



Name: _____

School: _____

Program: Work Exp. RAP Green Cert.

Grade: 10 11 12

Off Campus Program Initial Forms Package

- ___ Complete HCS3000 Workplace Safety (Work Experience and RAP) or AGR3000 (Green Cert.)
- ___ Submit online pre-registration form at bit.ly/offcampusprereg
- ___ Read pages 2-7
- ___ Fill in and submit pp. 1 and 8-13 (Work Experience and RAP) or pp. 1 and 8-11 (Green Cert.)
- ___ How are you getting to Off Campus worksite? (**students may not drive each other**)
 - ___ walk, take public transit, drive myself or be driven by my parent
 - ___ get a ride from another adult - Transportation Forms are required – print them at bit.ly/offcampustransportation
- ___ Use the time sheet to keep track of your hours after your Off Campus Teacher completes a site visit. Print extra copies at bit.ly/offcampustimesheets.

Off Campus Teachers:	Schools
Jeni Bowden 403-915-507 jennifer.bowden@pallisersd.ab.ca	Picture Butte High School, County Central High School, Noble Central School
Brian Kim 778 679 7721 brian.kim@pallisersd.ab.ca	Coalhurst High, Huntsville School, Kate Andrews High School, PBB Coaldale, John Davidson School, Carmangay
Charlene Foster charlene.foster@pallisersd.ab.ca	Calgary Christian High School, Masters College, Heritage Christian Academy, Calgary Islamic School, Brant Christian, National Sport School

COMPLETION OFF CAMPUS PROGRAMS

- Fill out the **Off Campus Program Initial Forms Package** and submit it to your Off Campus Teacher.
 - If you are 18 or older, your parents **DO NOT** have to sign.
- **Worksite Approval** - Must be completed and documented by the Off Campus Teacher prior to the commencement of the work site placement in order to provide a positive, safe and caring learning experience and to allow for the progressive development of occupation-related knowledge and skills.
- **Submit your signed timesheets** or signed paystubs monthly to your Off Campus Teacher.
- Throughout the duration of the work site placement, the Off Campus Teacher will monitor and assess the performance of students through formative and summative assessments.
- **Final Assessment**
 - The Off Campus Teacher will contact the employer/supervisor to complete a final assessment which will be used in calculating your grade.
 - The student may also be contacted to provide a self-evaluation which will form part of the overall mark.
 - If you finish working (ie. you quit, are let go, summer ended, etc.) or you have accumulated 250 hours, please contact the Off Campus Teacher.
- **Accumulation of Credits**
 - Palliser Beyond Borders will submit your credits and marks to Alberta Education.
 - 25 hours = 1 credit, with a minimum of 75 hours (3 credits)
 - 75 hours = 3 credits 100 hours = 4 credits 125 hours – 5 credits etc.
 - Work Experience: You may earn up to 10 credits per level (Work Experience 15, 25 and 35), but only 15 credits count towards your diploma requirements. However, all 30 credits will appear on your transcript.
 - Registered Apprenticeship Program: You can earn up to 40 credits with 1000 hours.
 - These courses can be used when applying for scholarships, post-secondary programs, etc. etc.

If you have any questions or concerns, please do not hesitate to contact your Off Campus Teacher.

Jeni Bowden	E: jennifer.bowden@pallisersd.ab.ca	P: 403-915-507
Jennifer Coutts	E: jennifer.coutts@pallisersd.ab.ca	P: 403-894-1328
Charlene Foster	E: charlene.foster@pallisersd.ab.ca	
Brian Kim	E: brian.kim@pallisersd.ab.ca	P: 778-679-7721

Expectations of Off Campus Students

These learner expectations are for students enrolled in Career Internship, Work Experience and Registered Apprenticeship Program.

Learner expectations describe the competencies that students are to develop. They require students to be active learners who can combine knowledge, skills and attitudes with an applied context.

Students will:

- Experience the career planning process
- Be exposed to the job market and societal trends and relate them to their personal career plan
- Explore a career related occupation
- Develop an understanding of employers' expectations
- Practice the job search and application process
- Experience the employer/employee relationship in a work setting
- Develop and practice acceptable work habits and positive attitudes
- Develop and practice workplace safety
- Work within the regulations and legislation which affects workers and work experience students
- Understand the relationships between the individual worker, the employer, organized labour and the government.

Student Safety

Students must do everything they can to be safe in the workplace. Your Off Campus Teacher will conduct a site visit to ensure that basic safety standards are met, but if you ever have any questions or concerns about safety in your workplace, contact your supervisor immediately. If necessary, also contact your Off Campus Teacher for assistance.

