

## Administrative Procedure 216 - Off Campus Education

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### Background

The Division supports the provision of off campus education to provide opportunities for junior and senior high school students to:

- explore and expand their career interests, skills and knowledge related to work and other life roles;
- assist them in making wise decisions regarding their future education, training and employment;
- allow them to transition from school to work and/or post-secondary institutions.

Off-campus education is an experiential method of learning that

- reinforces, extends and motivates student learning;
- integrates a student's classroom studies with recognized on-the-job work experiences;
- uses a set of planned educational experiences related to work and other life roles through their participation in out-of-class study, observation and/or performance in community-based work sites and/or work stations;
- involves volunteer activities and/or paid employment.

### Procedures

1. Off-campus education requires a partnership involving the school, parent, student and employing organization (i.e., business, industry, government or not-for-profit agency) with each of the partners sharing the responsibility for student growth and learning.
2. Follow all procedures outline in the ***Alberta Education Off-campus Education Handbook*** (Mandatory as of September 1, 2019)

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Reference: Section 18, 22, 33, 52, 53, 196, 197, 222 Education Act  
Apprenticeship and Industry Training Act  
Section 75 Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Occupational Health and Safety Act  
Worker's Compensation Act  
Student Record Regulation 225/2006  
Guide to Education ECS to Grade 12

Effective: 1995-06-08

Amended: 2016-09-22; 2021-04-04