



AP 2 – 03 Off Campus Education

Related Policies:	Initial Approval: 2010 October 20
Related Procedures:	Last Amended:
Exhibits: I – Off Campus Education Program Agreement	Last Reviewed: 2019 November 25

PURPOSE

To ensure that Off Campus Education programs are safe for students, properly monitored and in compliance with Alberta Education policies and regulations.

SCOPE

This procedure applies to all Off-Campus Education Coordinators and School Administrators where Off-Campus Education Programs are offered.

DEFINITIONS

"*Off campus education*" - integrate academic study and related work experience with cooperating employers/supervisors enabling students to obtain high school credits. Off Campus Programs are defined in the Off-Campus Education Handbook and include:

- Career Internship
- Green Certificate
- Registered Apprenticeship (RAP)
- Workplace Readiness Practicum
- Work Experience
- Work Study
- Work Experience in the Canadian Forces (Reserve)

"*Off-Campus Coordinator*" – is a certified teacher, assigned by the school principal, who is responsible for operating an Off-Campus Program.

PROCEDURES

1. The principal shall assign an Off-Campus Coordinator to be responsible for Off-Campus Programming.
2. Prior to the student commencing the Off-Campus Program, the Off-Campus Coordinator shall ensure that:
 - a. Students have completed all the applicable prerequisites for that Off-Campus Program.
 - b. The Off-Campus coordinator shall ensure that a Chinook's Edge School Division Off Campus Education Program Agreement between the employer / supervisor, parent/guardian, student and school is completed and signed for each student. The Off Campus Education Program Agreement clearly outlines the expectations and responsibilities of key stakeholders as well as the **dates, days and times** that a student is expected to participate in the off-campus learning experience. Where a student is required to work outside of the recommended maximums, additional health and safety parameters must be outlined in the work agreement.

- c. Each work site/station is approved by completing the Site Inspection Form within the Off Campus Inspections Database.
 - d. There are clear learner outcomes and expectations for each student and each work site/station
 - e. The parents, unless the student is deemed an independent student
 - i. Have consented to the student’s participation in the Off-Site Program
 - ii. Have been informed that transportation to and from an Off-Campus Program work site/station shall be the sole responsibility of the student or the parent/guardian. A field trip permission form is not required for parent arranged transportation to and from work sites.
3. The proposed Off-Campus Program operates under the following conditions.
- I. Hours of work for senior high school off-campus education students (young persons over the age of 15), at minimum, align with the Employment Standards Regulation (Part 5, Section 53). If any senior high student is required to work outside of the recommended maximums, additional health and safety parameters will be outlined in the work agreement.
 - I. Hours of work and approved jobs for students under the age of 15 years, at minimum, align with the Employment Standards Regulation (Part 5, Section 52): Students under the age of 15 may not work:
 - 1. more than two hours on a school day.
 - 2. more than eight hours on a non-school day.
 - 3. Between 9:00 p.m. and 6:00 a.m.
4. Prior to the student’s first day at the site, the Off-Campus Coordinator shall convey learner outcomes, expectations and assessment criteria to the student and the employer/supervisor.
5. The Off-Campus Coordinator shall establish a monitoring ratio of approximately one visit or contact with the student and the employer for every 25 hours that a student is at an off-campus work site/station. This should be done more frequently if necessary.
6. Once the student has completed the Off-Campus Program, the Off-Campus Coordinator shall assign the student a mark.
7. In the event of a student injury or accident the
- b. The Off-Campus Coordinator shall contact the Chinook’s Edge School Division No. 73 CESD Safety Manager immediately upon notification of the injury. The Off-Campus Coordinator will complete the necessary forms to file a Workers' Compensation Board (WCB) claim, and submit those forms to the CESD Safety Manager allowing time for Chinook’s Edge School Division No. 73 to submit the claim before the 72 hour time limit expires.
 - c. The Safety Manager shall insert the Alberta Education Account Code, 345912/6 into the claim forms and shall submit the claim forms and a copy of the approved "Approval of Work Sites/Stations" to Policy Unit, Curriculum Standards Branch, Alberta Education for processing and filing with the Workers' Compensation Board.

REFERENCE AND LINKS

Education Act
 Off Campus Education Handbook
 Occupational Health and Safety Act
 Workers Compensation Act
 Apprenticeship and Industry Training Act
[Registered Apprenticeship Program](#)
 Employment Standards

HISTORY

2010 Sept	Amended
2011 Aug	Amended
2014 Sept	Amended
2014 June	Reviewed
2014 Oct	Reviewed
2017 Jan	Reviewed
2018 Mar 02	Reviewed
2019 Nov 25	Reviewed