

ADMINISTRATIVE PROCEDURE

Instruction Programs and Material

Off-Campus Education

INS #04

Revised: August 2026

Background

Off-campus education provides students with opportunities to discover and develop their God-given gifts, explore their vocation, and recognize the dignity and value of meaningful work. Through authentic experiences in workplaces and the broader community, students are invited to grow in responsibility, confidence, skill, and service to others. These experiences help students understand that their learning and future work are not solely for personal success but are also ways of contributing their gifts to the common good and society.

Alberta Education and Childcare has identified a growing need for expanded off-campus programs to complement and enhance current programming in schools. The provision of off-campus programs permits schools to expand learning opportunities for students by establishing partnerships with businesses, industries, volunteers, and other agencies in the community. These partnerships will ensure students have the knowledge and skills demanded by business, gain recognized work experience, and are assisted in making the transition from school to work or from school to a post-secondary institution.

Therefore, as referenced by the Board's [Off-Campus Education Policy](#), the Board directs the Superintendent to develop, implement, and monitor off-campus education programs in accordance with the *Education Act*, the *Employment Standards Code*, the *Skilled Trades and Apprenticeship Education Act*, the *Workers' Compensation Act*, and the *Occupational Health and Safety Act*.

Desired Outcome/s

To implement a comprehensive off-campus education program through school and community partnerships that helps students develop their God-given talents, acquire knowledge, skills and attitudes, and gain practical experience that support discernment of vocation, future learning, meaningful work, and services to the common good.

Definitions

In this administrative procedure,

1. "Off-campus education" may include any of the following programs: Work Study, Knowledge & Employability Workplace Readiness/Practicum, Work Experience, Career Internship, Registered Apprenticeship, Green Certificate.
2. "Work study" means off-campus experiential learning for junior or senior high school students that:
 - 2.1. may include job shadowing, job investigation or research, workplace observation, work site investigation, a mentorship arrangement, or a project;
 - 2.2. complements provincially approved junior or senior high curriculum (e.g., Career and Technology Foundations (CTF), Science 9, Biology 30, Career and Technology Studies (CTS));
 - 2.3. is under the cooperative supervision of a certificated teacher and the employer's onsite representative (usually the onsite supervisor);
 - 2.4. is a short-term or part-time experience;

- 2.5. offers no additional marks or credits beyond those awarded for the course (e.g., biology) that the work study is an integral part of.
3. "Work experience" means off-campus experiential learning for senior high school students 15 years of age or older that:
- 3.1. is under the cooperative supervision of a certificated teacher and the employer's onsite representative (usually the onsite supervisor);
 - 3.2. constitutes separate work experience courses based on 25 hours per credit;
 - 3.3. may involve volunteer activities, paid employment, or both.
4. "Registered apprenticeship program" means experiential learning for senior high school students 15 years of age or older that is an integral part of a planned school program where the:
- 4.1. student is under the cooperative supervision of a certificated teacher and the employer's onsite representative (usually the onsite supervisor);
 - 4.2. student is registered with Alberta Apprenticeship and Industry Training (AIT) as an apprentice;
 - 4.3. school authority meets the statutes and regulations relating to apprenticeship training;
 - 4.4. student activities constitute a series of separate courses based on 125 hours per 5-credit course.
5. "Green certificate" means an agriculture-related, apprenticeship-style experiential learning opportunity where senior high school students 15 years of age or older learn by actively performing required skills within an agriculture specialization, where the program:
- 5.1. is an integral part of a planned school program;
 - 5.2. is under the cooperative supervision of a certificated teacher, a representative of Alberta Agriculture and Irrigation, and the employer's onsite representative (usually the onsite supervisor);
 - 5.3. involves agriculture-related work activities;
 - 5.4. constitutes a series of separate courses based on 25 hours per credit;
 - 5.5. requires a separate learning plan for each course that outlines measurable goals and outcomes.
6. "Career internship" means off-campus experiential learning for a senior high school student 15 years of age or older that is an integral part of a planned school program, is under the cooperative supervision of a certificated teacher and the employer's onsite representative, and constitutes a separate course based on 25 hours per credit that meets the outcomes of the Career Internship 10 program of studies.
7. "Knowledge and Employability (K&E) Workplace Readiness/Practicum" means off-campus experiential learning that provides students with a practical and supported environment in which to develop and demonstrate employability and occupational skills. Workplace Readiness 10-4 prepares students for the workplace; Workplace Practicum 20-4 accompanies or follows a K&E 20-level occupational course; and Workplace Practicum 30-4 complements a K&E 30-level occupational course. These experiences are part of the K&E curriculum and are cooperatively supervised by a certificated teacher and the employer's onsite representative.
8. "Local supervision" means that the responsible school authority has assigned a certificated teacher (often referred to as an "off-campus teacher") to provide face-to-face support and assistance to each student engaged in off-campus education programming, and to ensure all procedures and processes as defined and delineated in the Off-Campus Education Handbook are completed.

