

### **Purpose / Background**

The Division supports Off-Campus Education programs, which are delivered through school community partnerships and provide practical experiences related to life skills and career opportunities for students. Delivery of such programs adheres to the guidelines from the Off-Campus Education Handbook (*Alberta Education, 2010*), revised June 2017. Rocky View promising practices, aligned with the Off-Campus Education Handbook, are shared in the RVS Off-Campus Practice Guide.

Off-Campus Education can include the following experiences: work study, workplace readiness practicum experiences, work experience programs, registered apprenticeship programs (R.A.P.), Green Certificate programs, cooperative education programs, career internships and job shadowing. [Specific definitions of each off-campus educational opportunity are found in the RVS Off-Campus Education Practice Guide].

Hours for senior high school off-campus education shall, at minimum, align with the *Employment Standards Regulation (Part 5)* with the additional expectations that:

- due diligence is exercised to ensure that the health and safety of students is ensured during all off-campus education learning opportunities;
- parameters regarding off-campus education work schedules are outlined in RVS' Off-Campus Practice Guide, in student learning plans and in work agreements;
- consideration is given to the working conditions, the student's school schedule, the value of the educational experience and the reasoning why-if necessary- work should occur outside of school hours (see Off-Campus Practice Guide)

### **Procedures**

The Division will be responsible for:

1. The school authority must ensure all staff adheres to the procedures and processes as defined and delineated in the Off-Campus Education Handbook.
2. Off-campus education courses approved by the division:
  - (1) shall specify learner expectations for each student
  - (2) shall ensure student eligibility to obtain credit if the off-campus component of the program is terminated by the employer
  - (3) may require students to enroll in courses from the CTS program
  - (4) may be undertaken at one or more work sites and/or work stations.
3. RVS shall evaluate each new off-campus education course during the first year and will conduct annual reviews thereafter. As part of the program evaluation, work sites used for the first time will be evaluated at the end of the first term of use and annually thereafter. A report of the completed program evaluations shall be kept on file by the school authority.

### **Superintendent's Responsibility**

The Superintendent will:

- (1) approve Off-Campus Education programs for the following year on or before September 30 and:
- (2) ensure all work sites are approved before a new program commences.
- (3) ensure work sites and stations for R.A.P. are approved by the local office of Apprenticeship and Industry Training, Advanced Education and Technology before a new program

commences.

- (4) ensure that course content, where available, is followed and, where necessary, developed and followed.
- (5) monitor the instructional practice and evaluation for all off-campus education courses.
- (6) annually evaluate the Off-Campus programming within the jurisdiction.

#### School Administrators' Responsibility

School Administrators will:

- (1) become familiar with the Rocky View Schools' Off-Campus Education Practice Guide and the Alberta Education Off-Campus Education Handbook, with particular note of the jurisdictional responsibilities listed in Section 2 and the responsibilities and duties of the principal and off-campus coordinators as specified in Sections 3 and 4 respectively.
- (2) become familiar with the RVS Off-Campus Education Practice Guide.
- (3) understand that any off-campus education activities should take into consideration the structure of the community, the volunteer sector, the local labour market and the needs of local employers.
- (4) understand that the off-campus coordinator, as an important link in the delivery of an effective program, needs the active and continuous support of school administrators to be successful in this dynamic and demanding assignment.
- (5) Require the Off-Campus Coordinator to submit a list of off-campus education sites for the Superintendent's approval and forward that list to the Director of Learning Services no later than September 29th. Subsequent new sites will be added to the list and submitted to the Superintendent's office, via the Director of Learning Services, as they are attained, inspected and approved.
- (6) be familiar with and ensure adherence to Off-Campus Education Safety Requirements.

#### Off Campus Coordinators' Responsibility

The Off-Campus Coordinator shall:

- (1) be familiar with and adhering to the required procedures and guidelines in all sections of the *Alberta Education Off-Campus Education Handbook* with particular note of the responsibilities and duties of the principal and off-campus coordinators as specified in Sections 3 and 4 respectively.
- (2) be familiar with the RVS Off-Campus Education Practice Guide.
- (3) procure safe and positive worksites for student off-campus experiences.
- (4) ensure that safety provisions, as indicated in Section 8 of the Alberta Education Off-Campus Education Handbook are met.
- (5) ensure the employer/supervisor understands s/he is responsible for the health and safety of the student while the student is at the work station/site.
- (6) ensure that the employer extends WCB coverage to the student. (as per Section 8 Off-Campus Handbook)
- (7) obtain the consent of a parent/guardian or, in the case of a student 16 years of age or older, the student, to participate in the off-campus learning activity.
- (8) ensure that prior to the commencement of the work site placement, the formal work agreement is signed by the student, student's parent/guardian, the employer and then reviewed and signed by the Off-Campus coordinator.
- (9) ensure that learning expectations for each student are in place and that the specified curriculum and/or learning plan is followed. (as per Section 7 Off-Campus Handbook)

