



Off-Campus Programs

Parent's General Information Package



Dear Parent/Guardian:

Your son/daughter has requested to participate in Off-Campus education activities this semester. The intention of this letter is to let you know about the unique conditions and circumstances of the Off-Campus Education Program.

The main purpose of Off-Campus education is to help students research and identify their **educational** and **occupational** goals. Additional objectives are:

- to explore career opportunities at their source for career planning decisions
- to practise knowledge and skills in the use of application forms, résumés, reference letters and job interview situations
- to acquire credible experience to enter employment after graduation
- to attain hours that may be recognized toward a trade apprenticeship, if registering in the Registered Apprenticeship Program (RAP)
- to achieve three or more school credits, 10 of which could be recognized as a 30-level subject toward an Alberta High School Diploma
- to acquire credible experience and references for applying to post-secondary institutions.

As part of the Off-Campus Education Program, students will be required to complete in-class work related to job preparation, with an emphasis on workplace health and safety. As part of career planning, they may be required to conduct research on specific occupations of personal interest, prior to placement at an Off-Campus work site.

Employers are willing to provide training and work experience only when assured that the student is genuinely interested in the occupation and trying to meet employer expectations. Teachers within our district contribute considerable time and effort in locating the job sites, arranging this opportunity and mentoring and monitoring student performance. In this program, students will:

- be monitored at the work site by an Off-Campus coordinator on a regular basis
- be covered by Workers' Compensation
- be granted credits upon successful completion of the program
- be provided training and work assignments by a specified supervisor
- be required to telephone the employer and the school, if absent from work
- not be required to work on school holidays or examination days, but may work on such days if an agreement is made by the student, Off-Campus coordinator and the employer supervisor.

Our procedures ensure that the hours for senior high off-campus education shall, at minimum, align with the Employee Standards Regulations (part 5). In addition the following work hour recommendations are to be considered in planning a student's work schedule:

- A standard work day of 8 hours per day is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience.
- A maximum of 40 hours per week is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience.
- A maximum of 12 hours combined per day is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience.
- A maximum of 60 hours combined per week is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience.

The student's success in Off-Campus activities is greatly dependent upon personal accountability. As parents/guardians, you can play an important role in helping your child decide if he or she is ready to commit to the program and by encouraging your child to have a positive attitude toward work and other requirements of the program.

In order for your child to participate in the requested course or program, your informed consent is required.

Please sign the Parental Consent and Program Work Agreement forms. If you have any questions or concerns, I can be contacted at the school and will be most willing to provide any further information you may require.



I hope this program can be a meaningful experience that meets your child's objectives.

Sincerely,

Off-Campus Coordinator

Enclosures: (2)

Parental Consent Form

Program Work Agreement Form



PARENTAL CONSENT FORM

Parent's/Guardian's Name: _____

Telephone: _____ (Residence) Telephone: _____ (Business)

Address: _____

Student's Name: _____

School: _____

I hereby consent to the above-named student being placed in a registered work site for the purpose of work experience.

I understand that:

- the school or the board shall not be held liable or responsible for the student's transportation to and from the workplace
- there may be no remuneration
- work and examinations missed in other classes must be completed
- the student will be expected to:
 - be prompt and regular in attendance at work
 - conform to company rules and regulations
 - accept direction and assessments from authorized supervising personnel
- the student may be withdrawn from a work site or work station at the request of the employer, by notice to the school Off-Campus coordinator.

Signature: _____

Date: _____



Student Application

Sample

Personal Data (Please print)

Last Name:	First Name:
Address:	Postal Code:
	Telephone:

Prerequisite Courses

- HCS3000: Workplace Safety Systems _____ Date completed
- Workplace Readiness 10-4 may be used in lieu of HSC3000 for students enrolled in Knowledge & Employability courses.

Second Work Experience Program taken by student

Recommended:

- CTR 1010: Job Preparation _____ Date Completed

Third Work Experience Program taken by student

Recommended:

- CTR 3010: Preparing for Change _____ Date Completed

Students Enrolling in Registered Apprenticeship Programs

Recommended:

- HCS 3010: Workplace Safety Practices _____ Date Completed

Student Enrolling in the Green Certificate Program

Recommended:

- AGR3000: Agricultural Safety _____ Date Completed



Off-Campus Education Program **Sample**

Please indicate three work site choices that you would prefer:

1. _____
2. _____
3. _____

Do you have a specific place in mind? _____

If accepted into the program, what method of transportation will you use to get to your place of employment?

