

Administrative Procedure #601 Off-Campus Education School Program and Organization

OFF-CAMPUS EDUCATION

BACKGROUND

Fusion Education Association (FEA) 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 Alberta Education Off-Campus Education Handbook 2019 edition.

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 Alberta Education Off-Campus Education Handbook].

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 Alberta Education Off-Campus Education Handbook, 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 Alberta Education Off-Campus Education Handbook)

PROCEDURES

School Authority Responsibility

Fusion Education Association will be responsible for ensuring all staff adheres to the procedures and processes as defined and delineated in the Alberta Education Off-Campus Education Handbook.

1. Off-campus education courses approved by Fusion Education Association:
 - 1.1 shall specify learner expectations for each student
 - 1.2 shall ensure student eligibility to obtain credit if the off-campus component of the program is terminated by the employer
 - 1.3 may require students to enroll in high school courses
 - 1.4 may be undertaken at one or more work sites and/or work stations.

2. FEA shall evaluate each new off-campus education course during the first year and will conduct annual reviews thereafter as indicated in the Alberta Education Off-Campus Education Handbook.

School Administrators' Responsibility

School Administrators will:

1. become familiar with the Alberta Education Alberta Education Off-Campus Education Handbook, with particular note of the jurisdictional responsibilities and the responsibilities and duties of the school administrators and off-campus coordinators.
2. 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.
3. provide the necessary training, time and other resources to the off-campus teacher in support of this challenging assignment.
4. ensure adherence to Off-Campus Education Safety Requirements.

Off Campus Coordinators' Responsibility

The Off-Campus Coordinator shall:

1. be familiar with and adhere to the required procedures and guidelines in all sections of the *Alberta Education Alberta Education Off-Campus Education Handbook*.
2. procure safe and positive worksites for student off-campus experiences.
3. ensure that safety provisions, as indicated in Alberta Education Alberta Education Off-Campus Education Handbook are met.
4. ensure that all Off-Campus work sites have been approved.
5. obtain the consent of a parent/guardian or, in the case of an Independent student (as per *Section 6 of the Education Act*), the student, to participate in the off-campus learning activity.
6. 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.
7. ensure that learning expectations for each student are in place and that the specified curriculum, evaluation and/or learning plan is followed.
8. ensure that the student has received a proper pre-placement orientation.
9. monitor student attendance and progress and assess student performance in partnership with the employer.
10. monitor student-employer relations.
11. ensure that appropriate records are kept and retained.
12. must understand Worker's Compensation Board procedures and make students aware of what to do, should they be injured on the job.
13. adequate supervision is provided as specified in the Alberta Education Off-Campus Education Handbook in regards to frequency of worksite monitoring.

Legal Reference: Education Act
Off Campus Education Handbook – Alberta Education, 2019
Apprenticeship and Industry Training Act

Employment Standards Code

Freedom of Information and Protection of Privacy Act

Labour Relations Act
Canada Labour Code
Occupational Health and Safety Act
Workplace Health and Safety Bulletin – Due Diligence
Worker’s Compensation Act
Worker’s Compensation Regulation
FEA Off-Campus Agreement
FEA Off-Campus Acknowledgement of Risk
FEA Off-Campus Medical Information

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