

Name: \_\_\_\_\_ School: \_\_\_\_\_

Student instructions ( please complete all items before returning)

- \_\_\_\_\_ **Completion of HCS Workplace Safety before June 15th, 2022**
- \_\_\_\_\_ **Requested participation by the employer or volunteer supervisor**
- \_\_\_\_\_ **Have employer and parental signatures on the Program Agreement Form**
- \_\_\_\_\_ **Have returned the signed agreement form to the Off-Campus teacher**
- \_\_\_\_\_ **Agree to submit timesheets monthly**
- \_\_\_\_\_ **Employer agrees to complete online evaluation on or before July 25th., 2022**

### Directions:

- Fill out the Off-Campus Program Agreement form and submit it to the school office by June 24th, 2022
- Worksite Approval - Must be completed and documented by the Off-Campus Coordinator before the commencement of the worksite placement 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. The deadline for summer submissions is August 1, 2022. Hours earned in August can be added in September or January, 2023.

### Grading:

- Final Assessment completed by the employer/supervisor.
- The Off-Campus Coordinator will contact the employer/supervisor to complete a final assessment by email which will be used in calculating your grade.
  
- **Accumulation of Credits**
  - 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 in the summer program (Work Experience 15, 25, and 35),
  - Registered Apprenticeship Program: Each RAP level requires 125 hours and an evaluation after each month in the summer if working full-time.

If you have any questions or concerns, please do not hesitate to contact your Off-Campus teacher, Heather Brantner @ [heather.brantner@horizon.ab.ca](mailto:heather.brantner@horizon.ab.ca) or 587-370-7181

## 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:

- 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. Follow all safety standards and ask for help when unsure of tasks.**

- Your Off-Campusteacher 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.
- If you are injured on the job, contact your work supervisor, get the required medical assistance, and contact your Off-Campus teacher.

**If necessary, also contact your Off-Campus teacher for assistance.**

Heather Brantner, [heather.brantner@horizon.ab.ca](mailto:heather.brantner@horizon.ab.ca)

587-370-7187

**Responsibilities of the Student**

1. Make sure OFF-CAMPUS forms have been read and understood.
2. The student should recognize this learning experience as an opportunity to establish his/her credibility as a good worker. Employment experience, 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 worksite/station and staff will not be discussed outside the work-station. Genuine concerns regarding the workstation will be discussed only with the Off-Campus Coordinator. \_\_\_\_\_ (initial here).
6. If the student encounters an accident or injury while at the worksite/station, it must be reported immediately to the supervisor and then to the Off-Campus teacher @ 587-370-7187.
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. \_\_\_\_\_ (initial here).
8. Monthly timesheets/signed paystubs and assessments must be submitted to the Off-Campus Coordinator on time. \_\_\_\_\_ (initial here). If timesheets are not handed in, the student may not receive credits for work completed.
9. Students enrolled in off-campus courses, such as Work Experience, Career Internship must work a minimum of 75 hours to earn 3 credits. The Registered Apprenticeship Program students must complete 125 hours of work to receive 5 credits.
10. Students must enroll for a minimum of 3 credits of Work Experience and a minimum of 5 credits in the Registered Apprenticeship Program and Career Internship.

**Students entering these programs must complete HCS 3000: Workplace Safety as a prerequisite.**

**I have read and understood my responsibilities.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

## Employer Roles

- 1) **Provide adequate safety equipment, training, and supervision.**
- 2) **Provide access to pay stubs or hour sheets for student submission monthly.**
- 3) **Complete online evaluation after 125 hours or end of July.**
- 4) **Summer credits are submitted at the end of July and again in September.**
- 5) **Contact the Off-Campus teacher if you have any questions or concerns.**

If a student is injured at the worksite, 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 worksite.

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 a 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.

### **Horizon School Division Important Numbers:**

Main Office **403-223- 3547**, [Terri Duncan](#) **587-370-0016**

Off-Campus Teacher, Heather Brantner, **587-370-7187**

## Work Experience Program Agreement Form

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Age: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Employer email: \_\_\_\_\_ ( for check ins and evaluation forms)

### WHEREAS:

1. The board has approved an Off-campus Education Program for students in its school pursuant to section 39 of 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

The student shall, from **JUNE 1- JULY 30th hours** to the requirements of the job posting as outlined by the employer. Hours from August can be used for the following semester.

#### 2. Termination

Notwithstanding anything herein contained to the contrary, any party written herein may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.

#### 3. Supervision

During the hours of employment, 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.

#### 4. Evaluation

The employer shall evaluate the student in the performance of his or her duties hereunder and report such evaluation on a form provided to the employer by the board.

