Off-campus Education in Chinook's Edge School Division
At-A-Glance

Purpose: This document provides a one page snapshot of the main areas involved with Off-campus Education programs, and the key responsibilities for each of those areas. This is not meant to replace any specific procedures or processes; rather to provide the 30 000 foot view of Off-campus Education. Off-campus Education Teacher = Certificated Staff. Educational Assistant = Non-certificated Staff.

The "Big Rock"	Key Concepts	Key Responsibilities
Safety	● Due diligence ● Inspections of worksites ● Injury reporting ● Ensuring adequate supervision at site by employer ● Parental awareness and communication ● Pre-requisites ● Pre-placement orientation	Certificated Staff - lead responsibility for student safety.
Learning Plans	● Every off-campus education program must have a list of learning outcomes, clearly stating what the student will be able to demonstrate at the conclusion of the off campus education experience. ● Must be a quality educational experience -demonstrating incremental learning and growth over time.	Certificated staff - develop learning plans collaboratively with the employer and the student. Learning plans are available for RAP and Green Certificate. Assistance with documentation and record keeping may be provided by non-certificated staff.
Monitoring of Program	● Regular ongoing monitoring of the student throughout the Off-campus Education program ● One contact for every 25 hours is recommended. Take into account the hazard level of the worksite, the progress of the student, etc.	Under the direction of certificated staff, a non-certificated can conduct the monitoring and documentation of that monitoring.

	• Student timesheets	Any concerns that arise from the monitoring must go immediately to the certificated staff member.
Student Assessment and Evaluation	• Assessment procedure must be clearly articulated to the student before activities at the work site commence. • The Off-campus Teacher is responsible for each student's final mark.	Certificated staff responsibility. Non-certificated staff may assist with collection of documents, records, and feedback collected from monitoring plan.