approved work station must meet the following criteria:
  - 9.1 a trade, occupation or profession will be represented;
  - 9.2 a supervising person who is qualified in the trade or occupation will give direction to and supervise the student;
  - 9.3 the work site/station will be acceptable in the terms of Employment Standards Code, WHMIS, local standards and other legislated requirements.
  - 9.4 The off-campus learning opportunity is acceptable to the school principal and to the student in terms of its educational content.
10. For students registering in an off-campus education program, the school shall have:
  - 10.1 The work sites/stations approved by the Superintendent or Board-approved designee.
  - 10.2 The “Off-Campus Program Agreement” in place with signed approval of parent/guardian, employer, program supervisor and participating student.
11. The annual “Off-Campus Program Agreement” shall be completed by the school. This form shall be approved and signed by the Principal/program supervisor.

12. The annual "Off-Campus Program Agreement" signed by all parties named above shall be on file at the school before students are placed in work sites/stations. A copy with the original signatures shall be on file at the school. Protection under Workers' Compensation Act and the Board's liability is not in effect, nor are employers exempt from paying the minimum wage, until the approval of work site/station, as per #9 above is complete.
13. The working hours for school work experience students are detailed in the "Off-Campus Program Agreement". Hours for off-campus education shall align with the Employment Standards Regulation (Part 5, Section 53), with the additional expectation that due diligence is exercised to ensure that the health and safety of students is the primary focus for all off-campus education learning opportunities.
14. The teacher-coordinator will make regular contact with the work site/station over the period of the off-campus placement. The principal and the supervising teacher-coordinator shall ensure that adequate supervision is provided for students in Work Study sites/stations.
15. An annual evaluation report shall be prepared. This report shall be submitted to the Superintendent or designate of charge of programs by June 30 and shall include:
  - 15.1 enrollment figures in off-campus programs;
  - 15.2 problems encountered and methods used to deal with them;
  - 15.3 innovations to the program; and
  - 15.4 feedback from business.
16. An annual report combining the information from each school's annual evaluation of the Off-Campus Education Program shall be prepared by the superintendent or designate in charge of programs and provided to the Board.
17. In the case of a Workers' Compensation Board (WCB) claim, safety provisions and WCB requirements will be met, as indicated in the Alberta Education Off-Campus Handbook.