

Welcome to Off-campus Education

Off-campus education is a program in which classroom studies are complemented with practical experience obtained in the workplace. By agreeing to accept a student into your workplace, you have become a valued partner in the educational process. This experience will assist the student in making the transition from school to work or to post-secondary education. In order to make this a meaningful learning experience, we would like to provide you with the following information and suggestions.

Worksite Inspections

Prior to the commencement of an off-campus placement, the worksite/work station must be inspected by Pembina Hills' staff. Depending on the complexity of the worksite, either the off-campus coordinator (or the coordinator and the Division's Occupational Health and Safety Officer) will need to examine the worksite. An example of the inspection checklist is enclosed with this package. Please accompany the Pembina Hills' staff through this inspection process.

Starting Off on the Right Foot

When the student starts work, provide them with an orientation to the workplace. Explain the purpose of the job and how they can make a contribution. Explain daily routines and expectations, including such things as dress code, safety procedures, care of equipment, keeping the work area clean and dealing with the public.

Assign a Supervisor

Assign one of your regular employees to supervise the student. It is important to understand that the student is a learner in a new setting and will initially need supervision, as well as an opportunity to feel comfortable asking questions.

Creating a Learning/Training Plan

When a student is placed at a work site, the off-campus coordinator may ask you to help list the types of duties that might be assigned. By putting these tasks in writing, we are creating a learning/training plan that will help bring focus to the learning. The student needs to be assigned a variety of tasks that progress in difficulty as they become more familiar with the job. The training plan/list of duties should be reviewed periodically and revised to ensure that it contains challenging but attainable goals for the student.

Workers' Compensation Coverage

Prior to starting an off-campus program, the student must have a signed Work Agreement. This agreement must be signed by the employer, a school board designee and the student's parent(s)/guardian(s). Once this agreement is in place, the student is deemed to be an employee of the Alberta Government, which assumes responsibility to cover the *bona fide* student registered in off-campus education for workers' compensation purposes. In the event of

an accident involving the student, the employer must contact the school off-campus coordinator immediately. An injury reporting procedure is included in this package.

Employment Standards

For the term of the agreement and the hours specified, the employer is exempt from paying the minimum wage stipulated under the *Employment Standards Act*. All other regulations apply. However, it has been the practice in Pembina Hills' communities to pay student workers according to a typical scale. If you hire the student outside of the hours or days of the agreement, workers' compensation becomes your responsibility and payment of at least minimum wage is required.

Note: This exemption does not apply to students enrolled in the Registered Apprenticeship Program.

Time Logs

In order to keep track of the time a student has spent on the job, the off-campus coordinator asks the student to fill out, and employers to sign, time logs. It is the student's responsibility to return a signed time log sheet to the off-campus coordinator at the end of each week. In this package, you will find a sample time log. These logs provide a valuable opportunity to provide feedback to the student about weekly performance. As an employer, you should consider taking a few minutes at the end of each week to sit down with the student to fill out the time log and to discuss the student's progress.

Staying in Touch

The student participating in off-campus education is expected to notify the employer and the school immediately if they are unable to attend work due to illness. The off-campus coordinator will remain in contact with you throughout the course of the placement and all work stations and work sites will be regularly monitored. Even though every attempt is made to stay in touch with the work stations and work sites, as the employer, please feel free to contact the off-campus coordinator should you have any questions or concerns, especially if the student is failing to attend.

Thank you for becoming a committed partner in this educational program. We hope that you will find the experience to be a challenging and rewarding one.

Work Agreement SAMPLE

Date: _____

Between

A. **Name of Student** (hereinafter called "the student"): _____

Address and Postal Code: _____

Telephone Number: _____ Supervising Officer: _____

B. **Name of Employer:** _____ Telephone Number: _____

Company Address: _____

WHEREAS:

1. The board has approved an Off-campus Education Program for students in its school as per the *Education Act*.
2. The employer and the student have agreed to participate in the said program on the terms and conditions herein set forth.

WITNESSETH:

1. **Period of Agreement (Dates)**

The student shall, from _____ to _____, faithfully, honestly and diligently serve the employer and devote their whole time and attention to such employment during the days and hours of employment hereunder prescribed.

2. **Days of Work**

Employment shall take place between _____ and _____.

3. **Hours of Work**

Employment shall take place between _____ and _____ during the term of this agreement. Working hours are not to exceed those outlined in the [Off-campus Education Handbook](#) (see "Hours of Work Procedures" on page 19).

EFFECTIVE PERIOD AND HOURS

(a) The parties agree the off-campus education employment contemplated in this agreement shall start on _____, 20____, and end on _____, 20____.

