

Palliser Off-Campus Educational Agreement

1. **Course(s):** ___ Work Experience ___ Mentorship ___ Career Internship
___ RAP* (AIT# _____)

***RAP- Must register with My Trade Secrets and provide AIT# and send in a copy of your Registration Card (can be printed under the Registration tab when logged into My Trade Secrets).**

2. Which prerequisites are completed?

___ HCS3000 (RAP and Work Experience Prerequisite)
___ Mentorship Orientation (Mentorship program Prerequisite)

3. Grad year: 2025 2026 2027 2028 2029 2030

4. Digital registration and Form Submission: <https://forms.gle/wNbvhTjQVJ5U5e7VA>

In the Google classroom please fill in the google form and upload this Palliser Off-Campus Educational Agreement paperwork (scan or photos) in the Google Registration Form **with signatures and initials on all pages.**

NOTE: Once the prerequisite course is complete and forms are submitted your Off Campus Teacher will do a site visit. Then you may begin submitting monthly timesheets.

Parties to the Agreement:

Student's Name Grade _____ Student's phone ☐ cell ☐ landline

Student's School Student's School Email

Organisation or Company Supervisor's phone ☐ cell ☐ landline

Supervisor's Name Supervisor's email

Organisation or Company address

Off Campus Teacher's Name Off Campus Teacher's email

WHEREAS

1. The school board has approved an Off-campus education program for students in its school pursuant to section 39 of the Education Act.
2. The employer/supervisor and the student have agreed to participate in the said program on the terms and conditions herein set forth.

EFFECTIVE PERIOD AND HOURS

1. The parties agree the off-campus education employment/volunteer commitment contemplated in this agreement shall be in effect until _____, 20__ unless otherwise agreed upon by the parties.
2. **Termination** Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.
3. **Supervision** During the hours of employment/volunteering herein set forth, the student shall be under the direct supervision and control of the employer, provided that the employer shall at all times permit the school authority or its representatives access to the employment site and the student.
4. **Evaluation** The employer/supervisor shall, at the request of the school authority or its representatives, evaluate the student in the performance of his or her duties hereunder and report such evaluation on a form from time to time provided to the employer/supervisor by the school authority.
5. **Full-time Employee Tenure** The employer/supervisor agrees that the employment/volunteering of the student hereunder shall in no way affect the job security of any other employee of the employer, nor the employer's hiring practices with regard to full-time employees.
6. **Insurance** Pursuant to the Workers' Compensation Act (W-15, R.S.A. 2000), and regulations or orders-in-council made thereunder, the student participating in this program is deemed to be a worker of the Alberta Government for the purpose of workers' compensation (WCB).

Student Signature

Date

Parent/Guardian Signature

Date

Employer/Supervisor Signature

Date

Off Campus Teacher Signature

Date

Work Experience/Mentorship Job Description and Learning Plan

Student Name

Mentor

Company or Organisation

Supervisor

Duties and responsibilities to be performed at _____ by student are:

What workplace skills, attitudes, and understandings will be further developed during your time as a mentor?

____ Critical thinking

____ Managing information

____ Problem Solving

____ Creativity and innovation

____ Communication

____ Culture and global citizenship

____ Collaboration

____ Personal growth and wellbeing

____ Leadership

____ Organization

____ Empathy

____ Team Work

____ Other _____

Student Signature

Date

Parent/Guardian Signature

Date

Supervisor/Employer Signature

Date

Off-Campus Teacher

Date

Palliser Off-Campus Programs

Information for students, parents, and supervisors

Expectations of Students

These learner expectations are for students enrolled in Career Internships, Work Experience, and Registered Apprenticeship Programs. Learner expectations describe the competencies that students are to develop. They require students to be active learners who can combine knowledge, skills, and attitudes with an applied context.

Students will:

- Experience the career planning process
- Be exposed to the job market and societal trends and relate them to their career plan
- Explore a career-related occupation
- Develop an understanding of employer's/supervisor's expectations
- Practice the job search and application process
- Experience the employer/employee or supervisor/volunteer relationship in a work setting
- Develop and practice acceptable work habits and positive attitudes
- Develop and practice workplace safety
- Work within the regulations and legislation which affects workers and work experience students
- Understand the relationships between the individual worker, the employer/supervisor, organized labor, and the government.

Safety

Students must do everything they can to be safe in the workplace. Your off-campus teacher will conduct a site visit to ensure that basic safety standards are met, but if you ever have any questions or concerns about safety in your workplace, contact your supervisor immediately. If necessary, also contact your Off Campus Teacher for assistance.

Alberta Education provides WCB coverage for students who are registered in off-campus programs. If you are injured on the job, contact your work supervisor, get the required medical assistance, and contact your Off Campus Teacher. Please familiarize yourself with the following safety information from the Alberta Education Off-Campus Education Handbook.

