

## **POLICY HGADA – Off-campus Education**

**The Board supports the concept that the education of students can be significantly enhanced by their participation in off-campus education programs.**

### **PURPOSE**

To provide guidelines for Peace Wapiti School Division's Off-campus Education programs.

### **BACKGROUND**

The off-campus education courses and programs include Work Experience, Work Study/Career Investigations, the Knowledge and Employability Workplace Readiness/Practicum, the Registered Apprenticeship Program, the Green Certificate Program and Career Internship. Such programs allow junior and senior high students to investigate a variety of career opportunities. They also allow senior high school students to gain experience as they apply and expand their knowledge, skills and attitudes in contexts that will assist them in making wise decisions regarding their future education, training and employment, and will allow for the smooth transition from school to work and/or post-secondary institutions.

### **DEFINITIONS**

***Off-campus Education*** includes Work Study, Workplace Readiness/Practicum, Work Experience, the Registered Apprenticeship Program, the Green Certificate Program and Career Internship.

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

- where community partnerships which may include job shadow, job investigation or research, workplace observation, work site investigation, or a mentorship arrangement or project activities are engaged in by students
- as an integral part of the curriculum of a provincially approved school course or program;
- which is under the cooperative supervision of an off-campus coordinator and the employer;
- that is to be a short-term and part-time experience
- where no additional credit is given.

***Workplace Readiness/Practicum*** means off-campus experiential learning undertaken by a junior or senior high school student:

- that may include job shadow, job investigation or research , workplace observation, work site investigation, or a mentorship arrangement or project
- that is an integral part of the Knowledge and Employability curriculum
- that is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative
- to provide hands-on experience to help the student relate schooling to everyday life in the workplace and community

- to earn credits toward the requirement for a Certificate of High School Achievement or an Alberta High School Diploma
- there the activities constitute a series of separate courses based on 25 hours per credit.

**Work Experience** means off-campus experiential learning undertaken by a senior high school student 15 years of age or older:

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

**Registered Apprenticeship Program (RAP)** means experiential learning undertaken by a senior high school student 15 years of age or older:

- as an integral part of a planned school program;
- which the student is actively working toward the completion of an Alberta High School Diploma or a Certificate of High School Achievement
- which is under the cooperative supervision of an off-campus coordinator and the employer;
- to receive credits under RAP, the student must be registered as an apprentice with the Apprenticeship and Industry Training Division of Alberta Advanced Education and Technology;
- where the program meets the Acts and requirements of Alberta Advanced Education, Apprenticeship and Industry Training, relating to apprenticeship training; and
- which constitutes a separate course based on twenty-five (25) hours per credit.

**Green Certificate Program** means experiential learning undertaken by a senior high school student 15 years of age or older:

- that is an integral part of a planned school program;
- this is under the cooperative supervision of an off-campus coordinator, a representative of Alberta Agriculture and Forestry and the employer's onsite representative;
- where the student is involved in agricultural-related work activities;
- where the activities constitute a series of separate courses based on 25 hours per credit.

**Career Internship** means off-campus experiential learning undertaken by a senior high school student 15 years of age or older:

- as an integral part of a planned school program
- that is under the cooperative supervision of an off-campus coordinator and the employer's onsite representative
- where the student is involved in trade, technology or medical-related work activities
- where the activity constitutes a separate course based on 25 hours per credit

## **GUIDELINES & PROCEDURES**

1. All staff must adhere to the procedures and guidelines as defined and delineated in the Off-campus Education Handbook.
2. Off-campus education shall be carried out under the local supervision and guidance of a certified teacher employed by the school authority.
3. Students shall comply with the requirements under the Employment Standards Code in order to participate in work experience education.
4. Off-campus education shall be evaluated by the off-campus coordinator. The means of evaluation shall be conveyed to the student and the employer as approved by the Principal.
5. The off-campus coordinator, together with the employer, shall specify learner expectations, except for the Registered Apprenticeship Program and the Green Certificate Program, for each student in consultation with the student and employer.
6. School Administrators, off-campus coordinators, and all other responsible staff must be familiar with, and adhere to the procedures, processes, and responsibilities as defined and delineated in the Off-campus Education Handbook.
7. Students attending work experience education programs are considered to be attending school.
8. Parental approval for students less than 16 years of age is mandatory.
9. Only students currently attending grade 10 or higher will be considered for senior high school accredited off-campus education programs, unless approved by the Superintendent.
10. Students are responsible for their own transportation to the Off-campus Education site.
11. PWPSD Approved forms shall be used throughout the process for Off Campus Education activities [[link forms here](#)]

## **REFERENCES**

### **Cross References:**

[Ex 1: Tri-District Off Campus Education Work Agreement](#)

[Ex 2: Tri-District Off Campus Education Work Site / Work Station Inspection Checklist](#)

[Ex 3: Tri-District Work Experience Agreement Special Consideration](#)

[Ex 4: Work Experience Student Training Plan](#)

[Ex 5: Work Experience Program / Off Campus Education Program Student Evaluation Form](#)

**Government of Alberta** [Off-campus Education Handbook](#)

[Guide to Education ECS to Grade 12](#)

**Legal Reference:**

[Education Act](#) Section 22

[Workers Compensation Act](#)

[Employment Standards Code](#)

[Occupational Health & Safety Act](#)

[Canada Labour Code](#)

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