

## WHAT?

### Off-Campus Programs

- Integrates a student's academic studies and work experience by providing students with an interest related work experience
- Students gain knowledge and employability skills to pursue career and education opportunities.

## BENEFITS TO EMPLOYERS

- Provides employers with the opportunity to broaden their selection of future employees and to have input into how they are developed
- Local people are trained for local employment
- Students placed at workstations are considered to be employees of the Provincial government and as such are covered by Workers Compensation
- Students are covered by Alberta Education's Workman's Compensation Plan when the Program Agreement has been signed and the site inspection is completed.

## WHERE?

Any approved worksite. Hours count for credit after a program agreement is signed by the employer, student and parent and returned to the school. Jobs can be part time during the school year or full-time summer jobs.

## HOW?

### Work Experience and RAP Employers:

- Interested student approaches the employer, is interviewed for a job and hired
- Program agreement is signed and returned to the school
- Off-Campus Coordinator does a site inspection, discussing job safety, evaluation, and training plans for the student
- Direct the tasks and or routines that the student is required to complete on the job
- Ensure that safety and health standards meet legislated guidelines
- Sign the student's work activity time sheet on a monthly basis
- Monitor and evaluate the student and fill out the evaluation forms at mid-term and at completion of the work placement
- Provide formative evaluation and feedback to the student employee

### Green Certificate Trainers

- Student approaches a trainer who is willing to be responsible for training and evaluating them in one of the approved agricultural specialties.
- Student and trainer attend an orientation session with the Regional Green Certificate Coordinator to receive official registration form and training manuals
- Off-Campus Coordinator does a site inspection, discussing job safety, and evaluation
- Sign the student's work activity time sheet on a monthly basis
- Monitor the student and initial each skill in the training manual when it has been mastered

## Work Experience 15, 25, & 35

Students may earn up to 30 high school credits. These credits are based on 25 hours on the job per credit.

## Registered Apprenticeships

The Registered Apprenticeship Program (RAP) gives students an opportunity to start on an apprenticeship in one of Alberta's 50 trades while they are still in school. The student and employer fill out the Alberta Government apprenticeship form and return it to the school coordinator. The student receives a blue book and the hours count towards a journeyman certificate in the trade.

## Green Certificate

Earn 16 credits in one or more of 8 agricultural specialties while in high school and graduate a high school diploma and a Green Certificate from Alberta Agriculture, Food and Rural Development. Some agricultural colleges offer partial credits to Green Certificate recipients.

# Caring for students and their futures



For more information about these programs contact:

Buffalo Trail Public Schools

780- 842-6144

## BTPS Website Links for;

**Off-Campus Program**

**Registered Apprenticeship Programs**

**Work Experience Programs**

**Green Certificate Programs**



# Buffalo Trail Public Schools Off-Campus Programs



**EMPLOYER  
INFORMATION**