

# Knowledge and Employability

## Background

The Division is committed to providing all students with opportunities to experience success in school. The Division recognizes the need for alternative programs for secondary students, so that all students have appropriate opportunities to continue their education and that make connections between schooling, everyday experiences and future choices.

Knowledge and Employability (K&E) courses provide students opportunities to enter into employment or continue their education. These courses are for students in Grades 8 to 12 who demonstrate reading, writing, mathematical and/or other levels of achievement two or three grade levels below their age-appropriate grade. Students may combine K&E courses with other junior/senior high school courses and may also transition in or out of K&E courses throughout Grades 8 to 12. Taking K&E courses may result in a student receiving a Certificate of Achievement and not a High School Diploma.

The K&E courses are specifically designed to involve students with hands-on learning experiences and assist them in their successful transition to the workplace. These courses are particularly effective in connecting in-school learning with home, community, and workplace experiences. In addition, these courses provide authentic opportunities for students to become better prepared for employment, further studies and life-long learning.

## Student Profile:

1. Students must be motivated and engaged to succeed in school in order to be better prepared for the workplace and/or post-secondary education. K&E courses are designed for those who demonstrate academic skills of reading, writing, math and other levels of achievement two to three years below those of their age peers.
2. Determination of academic level is made by teachers through the ongoing process of collecting information formally and informally across a variety of domains. This information includes standardized as well as classroom assessments (e.g., CAT 4, Insight, F & P). The students' assessments will indicate that their strengths and needs will be best addressed through one or more of the K&E courses.
3. If deemed appropriate, students with identified needs may be enrolled in one or more K&E courses. Eligibility for K&E courses is determined on a student to student basis.
4. K&E courses are intended for students who:
  1. Are 12 years 6 months or older on September 1;
  2. Have learning styles, strengths and needs that are best met through an integrated, authentic approach to teaching and learning;

3. Through Woodcock Johnson Tests of Achievement, measure 2 to 3 grade levels below their age-appropriate grade;
  4. Have been given written, parental consent for placement in the program (Appendix A: Knowledge and Employability Parent Information and Consent Form)
  5. Principals shall ensure that students are enrolled in courses appropriate to their highest level of achievement.
  6. Principals shall ensure that proper documentation must be maintained in accordance with Alberta Education requirements and is in line with AP 320.
5. K&E courses are NOT intended for students:
1. Who require specialized programs, including students with moderate intellectual disabilities.
  2. Whose needs for remediation can be addressed through differentiation and/or accommodations.
  3. Whose sole criterion for entry is due to language, emotional or behavioural needs.

## **Procedures**

6. Students who meet the profile may enroll in one or more courses at the usual registration time (September for grades 8-9 and September and January for grades 10-12, or when applicable based on school organization). Students may transition in and out of K&E courses throughout grades 8-12 at appropriate intervals.

7. Principals, in collaboration with students and parents/legal guardians, may make decisions related to course registration throughout the year. This practice reflects the flexibility of the district in supporting students to achieve their highest level of success.

8. Principals will ensure that students enrolled in Grade 9 K&E course(s) write the appropriate K&E Provincial Achievement Test(s).

9. Successful completion of 80 credits will result in the awarding of a provincial Certificate of High School Achievement. This certificate recognizes that the student has successfully completed high school in Alberta.

10. Principals must articulate clearly and document the implications of a student taking a K&E course since a K&E course does not meet the requirements of a High School Diploma.

## **Referrals and Parental/Legal Guardian Consent**

11. Students referred to K&E courses shall meet the requirements outlined in the Student Profile.

12. Parent(s)/Guardian(s) must sign the Knowledge & Employability Parent Information and Consent Form (Appendix A). When the student is under 16 years of age, this form must be signed by parents on an annual basis.

13. Referrals shall be directed to the Principal or designate who will ensure all requirements have been met. The referral will then be submitted to the Assistant Superintendent of Educational Excellence or Assistant Superintendent of Inclusive Learning Services for approval.

### **Consultation**

14. Consultation to determine eligibility will include the student, parents/legal guardians, teachers, counsellors and other staff. Information about the philosophy, goals and nature of the courses must be provided. The students and their parents/legal guardians must be informed about transitions from these courses to secondary, post-secondary and workplace opportunities. A written Instructional Support Plan focusing on K&E outcomes must be developed that clearly states the student's goals and the courses needed to achieve these goals.

### **Programs**

15. The Program shall meet the standards and requirements of Alberta Education as outlined in the Guide to Education, Knowledge and Employability Courses Handbook and provincial policy.

16. The school shall be responsible for arranging the off-campus education sites, subject to the approval of the Superintendent's office or designate.

17. Each student in the program shall have an individual timetable developed to meet the needs of the student. Inclusion of K&E students within the regular classroom is standard practice.

18. The school shall be responsible for monitoring student progress.

19. Evaluation procedures shall be consistent with the Administrative Procedure 360 - Student Assessment, Evaluation, and Reporting.

### **Appeals**

20. If it is deemed advisable that a student be removed from the K&E courses, parents shall be given written notification of the decision, and the opportunity to appeal the decision with appropriate personnel, before it becomes final.

21. All appeals concerning placements, courses, and evaluations shall follow the appeal procedures outlined in Administrative Procedure 390 - Student Appeals.

Reference: Section 18, 22, 52, 53, 54 - Education Act  
Freedom of Information and Protection of Privacy Act  
Guide to Education  
Knowledge and Employability Handbook

Personal Information Protection Act  
Canadian Charter of Rights and Freedoms  
ATA Code of Professional Conduct  
Administration Procedure 320  
Administration Procedure 360 – Student Assessment, Evaluation, and Reporting  
Administration Procedure 390 – Student Appeals  
Appendix A – Knowledge and Employability Parent Information and Consent Form  
Appendix B – Knowledge and Employability Learning Plan

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