

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.

Educational experiences are not limited to the confines of a school building. Off-campus education programs such as work-study, work experience and apprenticeship programs offer students unique opportunities to become familiar with the requirements of the work world. Alberta Education is expecting increased emphasis on these kinds of opportunities for students.

Education Services provides support for the development of these programs through a Coordinator role to support teachers and school administrators in schools. This Coordinator role liaisons with post-secondary and trade programs.

Definitions

Off-campus education includes work-study, work experience programs, workplace readiness/practicum, career internship, registered apprenticeship programs, and green certificate programs.

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 statutes and regulations relating to apprenticeship training.

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 employer.
- Which constitutes a separate course based on twenty-five (25) hours per credit.
- Which, in the context of work experience in the Canadian Forces, constitutes a program plan and time-frame agreed to by the school, the student, the parent and the Canadian Forces.

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 an approved school course or program.
- Which is under the cooperative supervision of the subject-area off-campus coordinator and the employer.
- Where no additional credit is given.

Procedures

1. The off-campus education procedure shall be made available to students, parents and other stakeholder groups.
2. The Work Experience Program consists of three (3) courses: Work Experience 15, 25 and 35. There are no prerequisites for these courses. Students may obtain three (3) to ten (10) high school credits in each of these work experience courses provided they have successfully completed a minimum of twenty-five (25) hours for each credit to a maximum of fifteen (15) credits.
3. Off-campus education shall include an in-school job orientation and debriefing component to facilitate the development of knowledge, skills and attitudes that students must acquire in order to enter, adjust and advance in a career.
 - 3.1 Selected Career Transition courses from the Career and Technology Studies program are components of Work Experience 15, 25 and 35 as follows:
 - 3.1.1 HCS3000 Workplace Safety Systems – prerequisite course for the first off-campus learning experience.
 - 3.1.2 HCS3010 Workplace Safety Practices – recommended prerequisite course for students enrolling in the Registered Apprenticeship Program (RAP).
 - 3.1.3 AGR3000 Agriculture Safety – prerequisite course for students enrolling in the Green Certificate Program.
 - 3.2 Principals are to report the marks and credits for the above CTS courses separately from the work experience courses.
4. Work study is non-credit with flexibility in the number of hours and in the number of times a student may register in the program.
5. Students shall comply with the age requirements under the Employment Standards Code, R.S.A. 2000, Chapter E-9 in order to participate in work experience education.
6. Off-campus education shall be carried out under the supervision and guidance of a certificated staff member approved by the Superintendent.
7. Off-campus education shall be evaluated by the supervising teacher-coordinator. The means of evaluation shall be conveyed to the student and the employer, as approved by the

Principal.

8. The off-campus teacher-coordinator shall specify learner expectations for each student in consultation with the student and the employer.
9. Off-campus education shall include an in-school job orientation and debriefing component to facilitate the development of knowledge, skills and attitudes that students must acquire in order to enter, adjust and advance in a career.
10. The off-campus education teacher-coordinator shall determine that a work site/station is acceptable. An approved workstation must meet the following criteria:
 - 10.1 Where required by related legislation and regulations, the onsite instructor shall hold a valid Alberta journeyman certificate or equivalent status in the trade or technology.
 - 10.2 An onsite instructor without a valid Alberta Teacher Certificate is permitted, provided the program is:
 - 10.2.1 Consistent with provincial education policy and procedures, and
 - 10.2.2 Supervised by a certificated teacher who is present at each off-campus site as specified in Section 18 of this Administrative Procedure.
11. The annual "Application for Approval of Work Sites/Stations" and "Student Work Site Evaluation", [as outlined in the Alberta Off-Campus Education Handbook](#), and a list of work sites shall be completed by the Teacher-coordinator, preferably in the spring for the following school year. This form shall be approved and signed by the Superintendent or designate. The Division designate is the Principal. Protection under the Workers' Compensation Act and the Board's liability is not in effect, nor are employers exempt from paying the minimum wage, until the "Application for Approval of Work Sites/Stations" is approved.
12. The agreement for Off-Campus Education Program "Work Agreement", [as outlined in the Alberta Off-Campus Education Handbook](#) (Section 7), shall be signed by the employer, the student worker (if under eighteen (18) years of age), the parent and the Teacher-coordinator and kept on file at the school.
13. A list of all students participating in the program and their program placements shall be on file at the school.
14. In the case of a student working after 6:00 p.m. and/or on weekends, the Teacher-coordinator shall make available to students and employers a telephone number where someone responsible for the program can be reached.
15. Junior or senior high school students may participate in a Work Study Program which may include:
 - 15.1 Job shadow, job investigation or research, workplace observation, work site investigation or a mentorship arrangement or project
 - 15.1.1 That is an integral part of the curriculum of a provincially approved school course; e.g., Science 9, Biology 30, Career and Technology Studies (CTS) courses that is under the cooperative supervision of an off-campus