Alberta Education provides WCB coverage for students who are registered in Off Campus programs. If you are injured on the job, contact your work supervisor, get required medical assistance, and contact your Off Campus Teacher. Please familiarize yourself with the following safety information from the Alberta Education Off Campus Education Handbook.

Student Responsibility

1. Tell your employer: Tell your employer/onsite supervisor the details of your injury.
2. Tell your parent/guardian.
3. Tell your off-campus teacher: Tell your teacher the details of the injury. The teacher will need to complete appropriate paperwork in collaboration with you and the employer.

4. Tell a health-care provider: If the injury requires you to see a health-care provider, such as a family physician, tell the health-care provider that the injury occurred at work. The health-care provider must report the injury to WCB-Alberta within 48 hours. Note: If the doctor does not send in a report, the WCB will not open a file.

5. Tell WCB: With the help of the off-campus teacher and the employer, complete a Worker Report of Injury or Occupational Disease if required.

Additional information is available in the WCB-Alberta Worker Handbook on Alberta Labour and Immigration's Workers' Compensation Board website.

Students in off-campus education programming need to understand that all injuries, major or minor, must be reported immediately to the work site supervisor and to the off-campus teacher.

Workers' Compensation Board (WCB) insurance starts when a work agreement has been signed and a student begins a placement in an off-campus education program.

Employer Responsibility

If a student is injured at the work site, the employer must immediately contact the off-campus teacher if

- the student requires medical treatment beyond first aid; and/or
- the injury results in lost time away from the work site.

Note: Even if WCB notification is not required, the employer's onsite supervisor is responsible for ensuring that the injury is recorded in the employer's incident/injury record book. The employer, in collaboration with the off-campus teacher, will determine whether an Employer Report of Injury form needs to be submitted by the employer to WCB-Alberta.

A form needs to be submitted if the injury results in or is likely to result in

- lost time or the need to temporarily or permanently modify work beyond the date of the incident
- death or permanent disability (amputation, hearing loss, etc.)
- a disabling or potentially disabling condition caused by occupational exposure or activity (poisoning, infection, respiratory disease, dermatitis, etc.)
- medical treatment beyond first aid (assessment by physician, physiotherapy, chiropractic, etc.)
- medical aid expenses (dental treatment, eyeglass repair or replacement, prescription medications, etc.)

Additional information can be accessed in the WCB-Alberta Employer Handbook on Alberta Labour and Immigrations Workers' Compensation Board.

Course Assessment

The purpose of assessment is to gather information about the student's progress in order to improve teaching and learning. Assessment provides students, parents and teachers with an accurate picture of the student's understanding. Reporting provides students and parents with an accurate evaluation of the student's understanding and performance of key learning outcomes.

There are two types of Assessment:

- 1) **Formative Assessment (Assessment for Learning)** refers to those learning activities which helps inform both the student and teacher about the student's understanding, determines what learning needs to come next and informs the teacher about learning strategies that will help the student learn best in order to master the learning outcomes.
 - Formative assessments in the work site placement may include time sheets, self assessments, work site monitoring, collaboration with the employer and/or off campus coordinator.
 - Formative assessments may happen either on-line or face to face.
 - Informs teacher professional judgement (recency, consistency and sufficiency).
- 2) **Summative Assessment (Assessment of Learning)** refers to those learning activities designed to collect information about the student's progress at the end of a period of instruction for grading purposes.
 - Summative assessments in the work site placement may be done online, face-to-face or by phone
 - Summative assessments for work experience and RAP may include completion of appropriate forms, self-assessment and/or employer assessment. Summative assessments for Green Certificate are based on the evaluation done by Green Certificate testing staff.

SAMPLE ONLY

Off Campus Program Assessment

***Example only. To be completed at the end of the placement.**

Student Name: _____

Grade: _____/75

School: _____

Program: _____

Percentage: _____%

Employer: _____

Date: _____

Punctuality and Attendance

	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
◆ Punctuality (Days late: _____ (without notification))	5	4	3	2	1	N/A
◆ Attendance (Days absent: _____ (without notification))	5	4	3	2	1	N/A

Personal Qualities and Work Habits

◆ Collaborative - ability to work with others	5	4	3	2	1	N/A
◆ Adaptability - ability to adapt to new tasks or situations	5	4	3	2	1	N/A
◆ Willingness to accept suggestions for improvement	5	4	3	2	1	N/A
◆ Practices self-control	5	4	3	2	1	N/A
◆ Reliability - completes tasks on time, can be depended upon	5	4	3	2	1	N/A
◆ Initiative – eager to learn, seeks additional work	5	4	3	2	1	N/A
◆ Demonstrates interest and enthusiasm for job	5	4	3	2	1	N/A
◆ Communication	5	4	3	2	1	N/A

