

## Administrative Procedure 214

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### 214 – KNOWLEDGE AND EMPLOYABILITY PROGRAM

#### Background

The Integrated Occupational Program transitions to Knowledge and Employability courses effective September 2006.

The Knowledge and Employability courses are available to students in grades 8, 9, 10, 11 and 12. Students may enroll in one or more Knowledge and Employability course(s) at appropriate entrance/registration dates. Students may take combinations of Knowledge and Employability courses and other junior/senior high school courses as long as they are enrolled in courses appropriate to their highest level of achievement. Students may transition in and out of Knowledge and Employability courses throughout grades 8 to 12.

Wild Rose School Division supports the provision of the Knowledge and Employability courses at junior and senior high school levels in order to provide students who meet the criteria with opportunities to experience success and become well prepared for employment, further studies, citizenship and lifelong learning.

1. Schools will insure that students are
  - 1.1 enrolled in courses appropriate to their highest level of achievement
  - 1.2 encouraged to achieve:
    - 1.2.1 a Certificate of High School Achievement when they successfully complete 80 credits in an appropriate combination of Knowledge and Employability and other courses, and/or
    - 1.2.2 an Alberta High School Diploma where provincial requirements have been met;
2. ensure that enrollment of students is in accordance with the following processes:
  - 2.1 is based on past performance in a variety of recorded and documented standardized and classroom assessments
  - 2.2 includes annual written consent of the student and, if student is under the age of 16 years, parents/guardians
  - 2.3 includes consultation with the student, the student's parents/guardians, teachers, counsellors and other staff:
    - 2.3.1 to inform the student and parents/guardians about the philosophy, goals and nature of the courses
    - 2.3.2 to inform the student and parents/guardians about attainable transitions to secondary, post-secondary and workplace opportunities
    - 2.3.3 to create a written plan that
      - clearly states the student's goals, and
      - maps and tracks courses needed to achieve those goals;

4. ensure that students are identified, assessed and enrolled in accordance with provincial criteria below:

4.1 student is a minimum age of 12 years and 6 months

4.2 student's goals:

4.2.1 include succeeding in school to become better prepared for the workplace and/or other secondary/post-secondary opportunities, and

4.2.2 parallel philosophy, rationale, goals and outcomes of the courses

4.3 student's assessments indicate:

4.3.1 strengths, needs and abilities will be appropriately addressed and enhanced through enrollment in one or more of the courses

4.3.2 achievement of success through learning activities that focus on reading, writing and mathematical literacy in everyday living and occupational contexts, and

4.4 students with some identified special education needs may be enrolled in one or more of the courses:

4.4.1 if the courses are consistent with their individual goals, abilities and needs and are deemed the most appropriate course(s), and

4.4.2 if the programming for these students with special needs meets the requirements outlined in the Standards for Special Education, Amended June 2004;

Reference: Section 39, School Act  
Knowledge and Employability Policy 1.4.2 (2006)

*Policy updated: 5 November 2007*