



*The Edmonton Catholic Separate School District No. 7 supports the provision of off-campus education opportunities through school/community partnerships to help students acquire knowledge, skills and attitudes and gain practical experience related to life skills and career opportunities.*

**Definitions:**

**Off-campus education** is experiential learning

- undertaken by a student as an integral part of a planned school program.
- under the cooperative supervision of a teacher-coordinator and an employer.
- involving a course based on 25 hours per credit which is approved under policies established by the Federal Government and Alberta Education.
- includes work study, work experience programs, registered apprenticeship program, Career Internship program, Health internship program and cooperative education programs.

**Registered apprenticeship program** is an off-campus education program which meets the regulations of Advanced Education and Technology relating to first year apprenticeship. The program is based on 125 hours of experiential learning per five credit course, to a maximum of eight courses involving 1000 hours of experiential learning. In this context the student is considered a formally registered apprentice.


**Work study** is an off-campus education program where no additional credit is given, and which is part of community partnership activities engaged in by students.

**Work experience** is an off-campus education program which constitutes a separate course based on 25 hours per credit for a minimum of three credits.

**Workstation** is a specific off-campus location at which the student is involved in off-campus learning.

**Resource:** *Off-Campus Education Guide, 2000*

- Forms:**
- Agreement for Off-Campus Education Program*
  - Approval of Workstations*
  - Fax Cover Sheet for Reporting Student Injuries*
  - WCB – Employer’s Report Form*
  - WCB – Worker’s Report Form*

Reference: District Organizational Bylaw 11.5 School Act Section 54 Alberta Education Policy 1.4.3 Employment Standards Code Section 75 Apprenticeship & Industry Training Act Section 1 Workers Compensation Act Section 147 Workers Compensation Regulation A.R. 427/81	Approved: 
	Date Approved: April 3, 2000;
Cross-reference: AP 309	Date(s) Revised: June 12, 2002; March 15, 2005; November 18, 2008