

Administrative Procedure – Off-Campus Education

BACKGROUND

Fusion Education Association (FEA), in accordance with its Charter mandate, supports Off-Campus Education programs that provide practical life and career skill experiences through school–community partnerships.

GUIDING PRINCIPLES

Off-Campus programs adhere to the guidelines from the Alberta Education Off-Campus Education Handbook.

- Off-Campus Education includes 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.
- Hours for senior high school off-campus education shall, at minimum, align with the Employment Standards Regulation 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 should work be required outside of school hours

RESPONSIBILITIES and PROCEDURES

1. School Authority Responsibility
 - a. Off-campus education opportunities approved by Fusion Education Association:
 - i. shall specify learner expectations for each student,
 - ii. shall ensure student eligibility to obtain credit if the off-campus component of the program is terminated by the employer,
 - iii. may require students to enroll in high school courses,
 - iv. may be undertaken at one or more work sites.
 - b. FEA shall evaluate each new off-campus education experience during the first year and will conduct regular reviews as necessary
2. School Administration Responsibility
 - a. School administrators:
 - i. Will be familiar with the Off-Campus Education Handbook including the jurisdictional responsibilities and the responsibilities and duties of the school administrators and off-campus coordinators.

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- ii. 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.
- iii. Provide the necessary training, time and other resources to the off-campus teacher in support of this complex assignment.
- iv. Ensure adherence to off-campus education safety requirements.

3. Off-Campus Teacher Responsibility

a. The Off-Campus Teacher:

- i. Will be familiar with and adhere to the required procedures and guidelines in the Off-Campus Education Handbook.
- ii. Procure safe and positive worksites for student off-campus experiences.
- iii. Ensure that safety provisions, as indicated in the Off-Campus Education Handbook are met.
- iv. Ensure that all off-campus work sites have been approved.
- v. Obtain the consent of a parent/guardian or, in the case of an independent student, the student, to participate in the off-campus learning activity.
- vi. 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 reviewed/signed by the off-campus teacher.
- vii. Ensure that learning expectations for each student are in place and the specified curriculum, evaluation and/or learning plan is followed.
- viii. Ensure that the student has received a proper pre-placement orientation.
- ix. Monitor student attendance/progress and assess student performance in partnership with the employer.
- x. Monitor student–employer relations.
- xi. Ensure that appropriate records are kept and retained.
- xii. Understand Worker's Compensation Board procedures and make students aware of what to do, should they be injured on the job.
- xiii. Provide adequate supervision as specified in the Alberta Education Off-Campus Education Handbook.

LEGAL REFERENCE: Education Act; Skilled Trades and Apprenticeship Education Act, Off-Campus Education Handbook