

Off-campus education is an opportunity for students to use the community as a resource for learning. Off-campus education helps students acquire knowledge, practice new skills, gain practical experience and explore career opportunities.

Procedures

1. Principals shall ensure that they are familiar with Education Act Section 22 and the regulations governing off-campus education.
2. All work sites must be inspected prior to students starting the off-campus program. The *Approval of Work Sites/Stations* form must be completed by the principal or off campus coordinator who must have sufficient background and training to conduct an inspection that will demonstrate due diligence.
3. The *Work Agreement (Off-campus Education Handbook, p.83)* shall be signed by the employer, the student worker, the parent and the principal or off-campus coordinator and kept on file at the school.
4. The completed original *Approval of Work Sites/Stations* form and the *Work Agreement* form shall be on file at the school before students are placed at work sites.
 - 4.1 Protection under that *Worker's Compensation Act* and the Board's liability insurance policy is not in effect, nor are employers exempt from paying the minimum wage, until the *Approval of Work Sites/Stations* form is completed.
5. The Principal or off- campus coordinator shall contact the work site on a consistent basis as to be confident that the site continues to be a beneficial environment for students.
6. The Principal or off-campus coordinator shall ensure that adequate supervision is provided for students in the work site/station in off-campus placements.
7. Should a student be involved in a work place accident, the principal or off-campus coordinator is responsible for submission of appropriate forms to Worker's Compensation, with copies to Alberta Education and the Superintendent within 72 hours of the incident.

Reviewed/Revised: March 2014 April 2021