

## KNOWLEDGE AND EMPLOYABILITY PROGRAMMING

### Background

The Division believes its mission is to: inspire all students to develop a passion for learning; influence all students to become socially responsible citizens in a changing world; ensure that all students have the opportunity to meet the standards of education set by the Minister and achieve the educational outcomes determined by the Division. In achieving its mission, the Division supports the Knowledge and Employability Program for students who meet the criteria, with opportunities to experience success and become well prepared for employment, further studies, citizenship and lifelong learning.

### Procedures

1. A Knowledge and Employability Program will be developed and operated in a manner consistent with guidelines and procedures specified in the Knowledge and Employability Courses Handbook and the Guide to Education: ECS to grade 12.
  - 1.1 In developing and implementing Knowledge and Employability programming the purpose, guiding beliefs, criteria for student enrollment, program content, time/credit allocations and the community partnership component shall be incorporated in accordance with the directions of in Alberta Education.
  - 1.2 Knowledge and Employability courses are available to students in grades 8 through 12 who meet specific criteria. Knowledge and Employability courses include and promote:
    - 1.2.1 Workplace standards for academic, occupational and employability skills;
    - 1.2.2 Practical applications through on- and off-campus experiences and/or community partnerships;
    - 1.2.3 Career development skills for exploring careers, assessing career skills and developing a career-focused portfolio;
    - 1.2.4 Interpersonal skills to ensure respect, support and cooperation with others at home, in the community and at the workplace.
2. The provisions of Administrative Procedure 214 – Inclusive Education are to be observed and the Knowledge and Employability Program will be offered in the most inclusive setting possible.
  - 2.1 The enrollment of students must be in accordance with the criteria below:
    - 2.1.1 Enrollment is based on past performance in a variety of recorded and documented standardized and classroom assessments;
    - 2.1.2 The student is a minimum age of twelve (12) years six (6) months;
    - 2.1.3 Annual written consent of the student and, if the student is under the age of sixteen (16) years, parents;
    - 2.1.4 Consultation with the student, the student's parents, teachers, counselors and other staff to:

- 2.1.4.1 Inform the student and parents about the philosophy, goals and nature of the courses;
- 2.1.4.2 Inform the student and parents about attainable transitions to secondary, post-secondary and workplace opportunities;
- 2.1.4.3 Create a written plan that:
  - 2.1.4.3.1 Clearly states the student's goals;
  - 2.1.4.3.2 Maps and tracks courses needed to achieve those goals.

3. Principals are to ensure that students are enrolled in courses that are appropriate to their highest level of achievement.

3.1 Students are encouraged to achieve a Certificate of High School Achievement when they successfully complete eighty (80) credits in an appropriate combination of Knowledge and Employability and other courses or an Alberta High School Diploma where provincial requirements have been met.

References: Section 12, 16.2, 18, 20, 39, 45, 45.1, 54, 60, 61, 113 School Act  
Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Occupational Health and Safety Act  
Workers Compensation Act  
Youth Criminal Justice Act  
Student Record Regulation 225/2006  
Guide to Education ECS to Grade 12  
Knowledge and Employability Courses Handbook  
Off-Campus Education Handbook

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