

Administrative Procedures Manual		Administrative Procedure 217	
		Off-Campus Education	
Page 1 of 3		APPROVED: September 2013	
		AMENDED/REVIEWED: September 2025, September 2019, May 2016, August 2016, October 2018	
LEGAL REFERENCE:	Section 18, 22, 52, 53, 196, 197, 222 Education Act Section 65 & 66 Employment Standards Code Access to Information Act (ATIA) Protection of Privacy Act (POPA) Labour Relations Code Occupational Health and Safety Act Worker's Compensation Act	Canada Labour Code Student Record Regulation Guide to Education ECS to Grade 12 Off-Campus Education Handbook Knowledge and Employability Courses Handbook, Grades 8 to 12 Apprenticeship and Industry Training Act	

Background

The Division supports the provision of off-campus education opportunities through school and 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 includes Work Study, Workplace Readiness/Practicum, Work Experience, the Registered Apprenticeship Program, the Green Certificate Program and Career Internship. Refer to Government of [Alberta Off-Campus Education Handbook](#) for detailed definitions.

Procedures

1. All staff must adhere to the procedures and guidelines as defined and delineated in the [Alberta Off-Campus Education Handbook](#).
2. 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.
 - 2.1 All off-campus courses require students to complete a prerequisite safety course as outlined in the [Alberta Off-Campus Education Handbook](#).
3. Students shall comply with the requirements under the Employment Standards Code in order to participate in work experience education.
4. Off-campus education shall be carried out under the local supervision and guidance of a certified teacher employed by the school authority.
5. Off-campus education shall be evaluated by the off-campus coordinator. The means of evaluation shall be conveyed to the student and the employer as approved by the Principal.
6. The off-campus coordinator, together with the employer, shall specify learner expectations, except for the Registered Apprenticeship Program and the Green Certificate Program, for each student in consultation with the student and employer.

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7. The off-campus coordinator shall determine that a work site/station is acceptable. An approved work station or work site must meet the criteria outlined in the [Alberta Off-Campus Education Handbook](#).
8. For students registering in a program that includes off-campus education, the Principal shall ensure:
 - 8.1 The work sites/stations have been annually approved by the off-campus coordinator Grande Prairie Tri-Division Off-Campus Education Work Site/Work Station Inspection ([Form 217-1](#))
 - 8.2 The annual Agreement for Grande Prairie Tri-Division Off-Campus Education Work Agreement ([Form 217-2](#)) and/or Work Experience Agreement Special Consideration ([Form 217-3](#)).
 - 8.3 The annual Agreement for Grande Prairie Tri-Division Off-Campus Education Work Agreement ([Form 217-2](#)) and/or Work Experience Agreement Special Consideration ([Form 217-3](#)) signed by all parties named above is on file at the school before students are placed in work sites/stations.
 - 8.3.1 Protection under Workers' Compensation Act and the Board's liability is not in effect, nor are employers exempt from paying the minimum wage, until the Grande Prairie Tri-Division Off-Campus Education Work Site/Work Station Inspection ([Form 217-1](#)) is approved.
 - 8.3.2 Protection under Workers' Compensation Act and the Board's liability is not in effect, for any hours, that a student works, which are not outlined in the formal work agreement.
 - 8.4 The student is advised to purchase school insurance.
 - 8.5 For students who choose to drive to their worksite, the student's parent/guardian must complete the Grande Prairie Public School Division [Form 260-6 Transportation for Off-Site School Sponsored Activities](#).
 - 8.6 Working Hours for school off-campus education shall align with [Alberta Off-Campus Education Handbook](#).
 - 8.7 The exemption from the minimum wage by the Employment Standards Branch, Alberta Labour, and Workers' Compensation Board coverage by Alberta Education will apply only during these hours.

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- 8.8 In the case of a student working after 6:00 p.m. and/or on weekends, the off-campus coordinator or school administration will make available to students and employers a telephone number where someone responsible for the program can be reached.
9. The off-campus coordinator is recommended to make contact with the work site/station and the student for every 25 hours of work completed over the period of the off-campus placement. Contact can be through videoconferences, emails, texts, telephone calls, faxes or school meetings.
10. The off-campus coordinator will ensure that adequate supervision is provided for students in work sites/stations.
11. School administrators must become familiar with both the required procedures listed in the [Alberta Off-Campus Education Handbook](#) and the responsibilities of teachers' assigned duties as off-campus coordinators as specified in the [Alberta Off-Campus Education Handbook](#).
12. In the case of a Workers' Compensation Board (WCB) claim, the off-campus coordinator shall submit the necessary forms to Alberta Education and WCB within 72 hours of the incident.
- 12.1 The off-campus coordinator will ensure the Alberta Education Account Code, is used.
- 12.2 The off-campus coordinator will submit the forms and a copy of the approved Grande Prairie Tri-Division Off-Campus Education Work Site/Work Station Inspection ([Form 217-1](#)) to Alberta Education for processing and filing with the Workers' Compensation Board.
- 12.3 Any incident involving safety must be entered into the [Public School Works](#) system by the off-campus coordinator.
- 12.4 Depending on the circumstances, the off-campus coordinator may reconsider the decision to approve the work site/station.
- 12.5 The off-campus coordinator will notify the designate school authority representative and the Division Safety Coordinator of any incidents.