

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: OFF-CAMPUS EDUCATION

PROCEDURE CODE:	718 AP 001
Policy Reference: 718 – Off-Campus Education	Exhibits: 718 E 001 – Off Campus Education Agreement 718 E 002 – Off-Campus Education-Work Agreement 718 E 003 – Off-Campus Education Work Site/Placement Approval Form

PROCEDURE

1. Alberta Education - permits school authorities to develop off-campus education programs and courses in accordance with prescribed guidelines and procedures.
2. Off-Campus Courses - Schools in the district may offer off-campus education courses, included in the following categories:
 - 2.1. Work Study components of core and optional
 - 2.2. Workplace Readiness/Practicum
 - 2.3. Work Experience
 - 2.4. Career Internship
 - 2.5. RAP (Registered Apprenticeship Program)
 - 2.6. Green Certificate Program
 - 2.6.1. Definitions of each of these programs can be found in the provincial "Off-Campus Education Handbook."
3. Handbook Adherence - Schools must ensure that all school based staff adhere to the procedures and guidelines as defined and delineated in the provincial "Off-Campus Education Handbook".
4. Course Content - Schools must ensure that course content, where available, is followed and, where necessary, developed and followed.
5. Prerequisites – Schools must ensure that all students have successfully completed all prerequisite courses prior to being placed at any off-campus work site or work station.

6. Educational Supervision - Off-campus education shall be supervised by a certificated teacher, who shall ensure that they follow the expectations of teachers as identified in the provincial "Off-Campus Education Handbook."
7. Student Evaluation - Evaluation of the student is an on-going process carried out by the teacher in consultation with the employer.
8. Off-Campus Coordinator - Schools must ensure that certificated teachers appointed to the role of off-campus coordinator are provided with adequate training, scheduled time and other resources to enable them to perform the necessary inspections, orientations, monitoring, assessment and evaluation for the effective delivery of the program.
9. Public Relations - The off-campus education teacher/co-ordinator should conduct public relations activities aimed at students, parents, teachers, employers and the community.
10. Site Inspections - All work sites and work stations must be inspected and approved annually by the Off-Campus Coordinator prior to the beginning of a new program and prior to the students beginning work at the site (form 718 E 001 – Off-Campus Education – Work Site/Work Station Inspection Checklist). In the case of RAP, 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 commences.
11. RAP - Registrant Approval - The local office of Apprenticeship and Industry Training, Advanced Education and Technology must approve each registrant in RAP.
12. RAP – On-site Supervisor Qualifications - Where required by related legislation and regulations, the on-site instructor shall hold a valid Alberta journeyman certificate or equivalent status in the trade or technology. An on-site instructor without a valid Alberta Teacher Certificate is permitted, provided the program is:
 - 12.1. consistent with provincial education policy and procedures, and
 - 12.2. supervised by a certificated teacher who is present at each off-campus site.
13. On-site Supervisor - 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.
14. Work Agreement - A written agreement (form 718 E 002 – Off-Campus Education – Work Agreement) must be prepared between the student, the employer, the parent or guardian and an authorized representative of the Board, signed by all parties, prior to the placement of the student at the work site.
15. Work Site/Placement Approval – An approval form (form 718 E 003 – Off-Campus Education – Work Site/Placement Approval) must be completed annually for all work sites prior to the beginning of a new program and/or a student beginning work on a site.

REFERENCES

Off-Campus Education Handbook

Approved: May 17, 2005
Revised: February 18, 2014

