

CODE: GGAD.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Knowledge and Employability (K&E) Courses

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2021)

OBJECTIVE

To support a consistent approach to the coordination and delivery of Knowledge and Employability (K&E) courses within an inclusive learning environment.

K&E courses support high school completion for specifically identified students within an inclusive learning environment. Students taking K&E courses are 12 years six months or older, and are working two or more years below grade level. K&E courses prepare students for employment opportunities in designated occupations or trade training programs, further studies, citizenship and lifelong learning.

DEFINITIONS

Certificate of High School Achievement is awarded to students that successfully complete 80 credits in an appropriate combination of Knowledge and Employability and other courses (see *Guide to Education* for further details).

Inclusive Learning Environment is a way of thinking and acting that demonstrates universal acceptance of, and belonging for, all students. An inclusive learning environment provides all students with a quality education no matter their ability, disability, language, cultural background, gender, or age.

Off Campus is an experiential method of learning that integrates a student's classroom studies with recognized on-the-job work experiences.

Registered Apprenticeship Program (RAP) offers experiential learning for senior high school students 15 years of age or older.

RESPONSIBILITY

1. Assistant Superintendents of Schools shall provide supervision related to this administrative regulation.
2. Principals, working with their school community, shall be responsible for the implementation of all aspects of this administrative regulation.

REGULATION

A. STUDENT PROFILE

- K&E courses are designed to provide programming for students who:
- a. are a minimum age of 12 years six months or older on September 1;
 - b. experience difficulty with abstract learning experiences;

- c. are presently working two or more years below grade level; and
- d. are not selected on sole criteria, which may include:
 - i. special needs;
 - ii. need for remediation which can be addressed through the elective components of regular courses or through remedial classes;
 - iii. excessively disruptive behaviour; and
 - iv. academic delays that are a result of either attendance problems or English as a Second Language.

B. SCHOOLS AND COURSE AVAILABILITY

1. The principal shall:
 - a. provide a quality learning environment to meet the diverse needs of K&E students;
 - b. offer K&E courses in both core areas and occupational areas to enable specifically identified students to be able to acquire the Certificate of High School Achievement and/or entrance into a designated occupation or trade training program; and
 - c. ensure each K&E course meets or exceeds the recommended hours of instruction as listed in the *Guide to Education*.
2. The principal may offer K & E courses in congregated groupings.
3. The principal shall ensure that:
 - a. placement is based on the learning needs of the student on a course by course basis and is based on the student's learning plan (see 3.e. below);
 - b. parents/guardians and/or independent students are informed and clearly understand the nature of K&E course(s) and the attainable transitions to secondary, post-secondary and workplace opportunities;
 - c. each year, parents/guardians provide prior written consent for students under the age of 16 to participate in a K&E course(s);
 - d. where success is demonstrated, the student is encouraged to transition to other courses on a course by course basis and increase their opportunity to achieve an Alberta High School Diploma;
 - e. a learning plan is completed for any student taking one or more K&E course at the junior or senior high level:
 - i. the learning plan must clearly state the student's goals and track courses needed to achieve those goals;
 - ii. the student's growth shall be monitored and adjusted against the learning plan on a regular basis; and
 - iii. the student's achievement is assessed against the K&E curricular outcomes.

C. PROGRAM ADMINISTRATION

The principal shall:

- a. identify a certificated staff member with responsibility for K&E coordination, working with students taking K&E courses, and acting as the students' program advisor within the school;
- b. ensure certificated staff provide instruction and qualified staff are in place to provide support;
- c. facilitate professional learning opportunities for teachers of K&E; and
- d. assign a K&E class to students taking a K&E course through PowerSchool.

D. CORE COURSES (JUNIOR HIGH)

The principal shall:

- a. ensure students taking K&E course(s) take all courses in the required junior high school program as listed in the *Guide to Education*, with the K&E course replacing the regular course in the same subject area;
- b. facilitate the option for students to take individual K&E course(s) that serve as a bridge to regular courses when appropriate; and
- c. ensure that students enrolled in Grade 9 K&E course(s) write the appropriate K&E Provincial Achievement Test(s).

E. OCCUPATIONAL COURSES (JUNIOR HIGH)

The principal shall select the occupational courses from those listed in the *Guide to Education* in consultation with attendance area high schools based on Grade 10 K&E occupational courses.

F. CORE COURSES (SENIOR HIGH)

The principal shall:

- a. ensure programming is designed to meet the requirements of the Certificate of Achievement and/or High School Diploma including Physical Education 10 and CALM (three credits);
- b. facilitate the option for students to take individual K&E course(s) that serve as a bridge to higher level courses or as a series of courses leading to the Certificate of High School Achievement; and
- c. list K&E courses offered in their school in the Division's high school program booklet.

G. OCCUPATIONAL COURSES (SENIOR HIGH)

The principal shall:

- a. ensure that students meet the requirements outlined in the *Guide to Education* to receive a Certificate of High School Achievement;
- b. select occupational courses from any of the 12 occupational clusters listed in the *Guide to Education*;
- c. ensure that students complete Workplace Readiness 10-4 or HCS 3000 to prepare students for their off campus experience; and
- d. offer access to the Registered Apprenticeship Program (RAP) placement training where students are capable, can qualify, and indicate that this is a career goal.

REFERENCES

GA.BP - Student Programs of Study

Alberta Education - Guide to Education

Alberta Education - Knowledge and Employability Courses Handbook Grades 8-12

Alberta Education - Knowledge and Employability – Career and Technology Studies (CTS) Connections

Alberta Education - Knowledge and Employability Courses

Alberta Education - Off Campus Education Guide for Administrators, Counsellors and Teachers

Alberta Education - Off Campus Education Handbook

Occupational Health and Safety Act

Occupational Health and Safety Regulation

Occupational Health and Safety Code Order

PowerSchool
Workers' Compensation Act