Student Responsibility

1. Tell your employer/onsite supervisor the details of your injury. Fill in Injury Report Form.
2. Supervisor/Employer fill in an Injury Report Form.
3. Tell your parent/guardian.
4. Tell your off-campus teacher: Tell your teacher the details of the injury. The teacher will need to complete appropriate paperwork in collaboration with you and the employer.
5. Tell a healthcare provider: If the injury requires you to see a healthcare provider, such as a family physician, tell the healthcare provider that the injury occurred at work. The healthcare provider must report the injury to WCB-Alberta within 48 hours. Note: If the doctor does not send in a report, the WCB will not open a file.
6. Tell WCB: With the help of the off-campus teacher and the employer/supervisor, complete a Worker Report of Injury or Occupational Disease if required.

Initials:|
____ Student
____ Parent
____ Supervisor

Additional information is available in the WCB-Alberta Worker Handbook on Alberta Labour and Immigration's Workers' Compensation Board website.

Students in off-campus education programming need to understand that all injuries, major or minor, must be reported immediately to the work/volunteer site supervisor and to the off-campus teacher.

Workers' Compensation Board (WCB) insurance starts when a work agreement has been signed, the Off-Campus Teacher has completed a site safety visit and a student begins a placement in an off-campus education program.

Supervisor/Employer Responsibility

If a student is injured at the work site, the employer must immediately contact the off-campus teacher if

- the student requires medical treatment beyond first aid; and/or
- the injury results in lost time away from the work site.

Note: Even if WCB notification is not required, the onsite supervisor is responsible for ensuring that the injury is recorded in the incident/injury record book. The supervisor, in collaboration with the off-campus teacher, will determine whether an Employer Report of Injury form needs to be submitted by the employer to WCB-Alberta.

A form needs to be submitted if the injury results in or is likely to result in

- lost time or the need to temporarily or permanently modify work beyond the date of the incident
- death or permanent disability (amputation, hearing loss, etc.)
- a disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.)
- medical treatment beyond first aid (assessment by physician, physiotherapy, chiropractic, etc.)
- medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.)

Additional information can be accessed in the WCB-Alberta Employer Handbook on the Alberta Labour and Immigrations Workers' Compensation Board.

Assessment

The purpose of assessment is to gather information about the student's progress to improve teaching and learning. Assessment provides students, parents, and teachers with an accurate picture of the student's understanding. Reporting provides students and parents with an accurate evaluation of the student's understanding and performance of key learning outcomes.

There are two types of Assessment:

- 1) Formative Assessment (Assessment for Learning) refers to those learning activities that help inform both the student and teacher about the student's understanding, determine what learning needs to come next, and inform the teacher about learning strategies that will help the student learn best to master the learning outcomes.
 - Formative assessments in the work site placement may include time sheets, self-assessments, worksite monitoring, and collaboration with the employer and/or off-campus coordinator.
 - Formative assessments may happen either online or face-to-face.
 - Informs teachers of professional judgment (recency, consistency, and sufficiency).
- 2) Summative Assessment (Assessment of Learning) refers to those learning activities designed to collect information about the student's progress at the end of a period of instruction for grading purposes.
 - Summative assessments in the work site placement may be done online, face-to-face, or by phone
 - Summative assessments for work experience and RAP may include completion of appropriate forms, self-assessment, and/or employer assessment. Summative assessments for Green Certificate are based on the evaluation done by Green Certificate testing staff.

Links to the evaluation form (Google form) will be emailed out to students and employer/supervisor before credits are submitted. The evaluations will mirror the following critical professional skills on the Sample Evaluation below.

Initials:|

____ Student

____ Parent

____ Supervisor

Work Experience/RAP SAMPLE EVALUATION - DO NOT COMPLETE NOW. This form must be completed by the student and the supervisor before credits can be awarded.

EVALUATION / SELF EVALUATION - Off Campus Programs

Student's Name: _____ Date: _____

School: _____

Please rate the student by circling the number that best describes the student's performance.

RATING SCALE: 5 Excellent 2 Needs Improvement
 4 Very Good 1 Unsatisfactory
 3 Satisfactory 0 Not Applicable

PUNCTUALITY AND ATTENDANCE	RATING					
• Punctuality	5	4	3	2	1	0
• Attendance	5	4	3	2	1	0

PERSONAL QUALITIES AND WORK HABITS	RATING					
• Cooperativeness—ability to work with others	5	4	3	2	1	0
• Adaptability—ability to adapt to new tasks or situations	5	4	3	2	1	0
• Willingness to accept suggestions for improvement	5	4	3	2	1	0
• Practises self-control	5	4	3	2	1	0
• Reliability—completes tasks on time, can be depended upon	5	4	3	2	1	0
• Initiative—eager to learn, seeks additional work	5	4	3	2	1	0
• Demonstrates interest and enthusiasm for job	5	4	3	2	1	0
• Communication	5	4	3	2	1	0

EXECUTION OF WORK DUTIES	RATING					
• Ability to learn and complete tasks outlined	5	4	3	2	1	0
• Tools and equipment used in an effective and safe manner	5	4	3	2	1	0
• Neatness of work	5	4	3	2	1	0
• Speed of work completion	5	4	3	2	1	0
• Application to job—works consistently and conscientiously	5	4	3	2	1	0

OTHER INFORMATION

1. Student's strong points (outstanding traits, talents or abilities not cited elsewhere):

2. Recommendations for improvement:

3. Other comments:

Initials:|

____ Student

____ Parent

____ Supervisor