(b) The student's standard hours of work for this off-campus employment shall be **no more than** _____ hours per week as follows:

Monday: _____

Friday: _____

Tuesday: _____

Saturday: _____

Wednesday: _____

Sunday: _____

Thursday: _____

Where a student is required to work outside the recommended maximums, complete item (c) and (d).

(c) The parties acknowledge and agree that the hours set out in subsection (b) are beyond the recommended maximums outlined in the Alberta Education document entitled "*Off-campus Education Handbook*" (2019). The board and employer represent and warrant that the following additional health and safety parameters are in place to effectively support the student.

1. _____
2. _____
3. _____
4. _____

(d) Approval of Student Schedules Outside of Recommended Hours of Work

Based on sufficient due diligence, the off-campus teacher approves of the student working outside of the recommended hours of work:

Approved Not Approved

Off-campus Teacher (please print full name): _____

Date: _____ Signed: _____

4. **Termination** – Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.
5. **Supervision** – During the hours of employment herein set forth, the student shall be under the direct supervision and control of the employer, provided that the employer shall at all times permit the board or its representatives access to the employment site and the student.
6. **Evaluation** – The employer shall, at the request of the board or its representatives, evaluate the student in the performance of their duties hereunder and report such evaluation on a form from time to time provided to the employer by the board.
7. **Full-time Employee Tenure** – The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer, nor the employer's hiring practices with regard to full-time employees.
8. **Insurance** – Pursuant to the Workers' Compensation Act (W-15,R.S.A. 2000) and regulations or orders-in-council made thereunder, the student participating in this program is deemed to be a worker of the Alberta Government for the purpose of workers' compensation.

In the event the student shall be employed by the employer outside the scope of this agreement, the employer and employee are subject to the *Employment Standards Act*, the regulations and orders thereunder.

Signatures:

Employer

Student

Board of Trustees Representative

Parent or Guardian of Student

Student Responsibilities and Expectations SAMPLE	
Name of Student:	
Job Title:	
Company Name:	
Address and Postal Code:	
Supervisor(s):	
Telephone Number:	
Fax Number:	
Email:	
Student Duties and Responsibilities	
Please provide a detailed description of the duties this student will be responsible for at this work site – point form is preferable.	
1.	
2.	
3.	
4.	
Student Learning Plan	
Please list the workplace skills, attitudes and knowledge that the student possesses that enabled them to be hired for the job position.	
Workplace Skills	
Attitudes	
Knowledge	

What job training and/or safety training has the student completed to date?	
What special training will the student complete in the next ___ 75, ___ 125, ___ 250 hours of work?	
What workplace skills, attitudes and knowledge do you want the student to develop or improve upon during the next ___ 75, ___ 125, ___ 250 hours of work?	
Workplace Skills	
Attitudes	
Knowledge	
Will your business pay? <input type="checkbox"/> Regular wage <input type="checkbox"/> \$1 per hour <input type="checkbox"/> Honorarium <input type="checkbox"/> No wage Other (e.g. tools, gift certificates, merchandise discounts) _____	
Note: 1. Inform the off-campus coordinator if the major job duties change significantly during the work experience placement. 2. Please provide <u>the student</u> with a one- or two-week work schedule.	
Supervisor's Signature:	Date:
Student's Signature:	Date:
Teacher's Signature:	Date:

Off-Campus Education Work Site/Work Station Inspection Checklist (Page 1 of 2)		
(To be completed annually for EACH work site used on off-campus programs)		
Date:	School:	School Year:
Address:		
Off-campus Coordinator:		
Email:		Telephone Number:
1.	The work site/work station inspection must occur prior to student placement.	
2.	A work site/work station, the specific off-campus location at which the student is involved in off-campus learning activities (Work Study, Work Experience, Career Internship, Green Certificate Program, Workplace Readiness/ Practicum, RAP), requires inspection and <u>annual</u> approval by the principal. After an accident or injury, the work station requires a subsequent inspection before re-approval. (Reference: <i>Off-campus Education Handbook</i> .)	
3.	Parental or guardian consent shall be obtained on the student's behalf, a student-employer agreement shall be signed by both parties and the parents/guardians of underage students, and this inspection record shall be on file at the school attended by the student and copies sent before the student is placed at the work site/work station.	
4.	Students and parents/guardians signing the Work Experience Agreement are considered to have signed the WCB Deeming order for workers' compensation coverage.	