**5. Workers' Compensation Coverage**

As a result of the Workers' Compensation Regulation AR 325/2002, Section 7(1)(e), the *Workers' Compensation Act* applies to students registered in off-campus education programs. For the purpose of insurance coverage, the student will be considered to be employed by the Government of Alberta. Termination of this contract will end this coverage.

**SIGNATURES REQUIRED**

\_\_\_\_\_

Employer

Date: \_\_\_\_\_

\_\_\_\_\_

Off-CampusTeacher

Date: \_\_\_\_\_

\_\_\_\_\_

Student

Date: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian (if under 18)

Date: \_\_\_\_\_

If you have any questions regarding this form please contact [Heather Brantner@heather.brantner@horizon.ab.ca](mailto:heather.brantner@horizon.ab.ca) or at 587-370-7187.

# horizon<sup>+</sup>

## OFF-CAMPUS EDUCATION

### Work Experience Course Outline

### Summer 2022

Off-Campus Teacher : Heather Brantner Phone #587-370-7187

Email : [heather.brantner@horizon.ab.ca](mailto:heather.brantner@horizon.ab.ca)

The Work Experience Program is designed to allow you to explore various occupations while earning credits. The type of work should be related to a trade, occupation, or profession you think you might be interested in doing later in life.

The time of work must be between **7:00am and 10:00pm**. Any work outside the set hours is not covered by Workers' Compensation should you be hurt while on the job.

#### Credits are awarded as follows:

- 1 credit = **25 work hours**
- You must obtain a minimum of 3 credits at any 1 level (15, 25, 35).
- Students enrolling in work experience for the first time must complete **HCS-3000**. This credit is awarded separately from the work experience credits and is **MANDATORY**.
- You may receive up to 30 credits for Work Experience. **A maximum of 15 credits can be applied towards your diploma.**

#### Requirements

1. Hand in the **Program Agreement Form** signed by you, a parent and the employer.
2. Fill out the **Learning Plan**. Review expectations of a work experience student and sign.
3. **HCS 3000** – This module is a prerequisite to completing and receiving your Work Experience credits. You will receive a credit separate from your WE credits. If you do not complete this module you **WILL NOT** receive any of your WE credits.
4. Students are required to hand in a **monthly** time sheet or pay stubs that indicate hours worked. **No backdated hours can be accepted.**
5. To receive credits, students must receive an **Employer Evaluation Form** . The evaluation **must be signed and dated by the employer each term.**
6. Submit **monthly hours, photo, self-evaluation at the end of JULY.**

#### Course Evaluation

Employer Evaluations	75%
Self Evaluation, timesheets,photo and thank you.	25%
<b>TOTAL</b>	<b>100%</b>

## PLEASE KEEP THIS FOR YOUR INFORMATION

### Frequently Asked Questions:

- 1) When can I start handing in hours?
  - Hours can be counted **after** the Program Agreement form is handed in and signed by the employer, parent, and student.
  - Student has successfully completed HCS3000.
- 2) Why can't I hand in hours I have already worked?
  - Students must be registered (just like a class) to be covered by insurance.
  - Work Placements must be visited by the Off-Campus teacher for this approval.
- 3) Why do I have to hand in hours every month?
  - The Off-Campus teacher is required to regularly check in with the employer and needs to know how many hours you are working to do this
  - If the credits are used for a graduation requirement, the school will need to know the number of hours worked as well.
- 4) What happens if I quit or get fired?
  - If you get fired you will not be eligible for credits.
  - If you quit before you have an evaluation completed you will not be eligible for credits.
- 5) Where can I get forms?
  - Every school's amazing office staff have copies OR you can attend the Off-Campus meetings.

### How to submit your hours:

- 1) Take a picture of your pay stub or log sheet
- 2) Scan QR code with your phone's camera
- 3) Complete the google form and attach the picture when asked.

Summer 2022 QR code:





Please use this sheet to *track hours OR hand in cheque stubs monthly*.  
Employer signature required if you are not submitting pay stubs.

Student: \_\_\_\_\_ Placement: \_\_\_\_\_

Date: Month of _____	Total Hours Today	# of days absent _____. Please explain why you were absent from your placement :
		_____
		_____
		# days late _____. Please explain why you were late for your placement:
		_____
		_____
		Tasks I completed:
		•
		•
		•
		•
		Overall Performance Rating for this month
		<input type="radio"/> Outstanding
		<input type="radio"/> Above Average
		<input type="radio"/> Satisfactory
		<input type="radio"/> Below Satisfactory but Improving
		<input type="radio"/> Unsatisfactory
		Supervisor's Signature: _____
		Date : _____
<b>Total</b>		

Reminder: Complete and return monthly using the google form. Questions? [heather.brantner@horizon.ab.ca](mailto:heather.brantner@horizon.ab.ca) @ 587-370-7187

Upload hours using the QR code



