# Palliser Off-Campus Educational Agreement

Please submit fully completed paperwork to your **Learning Commons Facilitator** or email to your **Off Campus Teacher** (email address below).

## Parties to the Agreement:

Grade	
Student's Name	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:  Charlene Foster (North) <a href="mailto:charlene.foster@pallicular.com/">charlene.foster@pallicular.com/</a> Ginny Bergsma (South) <a href="mailto:ginny.bergsma@pallicular.com/">ginny.bergsma@pallicular.com/</a>	
Which prerequisites are completed?  HCS3000 (RAP and Work Experience PrerequionMentorship Orientation (Mentorship program Preserved)	·
Course(s): Work ExperienceMentorshRAP* (AIT# *RAP- Must register with My Trade Secrets	)

2027

2028

2026

Grad year: 2025

**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** in the **google classroom**.

2030

2029

#### **WHEREAS**

Parent/Guardian Signature

Employer/Supervisor Signature

Off Campus Teacher Signature

- 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 agreement shall be in effect until parties.		
2. <b>Termination</b> Notwithstanding anything herein contained without cause, summarily terminate by giving written notice		
3. <b>Supervision</b> During the hours of employment/voluntee direct supervision and control of the employer, provided the authority or its representatives access to the employment	at the emp	loyer shall at all times permit the school
4. <b>Evaluation</b> The employer/supervisor shall, at the requeevaluate the student in the performance of his or her dutien from time to time provided to the employer/supervisor by the student in the provided to the employer	s hereund	er and report such evaluation on a form
5. <b>Full-time Employee Tenure</b> The employer/supervisor a student hereunder shall in no way affect the job security o employer's hiring practices with regard to full-time employ	f any other	
6. <b>Insurance</b> Pursuant to the Workers' Compensation Actorders-in-council made thereunder, the student participation Alberta Government for the purpose of workers' compens	ng in this p	rogram is deemed to be a worker of the
Student Signature	Date	

Date

Date

Date

# Work Experience/Mentorship Job Description and Learning Plan

Student Name			
Company or Organisation	Supervisor		
Duties and responsibilities to be performed a	at by student are:		
What workplace skills, attitudes, and underst	tandings 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.

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

Initials: \_\_\_\_ Student \_\_\_\_ Parent \_\_\_\_Supervisor 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	
	Superviso	

Work Experience, Registered Apprenticeship Program, Mentorship, and Career Internship

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

School:			<del></del>					*
Please rate the stude	ent by circling the number th	at best describe	es the student'	s perfor	mano	e.		
RATING SCALE:	5 Excellent	2	Needs Impro	vement				
			Unsatisfactor	y				
	4 Very Good 3 Satisfactory	0	Not Applicab	le				
PIN	CTUALITY AND ATTENDANC	'F		RATIN	G			
Punctuality	CICILIII I AID AI ILIDAN		5 4	3 2		٥		
Attendance			-	3 2	0 1/2	0.001		
Auchdance			3 4	3 2	1	0	_	Y
PERSON	AL QUALITIES AND WORK H	ARITS		RA2				
	ability to work with others	12213	5 4	-4	1	0	1 1	
	ity to adapt to new tasks or situation	ons	5	-	1	10000		
	ept suggestions for improvement	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	5 4	· .	1			
Practises self-contr				3 2	M	7		
	letes tasks on time, can be depende	ed upon	- '	3 2	1			
	learn, seeks additional work			-	1	0		
	est and enthusiasm for job			-	1	0	7	
Communication			5	3 2		0		
200000000000000000000000000000000000000						7		
EX	XECUTION OF WORK DUTIES			IIN	G			
Ability to learn and			5 4	3 2		0	7	
Tools and equipme	The second secon	ner		3 2				
Neatness of work				3 2				
Speed of work com	ppletion			3 2			7	
Applicati		tiously		3 2			7	
R INFORMATION ident's strong po	traits, talents or all	vilities not cited	elsewhere):				_	
commendations for in	mprovement:					-		Initials:
						5		Student Parent