



Administrative Regulation 308

1. The principal is responsible for off-campus education programs offered in the school. This responsibility includes annually approving workstations and requesting approval of workstations for registered apprenticeship programs.
2. A signed copy of the *Approval Of Workstations* must be kept on file in the school. A sample form for *Approval of Workstations* is in the Forms Section.
3. Off-campus education shall be carried out under the supervision and guidance of a certificated teacher.
4. The teacher coordinator shall visit and inspect each workstation to determine it meets the following criteria:
 - a. a trade, occupation or profession will be represented;
 - b. a supervising person who is qualified in the trade or occupation will give direction to and supervise the student;
 - c. the supervising person will have time to supervise and give direction to the student;
 - d. the workstation will be acceptable in terms of Employment Standards Code, Canada Department of Labour Legislation, Occupational Health and Safety Act, Workplace Hazardous Materials Information System (WHMIS), local standards and other legislated requirements; and
 - e. a variety of appropriate learning activities will be provided.
5. Students may be officially placed at a workstation only after the workstation has been approved and an *Agreement for Off-campus Education Program* is in place. The employer, the student, the parent, and the teacher-coordinator shall sign the *Agreement for Off-campus Education Program*. The original is to be kept in the student's record. Sample copies of this agreement are in the Forms Section.
6. Off-campus education shall include an in-school job orientation and debriefing component to facilitate the development of knowledge, skills and attitudes that students must acquire in order to enter, adjust and advance in a career.
7. The teacher/coordinator, in consultation with the student and the employer, shall specify learner expectations and maintain on going contact throughout the program to determine the extent to which these learner expectations have been met. This constitutes the integral part of the final evaluation.
8. Off-campus education shall be evaluated by the teacher-coordinator, in conjunction with the employer. The means of evaluation shall be conveyed to the student and the employer.
9. The working hours for senior high school work experience students are restricted to 7:00 AM to 10:00 PM.
10. In the case of a student working after 6:00 p.m. and/or on weekends, the teacher-coordinator shall make available to students and employers a telephone number where someone responsible for the program can be reached.




11. The teacher coordinator shall communicate with the employer and the student over the period of the off-campus placement. The teacher-coordinator shall ensure that adequate supervision is provided for students in work study site/stations.

12. In the case of an accident or injury the teacher coordinator shall ensure the
 - a. Workers' Compensation forms *Employer's Report of Accident or Industrial Disease*, and the *Employee's Report of Accident or Industrial Disease*, together with a copy of the *Agreement for Off-campus Education Program* are submitted within 72 hours to the Workers' Compensation Board. A copy of the completed forms is to be sent to Alberta Learning and to the assistant superintendent of School Operations Services.

 - b. Alberta Education Account Code 345912/6 has been entered on the *Employer's Report of Accident or Industrial Disease*.

 - c. student and parent have been advised that they are responsible for initiating claims under the Workers' Compensation Board.

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