Procedures

School Authority

Per the [Off-Campus Education Handbook](#), CTR Catholic Schools is responsible for establishing the following:

- 1. Development and Implementation Procedures;
- 2. Staffing and Supervisory Procedures;
- 3. Insurance Procedures;
- 4. Hours of Work Procedures;
- 5. Work Site Procedures.

Principal

A principal is responsible for:

1. Programming considerations including identifying needs, opportunities, and available resources for off-campus education.
2. Initiating and implementing off-campus education programming
 - 2.1. The principals shall appoint an off-campus teacher at each school where the program is offered who will have overall responsibility for the operation of the program and supervision of students enrolled in the program in their school, under the supervision of the principal.
3. Providing adequate training, time, and other resources for
 - 3.1. student preparation, orientation, monitoring, and evaluation;
 - 3.2. work site inspections and evaluations;
 - 3.3. program evaluation;
 - 3.4. documentation and record keeping.
4. Evaluation of off-campus education programming
 - 4.1. Program evaluation:
 - Off-campus education programming must be evaluated (e.g., survey) on a yearly basis to determine whether program objectives are being met. Students, teachers, employers, and parents and guardians should be involved in the evaluation process.
 - 4.2. Work site inspection:
 - each work site must be inspected and approved by a certificated teacher prior to a student's placement and enrollment in an off-campus education program/course.
 - each work site must be inspected and approved within 12 months after being previously inspected and approved by a certificated teacher.
5. Ensuring that all staff are familiar with the off-campus program offerings in the school.

Off-Campus Teacher

The off-campus teacher is the certificated teacher who is assigned the responsibility of supervising, monitoring, and assessing students in off-campus education programming.

1. The school off-campus teacher shall determine that a work site is acceptable by completing the *Work Site Inspection Form*. In addition, an approved work site must meet the following criteria:
 - 1.1. A trade, occupation or profession will be represented;
 - 1.2. A supervising person who is qualified in the role will give direction to and supervise the student;
 - 1.3. The student shall be directly supervised and will not work alone;
 - 1.4. The work site will be acceptable in terms of current health and safety best practices, including legislation, regulations, and codes identified in the Off-Campus Education Handbook;
 - 1.5. The work site must be inspected and approved by a certificated teacher prior to the student's placement and enrollment in an off-campus education program/course;
 - 1.6. The off-campus learning opportunity is acceptable to the school principal and to the parents of the student in terms of its educational content.
2. A signed *Work Agreement* and *Learning Plan* must be completed prior to a student placement in an off-campus program. Learner expectations shall be established for each student participating in the off-campus work experience education program in consultation with the student and the employer and will be assessed throughout.
3. Assessment procedures must be clearly explained to students before off-campus education activities at the work site commence and must comply with both the school authority's and the school's existing evaluation policies.
 - 3.1. The learning outcomes outlined in the course *Learning Plan* should be reflected in the assessment.

- 3.2. While student performance at the work site is evaluated by the off-campus teacher in conjunction with the onsite supervisor, the off-campus teacher is responsible for evaluating the student's achievement for the final mark.
4. The working hours for senior high school work experience students (15 years of age and older) are restricted to 6:00 a.m. to 12:00 midnight, Sunday through Saturday, 365 days per year, subject to the terms of the approved Work Experience Agreement. In accordance with Alberta employment standards, any student working between 9:00 p.m. and 12:00 midnight must work under the continuous, direct supervision of an adult employee (18 years of age or older). No student work experience hours may occur between 12:01 a.m. and 6:00 a.m.
 5. In the case of a student working after 3:00 pm and/or on weekends, the off-campus teacher shall make available to students and employers an emergency telephone number where someone responsible for the program can be reached.
 6. The principal and off-campus teacher shall ensure that adequate school supervision is provided for students in work site placements based on student needs. (For example: visits could be conducted in person or accommodated using technology and/or through school meetings. Placements can be supported by email and phone contact with dated assessment.
 7. The off-campus teacher must maintain a file for each student involved in off-campus education, and securely store all required off-campus education documents at the school, and keep these documents readily available to school and district administration (e.g., work agreements, student learning plans, site visits, student time sheets, student evaluations, work site inspections and evaluations, program evaluations).
 8. For students registering in a program that includes off-campus education and to ensure coverage under the Government of Alberta's Workers' Compensation Board (WCB) insurance, the school shall have the following in place:
 - 8.1. Copies of the *Work Site Inspection Form* available from the off-campus teacher.
 - 8.2. The *Work Agreement* and *Learning Plan* in place with signed approval of the parent/guardian, employer/supervisor, off-campus teacher, and participating student.
 9. In the case of a student injury and a Workers' Compensation Board (WCB) claim, the teacher shall follow all injury reporting procedures outlined in the Off-Campus Education Handbook. This includes the requirement that the off-campus teacher insert the Alberta Education and Childcare WCB Account Code (345912/6) in the necessary forms and then submit the forms within 72 hours of the injury accident to Alberta Education and Childcare at offcampusedu@gov.ab.ca.

Student

Student duties and responsibilities are outlined in the Learning Plan.