

# Changes in the *Off-campus Education Handbook*

## What is the *Off-campus Education Handbook* and why is it changing?

The *Off-campus Education Handbook* guides junior high and senior high off-campus programming in Alberta and outlines the parameters under which off-campus programming can be used. Based on stakeholder feedback, the allowable hours for off-campus education are changing to more closely align with the [Employment Standards Regulation](#) (Part 5, Section 53) and to allow for extended hours for senior high school students. Importantly, the changes also highlight additional health and safety parameters that have been developed in collaboration with Advanced Education and Labour.

The amendments described in “Changes in the *Off-campus Education Handbook*” will remain optional for September 2017 but will become **mandatory for the 2018–2019 school year**. These changes will affect both school staff and senior high school students.

**For the 2017–2018 school year, schools may implement one of the following options:**

**Option 1:** School authorities may continue to use the current *Off-campus Education Handbook* as is.

*or*

**Option 2:** School authorities that have already implemented the May 2016 amendment may elect to continue to use that amendment alongside the current *Off-campus Education Handbook*.

*or*

**Option 3:** School authorities may elect to use the current *Off-campus Education Handbook* with the June 2017 amendment changes as outlined on pages 2 and 3 of this document.

## Who is responsible for what?

**School authorities** must pass a motion approving the involvement of students in off-campus education activities and must ensure that all staff adhere to the procedures and guidelines as defined in the *Off-campus Education Handbook*. With the proposed changes, school authorities may need to amend their off-campus policies. **Schools** will also need to update their formal work agreement templates to ensure that additional expectations are included. **Off-campus coordinators** (i.e., principals and teachers responsible for off-campus education) must clearly understand how the changes will affect the implementation of off-campus programming.

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## What are the main differences between the current Handbook and the June 2017 amendments to the Handbook?

Current wording (p. 13):	New wording:
<p><b>PROCEDURES</b></p> <p>12. Off-campus education for senior high school students shall, with the approval of the school authority, take place between 7 a.m. and 10 p.m., Monday through Sunday.</p>	<p><b>PROCEDURES</b></p> <ul style="list-style-type: none"> <li>Hours for senior high school off-campus education shall, at minimum, align with the <i>Employment Standards Regulation</i> (Part 5) with the additional expectations that: <ul style="list-style-type: none"> <li>– due diligence<sup>1</sup> is exercised to ensure that the health and safety of students is the primary focus for all off-campus education learning opportunities;</li> <li>– parameters regarding student off-campus education work schedules are outlined in a school authority's off-campus policy, and detailed in a student's formal work agreement;</li> <li>– the following work hour recommendations are considered in planning a student's work schedule: <ul style="list-style-type: none"> <li>○ a standard work day of eight hours per day is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience (e.g., one full semester is spent in off-campus work);</li> <li>○ a maximum of 12 hours combined per day is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience (e.g., attend classes for six hours; off-campus learning experience for six hours);</li> <li>○ a maximum of 40 hours of work per week is recommended for a student who is not attending classes at the same time as participating in an off-campus learning experience (e.g., one full semester is spent in off-campus work); and</li> <li>○ a maximum of 60 hours combined per week is recommended for a student who is attending classes at the same time as participating in an off-campus learning experience (e.g., attend classes for 30 hours; off-campus learning experience for 30 hours).</li> </ul> </li> </ul> </li> </ul>

1. For a general discussion on due diligence, see the [Workplace Health and Safety Bulletin – Due Diligence](#).

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Current wording (p. 26):	New wording:
<p><b>STUDENT SELECTION, PREPARATION AND ORIENTATION</b></p> <p>Prior to selection, students require an orientation to make them aware of:</p> <ol style="list-style-type: none"> <li>1. program alternatives and parameters: <ol style="list-style-type: none"> <li>a) courses and programs offered</li> <li>b) school authority and/or school policies</li> <li>c) hours of work (7 a.m. to 10 p.m., Monday through Sunday) for senior high school students</li> <li>d) ... (continues as currently written)</li> </ol> </li> </ol>	<p><b>STUDENT SELECTION, PREPARATION AND ORIENTATION</b></p> <p>Prior to selection, students require an orientation to make them aware of:</p> <ol style="list-style-type: none"> <li>1. program alternatives and parameters: <ol style="list-style-type: none"> <li>a) courses and programs offered</li> <li>b) school authority and/or school policies</li> <li>c) hours of work for senior high school students</li> <li>d)... (continues as currently written)</li> </ol> </li> </ol>
Current wording (p. 27):	New wording:
<p><b>STUDENT PLACEMENT AND MONITORING</b></p> <ol style="list-style-type: none"> <li>1. Prior to the commencement of the work site placement, the off-campus coordinator is responsible for ensuring that a work agreement or contract has been signed by the student, the student's parent/guardian, the employer and the school authority designee.</li> </ol>	<p><b>STUDENT PLACEMENT AND MONITORING</b></p> <ol style="list-style-type: none"> <li>1. Prior to the commencement of the work site placement, the off-campus coordinator is responsible for ensuring that a formal work agreement that meets minimum requirements established by Alberta Education has been signed by the student, the student's parent/guardian, the employer and the school authority designee.</li> </ol>
Current wording (p. 75):	New wording:
<p><b>PLACEMENT PROCEDURES AND DOCUMENTATION</b></p> <p>Prior to the commencement of the placement, the off-campus coordinator must ensure:</p> <ol style="list-style-type: none"> <li>1. all off-campus education work sites and work stations have been approved (see Section 5).</li> <li>2. the student has received an appropriate pre-placement orientation (see Section 6).</li> <li>3. a work agreement or contract has been signed by the student, the student's parent or guardian, the employer and the school authority designee (see Sample 7.1 and Sample 7.2).</li> </ol>	<p><b>PLACEMENT PROCEDURES AND DOCUMENTATION</b></p> <p>Prior to the commencement of the placement, the off-campus coordinator must ensure that:</p> <ol style="list-style-type: none"> <li>1. all off-campus education work sites and work stations have been approved (see Section 5).</li> <li>2. the student has received an appropriate pre-placement orientation (see Section 6).</li> <li>3. a formal work agreement outlining the dates, days, and times that a student is expected to participate in the off-campus learning experience has been signed by the student, the student's parent or guardian, the employer and the school authority designee (see <a href="#">Sample 7.0</a>). <ul style="list-style-type: none"> <li>– Where a student is required to work outside of the recommended maximums, additional health and safety parameters must be outlined in the work agreement.</li> </ul> </li> </ol>

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## **What are the key responsibilities for potential employers?**

Potential employers will need to be aware of these changes. As with the current off-campus parameters, if a student works outside of the dates, days and times outlined in the formal work agreement, the student will be considered an employee of the employer and will no longer be under the Government of Alberta's [Workers' Compensation Act](#).

## **What does this mean for school staff?**

Principals and teachers responsible for off-campus education (usually referred to as off-campus coordinators) must clearly understand how the changes will affect the implementation of off-campus programming and will need to ensure that formal work agreements reflect the changes. Off-campus coordinators will also need to outline the expectations with prospective employers.

## **Where can I get more information?**

You can find detailed and up-to-date information on the Alberta Education website, under Programs of Study, [Off-campus Education](#). Contact Lana Rissling, Senior Manager, Careers, Dual Credit and Off-campus, by telephone at 780-422-4124 (toll-free by first dialing 310-0000) or by email at [lane.rissling@gov.ab.ca](mailto:lane.rissling@gov.ab.ca).