
OFF-CAMPUS EDUCATION PROGRAMS

Background

The Division supports the inclusion of Off-Campus Education programs to provide alternate learning opportunities for all students.

Procedures

1. Off-Campus Education programs, as outlined in the Guide to Education ECS to Grade 12 means work study, work experience programs, registered apprenticeship programs, green certificate, career internship and workplace readiness/practicum, and will comply with all applicable government regulations.
 - 1.1 All Off-Campus Education programs offered by schools will comply with the definitions of programs and work sites/stations as set out in:
 - 1.1.1 The Off-Campus Education Handbook;
 - 1.1.2 The Guide to Education: ECS to grade 12.
 - 1.2 All Off-Campus Education program work sites/stations follow applicable federal, provincial or municipal legislation.
2. The approval of the principal is required for all Off-Campus Education programs and worksites.
 - 2.1 All Off-Campus worksites / workstations will be inspected annually as outlined in the Off-Campus Handbook.
 - 2.1.1 A Worksite Inspection (Form 216-02.b) will be completed for all worksites.
 - 2.1.2 The inspection form is to be completed using the guidelines for completing the Off-Campus Education Work-site Inspection Checklist (Form 216-02.a).
 - 2.2 All worksite inspection forms will be stored and retained for an appropriate length of time.
 - 2.3 All Off-Campus Education program worksites/stations identified for approval by schools will meet the criteria set out in the Off-Campus Education Handbook and/or other applicable government regulation.
 - 2.4 Principals will submit an application for the annual approval of worksites/stations for Registered Apprenticeship Program to the local office of the Apprenticeship and Industry Training Division of Alberta Advanced Education, prior to the commencement of Off-Campus Education programs.
3. The consent of the parent is required for participation in all Off-Campus Education programs.
 - 3.1 The parent will provide consent by signing the Work Agreement (Form 216-01) before the student begins any Off-Campus Education program.

- 3.2 The parent of the student will be informed that a student in an Off-Campus Education program is deemed to be an employee of the Government of Alberta, and in the event of an accident is covered by Worker's Compensation and, therefore, is unable to sue the employer.
4. Off-Campus Education program contracts are required for participation in all Off-Campus Education programs.
 - 4.1 The Work Agreement (Form 216-01) will be completed prior to the commencement of any Off-Campus Education program.
 - 4.2 The hours of operation for any Off-Campus Education program will be consistent with Alberta Education policy and regulations contained in the Guide to Education: ECS to Grade 12 and the Off-Campus Education Handbook.
5. The assignment of professional staff to Off-Campus Education programs is required.
 - 5.1 Each principal operating Off-Campus Education programs will designate a certified teacher to act as the coordinator for such programs.
 - 5.1.1 The teacher so designated will provide support and assistance for each student engaged in off campus education.
 - 5.1.2 Supervision is to be as frequent as necessary to ensure success and safety for students.
 - 5.2 The teacher designated as Off-Campus Education program coordinator will:
 - 5.2.1 Organize, monitor and evaluate the Off-Campus Education programs;
 - 5.2.2 Carry out any in-class instruction; and
 - 5.2.3 Carry out any other duties prescribed in the Off-Campus Education Handbook.
 - 5.3 The teacher designated as Off-Campus Education program coordinator will specify the learner expectations for each student assigned to any Off-Campus worksite/station.
6. Annual evaluation of all Off-Campus Education programs is required.
 - 6.1 The principal will submit an annual written evaluation report on all Off-Campus Education programs to the Office of the Superintendent prior to September 15 of each school year in a format acceptable to the Office of the Superintendent.
 - 6.2 This report will contain information that pertains to the previous school year.

Reference: Section 18,22,33,52,53,196,197,222 Education Act
Employment Standards Code
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

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