

KNOWLEDGE AND EMPLOYABILITY PROGRAMMING

Background

Northern Lights School Division No. 69 supports diverse programs which meet the needs of as many students as possible. Schools are encouraged to offer Knowledge and Employability (K&E) courses in both core areas and occupational areas to enable specifically identified students to be able to acquire the Certificate of Achievement and/or entrance into a designated occupational or trade training program.

Guidelines:

1. Schools may offer core and/or occupational K&E courses.
2. Northern Lights schools are encouraged to develop continuous K&E programs (Grades 8-12) within their regional family of schools. NLSD school staff shall provide student transition information and documentation after the completion of each grade to the receiving teacher.
3. Off-Campus and Outreach Program schools may offer K&E programs.
4. Any school offering K&E courses shall identify an individual with responsibility for K&E coordination. In most cases, this person would hold the position of Student Support Team coordinator.
5. K&E courses offered shall be listed in the school's student handbook and registration booklet.

Procedures:

Courses:

1. Core Courses: (Middle School and Junior High)
 - a. K&E courses will meet or exceed the "recommended time allotments for the Required Junior High School Program" listed in the Guide to Education.
 - b. Students taking K&E courses must also 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.
 - c. K&E may be offered as discrete K&E courses, thus enabling the program not only to be an end in itself, but allowing it to serve as a bridge to higher level programming or to allow students to take only a portion of their junior high program as K&E.
 - d. Students enrolled in Grade 9 K&E course(s) by September 30th or for new students to the school within the first 90 calendar days of registering at the school will write Provincial Achievement Test(s) in the K&E subject(s).
2. Occupational Courses: (Junior High)
 - a. K&E Occupational courses may be used for any student.
 - b. Occupational courses may be selected from the following occupational clusters: Job Readiness, Business Services, Art/Design & Communication, Fabrics, Foods, Human Care, Horticulture, Mechanics and Materials. Selection of Occupational course offerings should be in

consultation with regional high schools offering Grade 10 K&E Occupational courses.

3. Core Courses: (Senior High)
 - a. K&E courses shall be offered for 125 hours of instruction per K&E course.
 - b. High School programming shall be designed to meet the requirements of the Certificate of Achievement and/or High School diploma including Physical Education 10 and CALM.
 - c. K&E are discrete courses that may be offered as a bridge to higher level programming or as a series of courses leading to the Certificate of Achievement. K&E may also be structured thematically, when providing a program for a selected target group (i.e. YAP).
4. Occupational Courses: (Senior High)
 - a. To receive a Certificate of Achievement, the student must acquire 5 credits at the 30 level in the occupational (or career) component through K&E Occupational courses or CTS courses.
 - b. Occupational courses may be selected from any of the twelve occupational clusters. Senior High offerings should include the corresponding Occupational course at the 36 level.
 - c. To prepare students to earn the Certificate of Achievement, students shall take Workplace Readiness 16, Workplace Practicum 26-36 or corresponding Work Experience courses (See AP214).
 - d. Schools not able to offer the Occupational courses may opt to access the Registered Apprenticeship Program (RAP) career placement training that is available to K&E level students upon successful application. This is also available to schools offering Occupational courses.

Student Profile (For whom K&E courses are designed):

1. The student has experienced difficulty with abstract learning experiences and is presently working three or more years below grade level but not below a Grade 4 level, especially in English and Mathematics.
2. The student must be a minimum age of 12 years 6 months or older on September 1st.
3. IPP's must be in place for coded students taking K&E courses. For any student taking one or more K&E course at the junior or senior high level, a Learning Plan is required that clearly states the student's goals and maps and tracks courses needed to achieve those goals. Such a learning plan is created in partnership with the student, parents, teacher and SST coordinator.
4. Student referral and placement should be by application and recommendation based upon previous schooling.
5. Final placement should ensure students have suitable program selection and career counseling regarding the inclusion of K&E courses in the Learning Plan. Parents/guardians shall be informed to be able to provide consent.
6. Where success is demonstrated, students may be encouraged to add to their program to enable them to achieve a regular high school diploma.

7. K&E students should NOT include students whose sole criterion for entry is:
 - Severe special needs
 - Need for remediation which can be addressed through the elective components of regular courses or through remedial classes
 - Excessively disruptive behavior
 - Academic delays that are a result of either attendance problems or English as a Second Language.
 - A reading level below Grade 4 that would best be served in a program of differentiated instruction that addresses reading deficiencies.

Career Counseling:

1. Students who successfully complete the program will earn the Certificate of Achievement and should be well aware of employment opportunities that result from this qualification.

Parental Consent:

1. Written informed consent is required yearly when the student is under the age of 16.
2. At the interview prior to acquiring parental consent, parents and students must clearly understand the nature of the program and the limited range of opportunities provided by the Certificate of Achievement.

Reference: Section 21 School Act
Alberta Education's Policy 1.4.2 Integrated Occupational Program
Alberta Education's K-12 Learning System Policy, Regulations and Forms Manual
Alberta Education's Knowledge and Employability Courses Policy 1.4.2
Alberta Education's Knowledge and Employability Studio

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