Work Site/Work Station SAMPLE	
A. Company Name: _____ Company Address: _____ Postal Code: _____ Company Contact Person: _____ Telephone: _____ Cell: _____ Type of Business: _____ _____ More than one work site involved? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, complete Box B	B. Work Site Location (if different from company address) _____ Supervisor (onsite): _____ Telephone: _____ Email: _____ More than one supervisor involved (please list): _____ _____
Number of students to be placed at work site:	
Does the employer or job have a minimum age requirement for employee at work site? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Driver's License required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Work Station Approval for (please check):	
Work Study <input type="checkbox"/> Work Experience <input type="checkbox"/> Career Internship <input type="checkbox"/> Green Certificate Program <input type="checkbox"/> Workplace Readiness/Practicum <input type="checkbox"/> RAP <input type="checkbox"/>	
Approved <input type="checkbox"/> Not Approved (provide documentation) <input type="checkbox"/>	
Inspecting Off-campus Coordinator (please print):	
Date:	Signature:
Principal/Associate Principal (please print):	
Date:	Signature:

Off-Campus Education Work Site/ Work Station Inspection Checklist (Page 2 of 2) SAMPLE

All checklist questions must be acceptable prior to approving this work site.		Acceptable	Needs Improvement	Not Applicable
1.	Who will provide onsite supervision and job-related training for the student? Name/position of supervisor:			
2.	Will job-related health and safety training and orientation be provided to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>			
3.	Is the student expected to wear any personal protective equipment (PPE)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
		Employer	Student	
	Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	
	Eye Protection	<input type="checkbox"/>	<input type="checkbox"/>	
	Footwear	<input type="checkbox"/>	<input type="checkbox"/>	
	Headwear	<input type="checkbox"/>	<input type="checkbox"/>	
	Gloves	<input type="checkbox"/>	<input type="checkbox"/>	
	Coveralls/Uniform	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Is the employer familiar with the process for reporting a student injury? (Discuss with the employer that the student is an employee of Alberta Education for WCB coverage.) Yes <input type="checkbox"/> No <input type="checkbox"/>			
5.	Are there emergency preparedness procedures in place, e.g. fire, spill? Yes <input type="checkbox"/> No <input type="checkbox"/>			
6.	Is a trained first aider available to the student at all times while the student is working? Yes <input type="checkbox"/> No <input type="checkbox"/>			
7.	Are fire extinguishers, first-aid kits maintained and readily available? Yes <input type="checkbox"/> No <input type="checkbox"/>			
8.	Are emergency exit/safety signs clearly visible? Yes <input type="checkbox"/> No <input type="checkbox"/>			
9.	Is emergency eyewash equipment (if necessary) maintained and readily available? Yes <input type="checkbox"/> No <input type="checkbox"/>			
10.	List the most critical potential hazards or dangers of this job; e.g. <ul style="list-style-type: none"> • Chemical – exposure to solvents, asbestos, dangerous gases (e.g. carbon monoxide) • Biological – exposure to moulds, parasites, blood and body fluids • Ergonomic – lifting heavy or awkward materials; repetitive work • Physical – manual lifting, exposure to noise, radiation, workplace violence, dangerous machinery, confined spaces • Psychological/cultural factors – stress, harassment, crude language, gender considerations (e.g. student is the only male/female at the worksite). 			
	Have these hazards been identified and controlled by the employer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
11.	How will the student be made aware of these hazards/dangers?			
12.	List the tools, materials and equipment that the student will be expected to use or handle:			
	<input type="checkbox"/> Hand tools	<input type="checkbox"/> Heavy equipment		
	<input type="checkbox"/> Power lift equipment	<input type="checkbox"/> Vehicle operation		
	<input type="checkbox"/> Power tools	<input type="checkbox"/> Other:		
	<input type="checkbox"/> Other hazardous machinery:			
13.	Does this work site appear to provide an orderly, well-maintained, safe and caring working and learning environment? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Re: Student Evaluation: Off-Campus Programs

The off-campus placement is an opportunity to use the community as an effective resource for career planning, and of interest and skill assessment. It also functions to help the student become more aware of employers' expectations of new employees on the job and the opportunity to develop and demonstrate good work habits.

It is your standards on which the student is being evaluated and, therefore, it is vitally important that you discuss this evaluation with the student. Your specific compliments and concerns must be expressed, if the student is to understand and meet your expectations.

Your time and concern for the individual in this component of their education is greatly appreciated and valued by the student and our school programs. Thank you again for your cooperation.

Yours truly,

Off-campus Coordinator

Off Campus Evaluation of Student

Mid Term Report / Final Report (circle one)

Name of Student:

School:

Employer: Evaluate this student as you would a novice worker in your employ. Feel free to make a comment for any section, explaining why you rated the student as you did. A description of each of the employability skills is located on the following page of this form. Not all of these skills will be applicable to all students in all situations. Place N/A beside any one that does not apply.