- Car
 Public Transportation
 Other

Employment Record

	Employer	Type of Work	Duration	
			From	To
1.				
2.				
3.				
4.				
5.				
6.				

Do you presently have a part-time job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, are you willing to rearrange part-time job hours to accommodate Off-Campus education commitments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Relevant Courses

Please list any courses you have taken that may be relevant to your work site choice:

Extracurricular Activities

List any extracurricular activities, volunteer work or outside organizations you are/were involved with:

Dates		Organization	Type of Involvement
From	To		

List special skills, courses, certificates, hobbies, interests, etc.:



Future Plans **Sample**

Please indicate your current plan for after senior high school.

- Work University Community College Apprenticeship

Please describe your long-range career plans:

Rationale

Briefly explain why you are interested in the Off-Campus education program:

Student Signature

Parent(s)/Guardian(s) Signature

Date



Work Agreement

Date: _____

Between

A. **Name of Student:** _____
 (herein called "the student")

Address: _____ Telephone Number: _____

Postal Code: _____ Supervising Officer: _____

B. **Name of Employer:** _____ Telephone Number: _____

Company Address: _____

WHEREAS:

- 1 The board has approved an Off-campus Education Program for students in its school pursuant to section 39 of the *School Act*.
- 2 The employer and the student have agreed to participate in the said program on the terms and conditions herein set forth.

WITNESSETH:

- 1 **Period of Agreement (Dates)**
 The student shall, from _____ to _____, faithfully, honestly and diligently serve the employer and devote his or her whole time and attention to such employment during the days and hours of employment hereunder prescribed.
- 2 **Days of Work**
 Employment shall take place between _____ and _____.
- 3 **Hours of Work**
 Employment shall take place between _____ and _____ during the term of this agreement. Working hours are not to exceed those outlined in the *Off-campus Education Handbook*.

When a work day or work week exceeds the recommendations, complete this additional explanation:

Clauses to address dates, days, and times that a student is expected to participate in the off-campus learning experience and to outline additional health and safety parameters, as needed.

EFFECTIVE PERIOD AND HOURS

- (a) The parties agree the off-campus education employment contemplated in this agreement shall start on _____, 20____, and end on _____, 20____.
- (b) The student's standard hours of work for this off-campus employment shall be _____ hours per week as follows:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



Saturday	
Sunday	

(c) The parties acknowledge and agree that the hours set out in subsection (b) are beyond the recommended maximums outlined in the Alberta Education document entitled “Changes in the *Off-campus Education Handbook*” (June 2017). The board and employer represent and warrant that the following additional health and safety parameters are in place to effectively support the student:

1. _____
2. _____
3. _____
4. _____

These clauses are for general information purposes only. They are not intended to provide legal advice to any individual or entity. We recommend that you consult with your own legal advisors regarding off-campus work agreements.

4 Termination

Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.

5 Supervision

During the hours of employment herein set forth, the student shall be under the direct supervision and control of the employer, provided that the employer shall at all times permit the board or its representatives access to the employment site and the student.

6 Evaluation

The employer shall, at the request of the board or its representatives, evaluate the student in the performance of his or her duties hereunder and report such evaluation on a form from time to time provided to the employer by the board.

7 Full-time Employee Tenure

The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer, nor the employer’s hiring practices with regard to full-time employees.

Employer

Student

Board of Trustees Representative

Parent or Guardian of Student

1 By *Workers’ Compensation Act*, AR R.S.A. 2000, CW-15, Section 153(3), during the term of the work agreement, the student is deemed to be “a worker” employed by the Government of Alberta.
 2 In the event the student shall be employed by the employer outside the scope of this agreement, the employer and employee are subject to the *Employment Standards Act*, the regulations and orders thereunder.



Student Responsibilities and Expectations **Sample**

Student: _____

Job Title: _____

Company Name: _____

Address and Postal Code: _____

Supervisor(s): _____

Telephone Number: _____

Fax Number: _____

Email: _____

Student Duties and Responsibilities

Please give a detailed description of the duties this student will be responsible for at this work site – point form is preferable.

1.
2.
3.
4.

Student Learning Plan

Please list the **workplace skills, attitudes and knowledge** that the student possesses that enabled him or her to be hired for the job position.

Workplace Skills
Attitudes
Knowledge



Sample

What job training and/or safety training has the student completed to date?

What special training will the student complete in the next 75 125 250 hours of work?

What **workplace skills, attitudes and knowledge** do you want the student to develop or improve upon during the next 75 125 250 hours of work?

Workplace Skills
Attitudes
Knowledge

Will your business pay?

