

## Definitions and Requirements

Refer to the [Guide to Education](#) (Program Planning, Courses and Programs, Off-Campus Education) for definitions and requirements.

## Scope

This Administrative Procedure (AP) addresses high school courses that are experienced off-site and which are guided by an Alberta Education Program of Studies and the Guide to Education. This AP does NOT address other off-site activities. All other off-site activities are guided by AP 60-03 Field Trips, Excursions, National and International Tours.

## Procedures

1. The School Principal/Designate will comply with the procedures described on the Guide for Education, Off-Campus Program planning, and the “Off-Campus Education Handbook 2011” when designing and implementing off-campus educational opportunities for students, and when programming for:
  - Knowledge and Employability courses
  - Registered Apprenticeship Program
  - Work Experience 15, 25, and 35
  - Green Certificate Programs
  - Dual Credit Partnerships
2. A summary of approved work sites will be completed by the school and submitted to the Superintendent or designate 6-8 weeks after the start of each semester. Protection under the Workers’ Compensation Act and the Division’s liability is not in effect, nor are employers exempt from paying the minimum wage, until the Approval of Work Sites/Stations is approved.
  - Form 6-13 Approval of Work Site/Work Stations
3. The following forms shall be signed by the parent/guardian, student, employer, and designated teacher and shall be on file at the school before students are placed in work sites/stations. A copy with the original signatures shall be kept at the school.
  - Form 6-14 Parent Information/Consent for Off-Campus Work Experience
  - Form 6-15 Work Agreement for Off-Campus Work Experience
4. A supervising teacher shall contact the work site/station once per 25 hours during the period of the Off-Campus placement. The School Principal and supervising teacher-coordinator shall ensure that adequate supervision is provided for students in work sites/stations.
5. Information and data reflecting the rates at which grades 10-12 students are accessing Off-Campus education may be integrated in to school and Division education plans and reports.

6. In the case of a Workers' Compensation Board (WCB) claim, the Off-Campus Education teacher coordinator shall submit the necessary forms to the Superintendent or designate. The Superintendent or designate will insert the Alberta Education account code, 345912/6, then submit the forms to WCB with the forms plus a copy of the approved "Approval of Work Sites/Stations" to Policy Unit, Curriculum Standards Branch, Alberta Education for processing and filing with the Workers' Compensation Board.
7. Parts of machinery or vehicles (owned by anyone other than the student or their family) damaged by a student during their learning program (both on-campus and off-campus) shall be replaced at the Division's expense.
8. School administrators will ensure compliance with the Guide to Education regarding placement of students in Off-Campus Programs, and in the reporting of credits achieved.

## **Reference**

[Alberta Education – Guide to Education](#)  
[Alberta Education – Program of Studies](#)  
[Off-Campus Education Handbook 2011](#)  
[Changes in the Off-Campus Education Handbook](#)  
[Form 6-14-A – Off Campus – Coordinator Package](#)  
[Form 6-14-B – Off Campus – Student Package](#)  
[Form 6-14-C – Off Campus – Employer Package](#)  
[Form 6-14-D – Off Campus – Parent Package](#)