Execution of Duties

◆ Ability to learn and complete tasks outlined	5	4	3	2	1	N/A
◆ Tools and equipment used in an effective and safe manner	5	4	3	2	1	N/A
◆ Neatness of work	5	4	3	2	1	N/A
◆ Speed of work completion	5	4	3	2	1	N/A
◆ Application to job – works consistently and conscientiously	5	4	3	2	1	N/A

SAMPLE ONLY

1. Student strengths in the placement. (outstanding traits, talents, or abilities not cited elsewhere):

2. Recommendations for improvement:

3. Other comments:

Evaluator's name

Position

Name of business

Address

Telephone

Dated

Evaluator's Signature

Responsibilities of the Student

1. Make sure COMPLETING OFF CAMPUS PROGRAMS is read and understood.
2. The student should recognize this learning experience as an opportunity to establish his/her credibility as a good worker as opposed to just expecting a wage. Employment experience, and employer reference, and High School credits are the real rewards of this program.
3. As expected in any employment situation, the student must notify their employer immediately if he or she is late or unable to attend work due to illness, poor driving conditions, etc. The Off Campus Teacher must be notified as well. NOTE: If the courtesy of reporting absences is neglected, the Off Campus Educational Agreement contract may be terminated without further warning.
4. The student should try to accept all corrections and constructive criticism in a gracious manner regardless of the situation.
5. The student will recognize and respect the confidentiality of the worksite/station. Matters that pertain only to the work site/station and staff will not be discussed outside the work station. Genuine concerns regarding the workstation will be discussed only with the Off Campus Teacher.
6. If the student encounters an accident or injury while at the work site/station, it must be reported immediately to the supervisor and then to the Off Campus Teacher.
7. Transportation to and from the worksite is the responsibility of the student and his/her parents. **Students may not drive each other to Off Campus Education activities.**
8. Monthly time sheets/signed paystubs and assessments must be submitted to the Off Campus Teacher on time.
9. Students enrolled in off campus courses, such as Work Experience, Career Internship and Registered Apprenticeship Program must complete 25 hours of work to receive 1 credit. Students must enroll for a minimum of 3 credits of Work Experience and a minimum of 5 credits in Registered Apprenticeship Program and Career Internship.
10. Students entering these programs must complete HCS 3000: Workplace Safety as a prerequisite.

I have read and understand my responsibilities.

Student's Signature

Date

Off Campus Educational Agreement Palliser Regional Schools

PARTIES TO THE AGREEMENT:

Date: _____

Student Name

Company Name

Student Home and Cell Numbers

Company Supervisor

Student Email

Supervisor Phone Number

Student School

Company Email

Company Address

The Board of Trustees of Palliser Regional Schools Witnesses:

1. **Employment** The Student Worker agrees to enter the employ of the Employer, and the Employer agrees to employ and supervise the Student Worker. The Employer understands that the Student is inexperienced and that there is no warranty as to his qualifications.
2. **Duties** The Student Worker agrees to perform for the Employer the duties as determined by the Employer, and the Employer agrees to provide the Student Worker with an opportunity to participate in meaningful work.
3. **Evaluation** The board shall provide forms for reports by the Employer with respect to the Student's Worker's progress and the Employer agrees to provide such evaluations of progress as the Board may request. The Board reserves the right to visit the Student Worker to assist in maintaining the educational aspects of the program.
4. **Worker's Compensation** The parties are aware of the relevant provisions of the Worker's Compensation Act (1981) wherein the Student Worker, while participating in the work under the terms of this agreement, will be considered to be a Worker employed by the Government for the purposes of this Act.

5. **Termination** Any Party to the agreement may terminate it by giving notice in writing to the Parties shown at the address in this agreement and by notifying the teacher/Teacher of such termination.
6. **Full Time** The Employer agrees that the employment of the Student hereunder shall in no way affect the job security of any other full-time employee of the Employer, nor the Employer's hiring practice with regard to full-time employees.
7. **Supervision** The Board of Trustees of Palliser Regional Schools reserves the right to maintain through the Work Experience Teacher or other staff member, contact with the student at his Work Experience position in order to assist in directing the educational aspects of the program.
8. **Remuneration** Employers and Employees are expected to adhere to all labour standards provisions of the Act with the exception of minimum wage requirements from which they are exempt.
9. **Indemnity** In Consideration of the Board having arranged for the work experience herein before described, at the request of the undersigned parent or guardian, and by employment with the undersigned employer, both the said parent or guardian and the employer agree to well and sufficiently indemnify and save harmless the Board of any of all demands, actions, expenses thereof, that may hereafter at any time be made or brought by or on behalf of the aforesaid student of any injury, loss, damage, expense and costs sustained or alleged to have been sustained by the said student howsoever arising from the aforesaid work experience provided.
10. **Effective Period** This agreement shall be effective until the student has completed 250 hours, or employment is terminated.