- | | |
|---|---------------|
| 1 Regular wage | 4. Honorarium |
| 2 \$1.00 per hour | 5. No wage |
| 3 Other (e.g., tools, gift certificates, merchandise discounts) _____ | |

Note:

- 1 Inform the Off-Campus coordinator if the **major job duties change significantly** during the work experience placement.
- 2 Please provide the student with a one- or two-week work schedule.

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____



OFF-CAMPUS COORDINATOR MARK

Sample

Student report marks will be determined as follows.

REPORT 1 MARK (value: 40% of final mark)

Pre-employment Training	20%
Résumé/Covering Letter	5%
Employer Evaluation	50%
Meeting Attendance	5%
Absence Reporting	5%
Time Sheet Completion	10%
File Documentation	5%

REPORT 2 MARK (value: 60% of final mark)

Employer Evaluation	60%
Meeting Attendance	5%
Absence Reporting	5%
Time Sheet Completion	10%
Journal/Reflection	5%
Thank-you Letter/Card	5%
Job Profile Completion	5%
File Documentation/Organization	5%

FINAL MARK

Report 1 Mark	40%
Report 2 Mark	60%



Student Weekly Activity Log **Sample**

Name of Student: _____

Placement: _____

Note to Student: Write a brief description of the types of activities you worked at during the day, complete the day and times. When this page is completed, have your supervisor sign it. This log is to be signed and submitted to your teacher-coordinator at the first school day of the following week.

Day/Date	Hours Worked			Tasks/Activities Performed
	From	To	Total Hours	
Monday				1. _____ 2. _____ 3. _____
Tuesday				1. _____ 2. _____ 3. _____
Wednesday				1. _____ 2. _____ 3. _____
Thursday				1. _____ 2. _____ 3. _____
Friday				1. _____ 2. _____ 3. _____
Saturday				1. _____ 2. _____ 3. _____

Hours from Previous Log: _____

Total Hours This Week: _____

Total Hours to Date: _____

Supervisor's Comments: _____

Please rate the student's overall performance for this week:
 Excellent Very Good Satisfactory Unsatisfactory

Supervisor's Signature: _____ Student's Signature: _____



EMPLOYABILITY SKILLS TEMPLATE: WORK EXPERIENCE 15 **Sample**

Student: _____
 Employer: _____

Credits: _____
 Teacher: _____

Employability Skills	Learner Outcomes The student should be able to:	Assessment Standards and Tools	Rating				
			4	3	2	1	N/A
Personal Management	<ul style="list-style-type: none"> manage own learning demonstrate willingness to learn identify and use reference materials recognize opportunities for personal growth make notes and keep records dress appropriately for the job 	Develops a Portfolio <u>Assessment Tools</u> <ul style="list-style-type: none"> portfolio assessment tool 					
Resource Management	<ul style="list-style-type: none"> use time effectively select and use appropriate resources use appropriate tools for the job return tools and materials to their proper places practise conservation 	Follows Company Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Ethics	<ul style="list-style-type: none"> show respect for others recognize diversity and promote respect demonstrate trustworthy behaviour maintain confidentiality 	Follows the Company's Ethics Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace 					
Interpersonal Relations	<ul style="list-style-type: none"> communicate effectively: <ul style="list-style-type: none"> when speaking in writing nonverbally relate well to others 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Teamwork and Leadership	<ul style="list-style-type: none"> accept membership in a team accept praise and criticism contribute to team efforts propose solutions to problems lead by example 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Responsibility	<ul style="list-style-type: none"> attend regularly demonstrate punctuality follow safe procedures accept responsibility for own actions 	85% Attendance Record 85% Punctuality Record <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace attendance and punctuality records 					

PERFORMANCE RATING GUIDE

	Description	Performance
4	Excellent	Exceeds standards and expected outcomes in a self-directed manner.
3	Very Good	Meets standards and expected outcomes with minimal assistance.
2	Good	Meets standards and expected outcomes with assistance.
1	Not Acceptable	Does not meet standards and expected outcomes, even with assistance.
N/A	Not Applicable	Does not relate to this work station or work site.