Employability Skills	Excellent	Good	Satisfactory	Needs Improvement	Comments (attach additional comments on a separate paper)		
Listening skills							
Verbal communication							
Written communication							
Reading comprehension							
Willingness to learn							
Self-esteem and confidence							
Ability to set and obtain goals							
Accountability for actions							
Personal ethics (honesty, etc.)							
Initiative							
Ability to think critically							
Uses technology effectively							
Acceptance of change							
Creativity							
Productivity (quality product)							
Performs tasks safely							
Respectful of diversity							
Cooperative (is a team player)							
Overall Rating	Excellent	Good	Satisfactory	Needs Improvement			
No. of Days Absent:		For absences, were you informed ahead of time, with an acceptable reason?			Yes	No	If no, please comment
No. of Days Late:		Has this report been discussed with the student?					

Recommendations for improvement:	
Comment on the student's suitability for this type of employment:	
If there were an opportunity for employment, would you consider hiring this student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employer Signature:	Student Signature:

Description of Employability Skills	
The following is a description of the employability skills appearing on the previous page. Refer to this description for a standardized explanation of what each term means.	
Listening skills	Listens to gain information and to understand.
Verbal communication	Understands and speaks the language in which the business is conducted, including proper use of specialized terminology.
Written communication	Writes effectively in the language in which the business is conducted, including proper use of specialized terminology.
Reading comprehension	Reads, understands and uses written materials related to the business, including graphs, charts and displays, if applicable.
Willingness to learn	Shows a positive attitude toward learning and lifelong learning.
Self-esteem and confidence	Shows faith in themselves to do the job well. Shows an increasing ability to handle constructive criticism.
Ability to set and obtain goals	Demonstrates an ability to set goals and priorities in work and personal life, and also shows an ability to manage time and other factors to achieve these goals.
Accountability for actions	Assumes responsibility for actions they take, and deals effectively with the consequences.
Personal ethics (honesty, etc.)	Demonstrates honesty and a morality that is consistent with expected behaviour at the workplace, including confidentiality, if required.
Initiative	Demonstrates an ability to begin new tasks when it is appropriate to do so, and shows energy and persistence to get the job done.
Ability to think critically	Sees issues clearly and truly in order to judge them fairly, and acts logically to evaluate situations, solve problems and make decisions.
Uses technology effectively	Is able to learn how to use the technology of the business, and makes appropriate decisions while using it.
Acceptance of change	Demonstrates a positive attitude to change by being flexible and adaptable to new situations.
Creativity	Is able to suggest new or innovative ideas to get the job done when the situation warrants it. Also implies the enterprising entrepreneurial spirit.
Productivity (quality product)	Understands the standards of the workplace, and is able to produce work that meets the standards, including operating within the time constraints of the business.
Performs tasks safely	Wears appropriate safety gear, and acts responsibly and safely toward self and others.
Respectful of diversity	Recognizes and respects people's diversity and individual differences.
Cooperative (is a team player)	Is able to understand and work within the culture of the group and exercise "give and take" to achieve group results.

Injury Reporting Procedure

Injury to Student

- Student reports injury to employer **and** off-campus coordinator
 - Medical treatment provided
 - Parent contacted

- Student completed *Worker's Report of Injury or Occupational Disease Form*

- Employer completes *Employer's Report of Injury or Occupational Disease Form*
Does not insert account number

- Reports given immediately to off-campus coordinator

Off Campus Coordinator:

- Checks accuracy of reports
- Inserts Alberta Education's account code **345912/6** and signs name plus writes "on behalf of Alberta Education"
- Faxes both completed forms within 72 hours of incident to:
 - Curriculum Sector at 780-422-3745
and
 - Worker's Compensation Board at 780-427-5863
- Maintains original copies of forms
- Consults with employer on how to prevent similar incidents from occurring in the future

WCB-Alberta offers several resources to help employers complete the required forms:

[Workers' Compensation Board - Alberta \(https://www.wcb.ab.ca/resources/for-employers/forms-and-guides/\)](https://www.wcb.ab.ca/resources/for-employers/forms-and-guides/)

[WCB-Alberta Employer Report of Injury \(https://www.wcb.ab.ca/assets/pdfs/employers/c040_instn.pdf\)](https://www.wcb.ab.ca/assets/pdfs/employers/c040_instn.pdf) includes Employer Report of Injury information sheet, reporting instructions and Employer Report form

[WCB Employer Handbook \(December 2018\)
https://www.wcb.ab.ca/assets/pdfs/employers/employer_handbook.pdf](https://www.wcb.ab.ca/assets/pdfs/employers/employer_handbook.pdf)