

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

APPENDIX A

OFF-CAMPUS INJURY REPORTING

Injury to Student

Students report injury to their Employer and their Off-Campus Coordinator

- Medical treatment provided
- Parent/guardian contacted immediately by Employer
- Off-Campus Coordinator contacted by Employer

Student Completes: WCB Worker's report of Injury of Occupational Disease form

Employer Completes: WCB Employers Report of Injury or Occupational Disease form (DO NOT INSERT ACCOUNT NUMBER) **AND** WCB On-Site Health Centre Report

Off-Campus Coordinator:

1. Ensure that the student has reported the injury to their employer, and that medical attention has been provided.
2. Ensure student completes the WCB Workers Report.
3. Notify administrator that injury has occurred and complete online accident report.
4. Visit Worksite to collect Workers Report and Safety inspections/Audits or supporting information that may have resulted from the injury.
5. Check accuracy of all WCB reports.
6. Insert Alberta Education's account code **345912/6** on WCB forms and write "on behalf of Alberta Education".
7. Send completed WCB forms within 72 hours by fax AND email to:
 - Alberta Education Curriculum Sector: offcampusedu@gov.ab.ca
 - Workers' Compensation Board: 780-427-5863.
8. Store original copies of forms for student file.
9. Contact students and parents to monitor students' health and recovery.
10. Consult with employer on how to prevent similar incidents from occurring in the future.