- (10) ensure that student evaluation practices are in accordance with RVS guidelines.
- (11) ensure that the student has received a proper pre-placement orientation.
- (12) monitor student attendance and progress and assess student performance in partnership with the employer.
- (13) monitor student–employer relations and student behavior.
- (14) monitor student, work site and community behavior.
- (15) ensure that appropriate records are kept and retained.
- (16) ensure that all Off-Campus work sites have been approved and then creating and submitting a list of off-campus education sites for approval.

#### Off-Campus Education Safety Requirements

1. RVS will ensure that all work sites and work stations be inspected and approved annually by the principal or designate. A certificated teacher must be involved in the inspection of potential work sites. In the case of R.A.P., all work sites and work stations must be approved by the local office of Apprenticeship and Industry Training, Advanced Education and Technology, before a new program can begin.
2. Students and their parents/guardians are required to give consent to having the student covered by Workers' Compensation Board (WCB) insurance. (see Off-Campus Education Handbook, Section 8 for information about student safety)
3. The onsite supervisor shall be designated as the person who has primary responsibility for the students' health and safety while they are at the work site or work station.
4. The Off-Campus Coordinator must understand Worker's Compensation Board procedures and make students aware of what to do, should they be injured on the job.
5. In developing and maintaining the off-campus program, RVS shall ensure that at each selected work site or work station:
  - a. there is adequate space provided for the number of students enrolled
  - b. the work site or work station is annually approved prior to the placement of a student
  - c. facilities and equipment are available to make it possible to achieve the objectives of the program
  - d. equipment used by students meets the Canadian Standards Association standards or an equivalent industry standard
  - e. applicable federal, provincial and municipal legislation is followed, including, but not limited to, the Employment Standards Code, the Labour Relations Code (Alberta), the Occupational Health and Safety (OHS) Act, Regulation and Code and related regulations including Workplace Hazardous Materials Information System (WHMIS), local and provincial health, safety and building standards, as well as the applicable sections of the Young Offenders Act, the Freedom of Information and Protection of Privacy (FOIP) Act and the Student Record Regulation
  - f. the student does not replace the regular worker except in the case of RAP
  - g. adequate supervision is provided as specified in the Off-Campus Education Handbook in regards to frequency of worksite monitoring (Section 7).
6. 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. An onsite instructor without a valid Alberta Teacher Certificate is permitted, provided the program is:
  - a. consistent with provincial education policy and procedures, and

- b. supervised by a *certificated teacher* who is present at each off-campus site as specified in the Off-Campus Education Handbook in regards to frequency of worksite monitoring (Section 7).
7. RVS ensures that certificated teachers appointed to the role of off-campus coordinator are provided with adequate training (i.e. Job Safe Training) and resources to enable them to perform the necessary inspections, orientations, monitoring, assessment and evaluation for the effective delivery of the program.

*Reference:*

- Off Campus Education Handbook – Alberta Education, 2010
- Section 18, 22, 33, 52, 53, 196, 197, 222 Education Act
- Apprenticeship and Industry Training Act, Chapter A-42
- Employment Standards Code 2000, Chapter E-9
- Freedom of Information and Protection of Privacy Act
- Labour Relations Act
- Canada Labour Code, R.S. 1985, c. L-2
- Occupational Health and Safety Act, Chapter O-2
- Workplace Health and Safety Bulletin – Due Diligence
- Worker’s Compensation Act, Chapter W-15
- Worker’s Compensation Regulation 325/2002
- Student Record Regulation 225/2006
- Guide to Education ECS to Grade 12
- RVS Practice Guide for Off-Campus Education
- RVS AF216-A Off-Campus Agreement
- RVS AF216-B Off-Campus Travel Approval Form
- RVS AF216-C List of Approved Off-Campus Work Stations/Work Sites
- RVS AF216-D Accident Report Form
- RVS AF216-E Job Shadow Approval
- RVS AF216-F Workstation Inspection and Approval Checklist
- RVS AF216-G Parent Consent Form
- RVS AF216-H Work Experience/RAP Responsibilities of the Off-Campus Education Student
- RVS AF216-I Individual Training Plan
- RVS AF216-J Work Experience/RAP Responsibilities of the Workplace Supervisor
- RVS AF216-K Worksite Orientation Checklist
- RVS AF216-L Safety Orientation Checklist
- RVS AF216-M Emergency Incident Package
- RVS AF216-N Faculty Recommendation for Off-Campus Education