

OFF-CAMPUS EDUCATION

Background

The Division supports the provision of off-campus education opportunities through school/community partnerships to help students acquire knowledge, skills and attitudes and gain practical experience related to life skills and career opportunities.

This administrative procedure is required to meet statutory requirements; to protect schools and off-campus employers under the Workers' Compensation Board (WCB) and in order for the Division to access funds available from Alberta Education for off-campus education.

The Assistant Superintendent, Learning Services is responsible for the administration of this administrative procedure.

Definitions

In this administrative procedure:

Off-campus education includes work study, Green Certificate Program, work experience programs, registered apprenticeship programs and co-operative education programs as defined in Alberta Education Policy.

Work study means off-campus experiential learning integrated with courses undertaken by a junior or senior high school student:

- As an integral part of the curriculum of a provincially approved school course or program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer;
- Where no additional credit is given; and
- Community partnerships (off-campus) activities engaged in by students.

Work experience means off-campus experiential learning undertaken by a senior high school student:

- As an integral part of a planned school program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer; and
- Which constitutes a separate course based on twenty-five (25) hours per credit.

Registered apprenticeship program means experiential learning undertaken by a senior high school student:

- As an integral part of a planned school program;
- Which is under the cooperative supervision of a teacher-coordinator and the employer;
- Where a student is a registered apprentice;
- Where the program meets the acts and requisitions of Alberta Advanced Education and Technology relating to apprenticeship training; and
- Which constitutes a separate course based on twenty-five (25) hours per credit.

Local supervision means that the school has assigned a certificated teacher-coordinator to provide face-to-face support and assistance, for each student engaged in off-campus education, and to ensure that this administrative procedure is followed.

Procedures

1. Principals are responsible for ensuring that provincial requirements are met.

Reference: Relevant Legislation & Guidelines