- coordinator and the employer's onsite representative;
- 15.1.2 That is to be a short-term and part-time experience;
- 15.1.3 Where no additional credit is given beyond that awarded for the course(s) of which the work study is an integral part.
16. The working hours for senior high school work experience students are restricted to 7:00 a.m. to 10:00 p.m. The exemption from the minimum wage by the Employment Standards Branch, Alberta Labour, and Workers' Compensation Board coverage by Alberta Education applies only during these hours.
17. It is recommended that off-campus coordinators attempt to establish a monitoring ratio of one visit or contact with the student and the employer for every 25 hours that a student is at an off-campus location. This equates to one visit for every credit being earned. Based on students needs, visits could be substituted with video conferences, e-mails, telephone calls, faxes or school meetings. Placements can be supported by e-mail and phone contact with dated formative and summative assessment reports. The Principal and the off-campus coordinator shall ensure that adequate supervision is provided for students in work study sites/stations.
18. The off-campus education Administrative Procedure shall be kept current and systematically reviewed under the direction of the Superintendent based on consultation with any one or more of: the Board, high school principals, the Teacher/Board advisory committee, teachers, students, parents or other stakeholders.
- 18.1 The Superintendent, shall initiate the review process.
- 18.2 The review process shall be undertaken every three years, or sooner if the need arises.
- 18.3 The Superintendent shall establish a timeline for completion of the revisions.
19. In the case of a Workers' Compensation Board (WCB) claim, the off-campus education teacher-coordinator shall submit the necessary forms to the Superintendent. Additionally, all accident/incident details shall be reported to the Division's Occupational Health and Safety Coordinator for appropriate follow up. The Superintendent, will insert the Alberta Education Account Code, 345912/6, then submit the forms to WCB with the forms plus a copy of the approved "Approval of Work Sites/Stations" form, [as outlined in the Alberta Off-Campus Education Handbook](#), to Policy Unit, Curriculum Standards Branch, Alberta Education for processing and filing with the Workers' Compensation Board.
20. In the event of a WCB reportable accident/incident, the Division reserves the right to conduct an incident investigation in conjunction with any other agency. The scope of the investigation may include but not be limited to including the Superintendent or designate; off-campus education teacher-coordinator; or the Division's Occupational Health and Safety Coordinator to review existing documentation or visit the worksite.

Reference: [Education Act](#) Section 18, 22, 33, 52, 53, 196, 197, 222
[Apprenticeship and Industry Training Act](#)

[Section 75 Employment Standards Code](#)
[Access to Information Act](#)
[Protection of Privacy Act](#)
[Personal Information Protection Act](#)
[Labour Relations Code](#)
[Occupational Health and Safety Act](#)
[Workers' Compensation Act](#)
[Student Record Regulation 225/2006](#)
[Guide to Education ECS to Grade 12](#)
[Off-Campus Education Handbook](#)

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