

Off-Campus Education Programs: Referrals and Process Guide for WG Murdoch 2023-24

This is an internal guide for administrators, guidance counsellors, WeConnect coordinators (if applicable), learning support teachers, and other RVS staff who need information about the Off-Campus Education programs and referral pathway for students.

Note: This document outlines a referral process for the regular school year. Summer registration for Off-Campus Education will use a separate process.

Off-Campus Coordinator Contact Information

Liz Schweizer

lschweizer@rockyview.ab.ca

403-918-9395 (call/text)

- Available in person at WG Murdoch on Monday afternoons in the Learning Commons.
- Available at other times by phone, text, email, or virtual meeting.

Overview of RVS Off-Campus Education programs

You can find publicly available information on our RVS page. This link is also the one that appears on your school's website for Off-Campus Education.

<https://rvsclc.rockyview.ab.ca/programs/off-campus-education>

Referral Process

1. Guidelines

Students are primarily referred to Off-Campus Education (OCE) programs through their **school administrators, guidance counsellors, learning support teachers**, or other relevant staff as determined by the school administration.

General guidelines for referrals for the regular school year:

- Students must be at least in Grade 10 and 15 years of age or older for all programs.
- Work Experience referrals during the regular school year should generally prioritize students who require those credits as part of their graduation plan, and students who would benefit from participation in these specific programs (e.g., modified schedules, flexible alternative learning opportunities, specialized interests, and other factors as determined by school administrators and guidance).
- Any eligible student interested in Registered Apprenticeship Program (RAP) or Green Certificate may be referred.
- CAREERS Internships referrals are best suited for students who are interested in RAP but haven't obtained a sponsor/employer.

- Students need to complete a pre-requisite safety course before they can officially register in and start any Off-Campus program (HCS 3000 or Workplace Readiness 10-4 for Work Experience; HCS 3000 for RAP and CAREERS Internships; AGR 3000 for Green Certificate).

2. Complete Referral Form

A student's school administrator, guidance counsellor, learning support teacher, or other staff as determined by school administration will complete a short Microsoft Form to submit a referral to the Off-Campus Coordinator. You can bookmark this link for ease of access. The Off-Campus Coordinator will email notification of referral submission to the student's administrator(s), guidance counsellor, learning support teacher, and other relevant staff to facilitate communication.

<https://forms.office.com/r/JS2C5ZZsL1>

3. Book an Intake Appointment

At the same time as you submit the referral, you can use this Bookings link to schedule an Intake appointment for your student with the Off-Campus Coordinator. This link will also appear in the confirmation message for your referral. If there are no suitable times available, or if a parent/guardian would like to join, they can contact me to make alternate arrangements. Students can also drop in on a Monday afternoon to see me.

<https://outlook.office365.com/owa/calendar/BookingsforOffCampusCoordinatoratWGMurdoch@rockyview.ab.ca/bookings/>

4. Confirmation

After Intake Appointment: The Off-Campus Coordinator will email the student, parents/guardians, administrator(s), guidance counsellor, learning support teacher, and other relevant staff confirmation of next steps after the Intake appointment is completed.

Upon Official Program Start: The Off-Campus Coordinator will follow up with a subsequent email to this same group to confirm when the student is officially registered in the Off-Campus program and can begin earning credits. Students will be officially registered in and able to start their Off-Campus program when all the following steps are complete:

- Student has successfully completed the relevant pre-requisite safety course.
- Student has submitted all required fully signed and completed forms for RVS and other relevant organizations (e.g., Apprenticeship and Industry Training application and proof of sponsorship; Green Certificate registration form). Note that the start date for tracking hours is based on date of signatures on agreements.
- Off-Campus Coordinator has approved the work site or training site.

Important note: No hours can be counted toward credits until all the above are in place. No retroactive hours can be submitted.

Additional Information on Off-Campus Education Programs and Credits

Off-Campus Education Handbook (2019)

<https://education.alberta.ca/off-campus-education/programs-of-study/>

Work Experience

Each course, at each level (Work Experience 15, 25, or 35), may be offered for 3, 4, 5, 6, 7, 8, 9, or 10 credits. The maximum total that can be credited toward the graduation completion requirements is 15 credits. The course challenge and waiver of prerequisite provisions do not apply to work experience courses.

Students may enroll in Work Experience 35 without having completed Work Experience 15 and/or Work Experience 25. However, a student may **not** earn credits in work experience courses retroactively. If a student enrolls in a higher-level Work Experience course (e.g., 25), that student cannot then enroll in a lower-level Work Experience course (e.g., 15).

A student must be enrolled in a Work Experience course that has been fully approved by an off-campus teacher before they can begin earning hours for credit.

Registered Apprenticeship Program

The Registered Apprenticeship Program (RAP) enables students to spend part of their time in school and part in industry as registered apprentices in a designated trade. Students enrolled in RAP are counted as full-time high school students and as registered apprentices. Students must be registered with both Alberta Education and Alberta Advanced Education (Apprenticeship and Industry Training).

Students in RAP can earn up to **40 high school credits**. Students must go through the progression in order, but don't have to complete all of them:

- 5 credits for RAP at the 15-level (15)¹
- 15 credits for RAP at the 25-level (25A, 25B, 25C)
- 20 credits for RAP at the 35-level (35A, 35B, 35C, 35D)

Green Certificate

Green Certificate courses are not sequential. They may be taken in any order. Each Green Certificate course is coded as a 33-level course and all credits earned in Green Certificate courses count toward Grade 12 completion requirements. Students can earn up to **16 credits** per specialization. Students can earn more than one specialization (one specialization at a time).

- 6 credits for the "X" level course²
- 5 credits for the "Y" level course
- 5 credits for the "Z" level course

¹ RAP Course Codes and Course Names are found in the Provincially Authorized Senior High School Courses and Course Codes document.

² Green Certificate Course Codes and Course Names are found the Provincially Authorized Senior High School Courses and Course Codes document.