EMPLOYABILITY SKILLS TEMPLATE: WORK EXPERIENCE 25 *Sample*

Student: _____

Credits: _____

Employer: _____

Teacher: _____

Employability Skills	Learner Outcomes The student should be able to:	Assessment Standards and Tools	Rating				
			4	3	2	1	N/A
Personal Management	<ul style="list-style-type: none"> • set goals and take steps to achieve them • demonstrate willingness to learn • recognize and maximize opportunities for personal growth • record and maintain information • dress appropriately for the job • accept and offer praise and constructive criticism 	Maintains a Portfolio <u>Assessment Tools</u> <ul style="list-style-type: none"> • portfolio assessment tool • teacher and employer observations 					
Resource Management	<ul style="list-style-type: none"> • use time effectively • use technology-based reference materials • select and use appropriate techniques/tools/technology for the job • handle and dispose of equipment, tools and materials responsibly • conserve resources 	Follows Company Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> • as used in the workplace • portfolio assessment tool 					
Ethics	<ul style="list-style-type: none"> • show respect for others • make personal judgements about the correctness of specific behaviours • generate confidence • maintain confidentiality 	Follows the Company's Ethics Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> • as used in the workplace 					
Interpersonal Relations	<ul style="list-style-type: none"> • communicate using appropriate verbal and nonverbal communication techniques • cooperate to achieve group goals • use technical language appropriately • accept praise and constructive criticism 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> • as used in the workplace • portfolio assessment tool 					
Teamwork and Leadership	<ul style="list-style-type: none"> • cooperate to achieve group goals • take a leadership role, when appropriate • help a team to achieve consensus • respect the feelings and views of others 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> • as used in the workplace • portfolio assessment tool 					
Responsibility	<ul style="list-style-type: none"> • attend regularly • be consistently punctual • follow environmental, health and safety procedures 	90% Attendance Record 90% Punctuality Record <u>Assessment Tools</u> <ul style="list-style-type: none"> • as used in the workplace • attendance and punctuality records 					

PERFORMANCE RATING GUIDE

	Description	Performance
4	Excellent	Exceeds standards and expected outcomes in a self-directed manner.
3	Very Good	Meets standards and expected outcomes with minimal assistance.
2	Good	Meets standards and expected outcomes with assistance.
1	Not Acceptable	Does not meet standards and expected outcomes, even with assistance.
N/A	Not Applicable	Does not relate to this work station or work site.



EMPLOYABILITY SKILLS TEMPLATE: WORK EXPERIENCE 35 *Sample*

Student: _____

Credits: _____

Employer: _____

Teacher: _____

Employability Skills	Learner Outcomes The student should be able to:	Assessment Standards and Tools	Rating				
			4	3	2	1	N/A
Personal Management	<ul style="list-style-type: none"> set clear goals and take steps to achieve them transfer and apply learning to new situations create opportunities for personal growth maintain and manage an effective record-keeping system dress appropriately for the job 	Maintains a Portfolio <u>Assessment Tools</u> <ul style="list-style-type: none"> portfolio assessment tool teacher and employer observations 					
Resource Management	<ul style="list-style-type: none"> create and adhere to time lines select and use appropriate resources, and recognize when additional resources are required manage an inventory access and use technology/references suggest ways to conserve resources 	Follows Company Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Ethics	<ul style="list-style-type: none"> show respect for others assess implications of personal/group actions in the workplace maintain confidentiality 	Follows the Company's Ethics Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace 					
Interpersonal Relations	<ul style="list-style-type: none"> prepare and present information, using appropriate verbal and nonverbal techniques listen attentively and respond appropriately accept and offer praise and constructive criticism 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Teamwork and Leadership	<ul style="list-style-type: none"> work with others to achieve goals contribute to the team's efforts demonstrate negotiation skills mobilize a group to improve performance 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Responsibility	<ul style="list-style-type: none"> attend regularly be consistently punctual demonstrate and encourage others to follow environmental, health and safety procedures and practices 	95% Attendance Record 95% Punctuality Record <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace attendance and punctuality records 					

PERFORMANCE RATING GUIDE

	Description	Performance
4	Excellent	Exceeds standards and expected outcomes in a self-directed manner.
3	Very Good	Meets standards and expected outcomes with minimal assistance.
2	Good	Meets standards and expected outcomes with assistance.
1	Not Acceptable	Does not meet standards and expected outcomes, even with assistance.
N/A	Not Applicable	Does not relate to this work station or work site.



MONITORING REPORT *Sample*

Student:	Work Site:
Date:	Off-Campus Coordinator:
Observation of student and employer: comments of student and employer. _____ _____	
Comments and/or concerns: action to be taken. _____ _____ _____	

Date:
Observation of student and employer: comments of student and employer. _____ _____
Comments and/or concerns: action to be taken. _____ _____ _____

Date:
Observation of student and employer: comments of student and employer. _____ _____
Comments and/or concerns: action to be taken. _____ _____ _____

Injury Reporting Procedure