Student Worker's Signature

Date

Parent or Guardian Signature

Date

Employer/Supervisor's Signature

Date

Off Campus Teacher (from Palliser)

Date

Parent/Guardian Student Consent

STUDENT'S NAME: _____ **STUDENT CELL:** _____

PARENT'S NAME: _____ **PARENT CELL:** _____

ADDRESS: _____ **HOME PHONE:** _____

I hereby consent to the above named student being placed in a registered worksite/station for the purpose of work experience, career internship or registered apprenticeship program.

I understand that:

1. The school or the Board shall not be held liable or responsible for the student's transportation to and from the worksite/station.
2. That there may be remuneration, but it is not required.
3. Work and examinations missed in other classes must be completed.
4. The student will be expected to:
 - complete all of the requirements to begin the work experience program
 - be prompt and in regular attendance at work
 - conform to company rules and regulations
 - accept directions and assignments from authorized supervision personnel
 - attend their other regular classes on a regular basis
5. Students may be withdrawn from a worksite/station at the request of the employer by notice to their school's off campus coordinator.

Parent/Guardian Signature

Date

INSURANCE COVERAGE

Alberta Education assumes responsibility to cover all bonafide students registered in Off Campus programs for Worker's Compensation. This will provide compensation for personal harm due to an accident that may befall the student during the time that he/she is at the worksite/station. However, any insurance coverage deemed desirable must be obtained by the student, the school board or the employer. Insurance coverage for students travelling to and from worksite/station is the same as is normally in force for students going to and from school. It is recommended that students involved in work experience consider purchasing student accident insurance.

Worksite Orientation Assignment

(to be completed by the student, with assistance from supervisor if necessary)

Company/organization _____

Supervisor and phone number _____

1. When do you anticipate working? (circle) Evenings Weekends Holidays

Approximate hours per week: _____

- a. A standard work day of 8 hours per day is recommended for a student who is not attending classes at the same time as participating an off-campus learning experience.
- b. 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.
- c. 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
- d. 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.

2. Health and safety guidelines specific to your job: _____

3. What are the business' policies regarding: (If not applicable, indicate N/A)

- a. Absence _____
- b. Dress Code _____
- c. Personal Protective Equipment (PPE) _____
- d. Cell Phone Use _____

4. How will you get to work? _____

5. Have you had safety training for your position? Yes No

If so, list three safety guidelines.

- a. _____
- b. _____
- c. _____
- d. _____

Student Signature

Supervisor Signature

Worksite Job Description/Learning Plan

(to be completed by the student with assistance from supervisor as required)

Student Name _____

Position _____

Supervisor _____

Company or organization _____

List of tasks/duties performed at this worksite/station by student:

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

Identify which of the following competencies will be further developed during this placement.

- | | |
|--|--|
| <input type="checkbox"/> Critical thinking | <input type="checkbox"/> Managing inform |
| <input type="checkbox"/> Problem solving | <input type="checkbox"/> Creative and innovation |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Cultural and global citizenship |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Personal growth and wellbeing |
| <input type="checkbox"/> Other _____ | |

Student Signature

Parent Signature

Employer/Supervisor Signature

Palliser Off Campus Programs Timesheet

First and Last Name _____ Month: _____ Year: _____

School _____ Company/Organization _____

Date	Day of Week (circle)	Time In	Time Out	Hours Worked	Description of Duties
1	M T W Th F Sa S				
2	M T W Th F Sa S				
3	M T W Th F Sa S				
4	M T W Th F Sa S				
5	M T W Th F Sa S				
6	M T W Th F Sa S				
7	M T W Th F Sa S				
8	M T W Th F Sa S				
9	M T W Th F Sa S				
10	M T W Th F Sa S				
11	M T W Th F Sa S				
12	M T W Th F Sa S				
13	M T W Th F Sa S				
14	M T W Th F Sa S				
15	M T W Th F Sa S				
16	M T W Th F Sa S				
17	M T W Th F Sa S				
18	M T W Th F Sa S				
19	M T W Th F Sa S				
20	M T W Th F Sa S				
21	M T W Th F Sa S				
22	M T W Th F Sa S				
23	M T W Th F Sa S				
24	M T W Th F Sa S				
25	M T W Th F Sa S				
26	M T W Th F Sa S				
27	M T W Th F Sa S				
28	M T W Th F Sa S				
29	M T W Th F Sa S				
30	M T W Th F Sa S				
31	M T W Th F Sa S				
Total Hours for Month:					

To be signed and submitted to your work experience Teacher on the first school day after the end of each month.
Hours must be in a minimum of ¼ hours (15 minutes).

Supervisor's Signature: _____ Student Signature: _____