



## **Parent Handbook Knowledge and Employability Courses**

**...provide students, who meet the criteria,  
with opportunities to experience success and  
become well-prepared for employment,  
further studies, citizenship and life-long  
learning.**

Policy 1.4.2



This handbook has been created to help parents and students understand the many options available through these unique courses offered at McCoy.

Information regarding these courses and registration is available by contacting the following personnel at the school.

Phone: 527-8161

Fax: 527-809

Web Page: [www.mhcbe.ab.ca/McCoy](http://www.mhcbe.ab.ca/McCoy)

Administration:

Mr. Clyde Pudwell –Principal

Mr. Kelly Wilkinson-Vice-Principal

Mrs. Erika Bodnaruk- Vice-Principal

Special Education:

Mrs. Natasha Taylor-Lead Special Education Facilitator

Mr. Steven Russell-Work Place Facilitator

Additional information regarding Knowledge and Employability courses can be found in the “Information Manual for Knowledge and Employability courses” on the Alberta Education Web site: [http://www.education.gov.ab.ca/k\\_12/curriculum/bySubject/ke/infomanual.pdf](http://www.education.gov.ab.ca/k_12/curriculum/bySubject/ke/infomanual.pdf)

## Philosophy and Overview

*Knowledge and Employability* courses provide students in grades 9 to 12, who meet the criteria, with opportunities to experience success and become well prepared for further studies, employment, citizenship and lifelong learning.

*Knowledge and Employability* courses include and promote:

- workplace standards for academic, occupational, and employability skills
- practical applications through on- and off-campus experiences and/or community partnerships
- career development skills to explore occupations, assess career skills and develop a career-focused portfolio

Enrolment in a Knowledge and Employability course(s) includes creating a Learning Plan for each student through consultation. Each student enrolls in individual courses based on assessment, level of ability in each course, and career and secondary/post-secondary goals. Some students may transition successfully from *Knowledge and Employability* courses to other courses in order to achieve a high school diploma, or to access post-secondary opportunities (e.g., some colleges, some apprenticeship programs).

The following key information is important to parental understanding of Knowledge and Employability courses:

- **Your son/daughter may have an opportunity to transition from Knowledge and Employability courses to Diploma courses on a course-by-course basis and may have an opportunity to achieve an Alberta High School Diploma.**
- **Your son/daughter will be eligible for a Certificate of High School Achievement upon fulfilling the Knowledge and Employability completion requirements.**

## Checklist for Parents

Students benefit most when their needs and their education plan are appropriately matched.

- Does your child learn best by “doing”?
- Does your child require clear and guided instruction?
- Does your child have a history of low achievement?
- Does your child prefer instruction that can be applied to practical, everyday experiences?
- Does your child find reading difficult?
- Does your child find math difficult?
- Has your child expressed an interest in courses related to the world of work?
- Does your child require support in developing workplace skills?
- Does your child require guidance with study skills?
- Does your child learn best in a smaller classroom size?

## **Off-campus experiences**

The Knowledge and Employability Off-Campus program is a form of work experience education that integrates classroom studies with a placement at a work site. Students enrolled in this program must have completed the Workplace Readiness 10-4 course or Career Transitions 1010. Students will need to complete a minimum of 250 hours at an off-campus placement.

It is very important that students are placed in work sites that provide them the opportunity to:

- explore potential career choices
- gain practical experience in a realistic work setting
- ease the transition from school to work or post-secondary education
- obtain references and contacts necessary to securing future employment.

In this program, students will:

- be monitored at the work site by a teacher-coordinator on a regular basis
- not generally be paid for training site hours
- be covered by Workers' Compensation
- be granted credits upon successful completion of the program
- be provided training and work assignments by a specified supervisor
- be required to phone the employer and the school, if absent from work
- not be required to work on school holidays or examination days, but may work on such days, if an agreement is made by the student, teacher-coordinator and the employer supervisor.

## **Criteria for Student Enrollment**

### *Informed annual written consent*

Informed consent means that parents/guardians and students are fully aware that Knowledge and Employability courses have reduced academic expectations and a greater emphasis on occupational exploration and preparation. Informed annual written consent of parents/guardians (if the student is under 16 years of age) and the student ensures that they are in support of continued registration in a Knowledge and Employability course.

### *Student learning plans*

Collaboration is important with each student and his or her parents/guardians to:

- develop and implement a written learning plan to identify secondary, continuing education and training opportunities and career goals
- plan, record and track the courses needed and completed to achieve the student's goals
- monitor, assess and adjust the effectiveness of the learning plan on a regular basis.

Decisions about courses will also involve challenging students at their highest ability levels and preparing them for achieving the requirements for a Certificate of High School Achievement or an Alberta High School Diploma.

## REQUIREMENTS FOR A CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT

<p>The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional courses.</p>
<p><b>80 CREDITS<sup>1</sup></b> Including the following:</p>
<p>English Language Arts 20-2 or 30-4</p>
<p>Mathematics 14 or 20-4</p>
<p>Science 14 or 20-4</p>
<p>Social Studies 13 or 20-4</p>
<p>Physical Education 10 (3 credits)</p>
<p>Career and Life Management (CALM) (3 credits)</p>
<p style="text-align: center;"><b>5 credits in</b></p> <ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Occupational course or</li> <li>• 30-level Career and Technology Studies (CTS) or</li> <li>• 30-level locally developed course with an occupational focus</li> </ul> <p style="text-align: center;"><b>AND</b></p> <p style="text-align: center;"><b>5 credits in</b></p> <ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Workplace Practicum course or</li> <li>• 30-level Work Experience course<sup>2</sup> or</li> <li>• 30-level Green Certificate course<sup>3</sup></li> </ul>
<p><b>OR</b></p>
<p><b>5 credits in</b> a 30-level Registered Apprenticeship Program (RAP) course<sup>4</sup></p>

<sup>1</sup> To qualify for a Certificate of High School Achievement, students must be enrolled in a minimum of one academic Knowledge and Employability course.

<sup>2</sup> Refer to the *Off-campus Education Guide for Administrators, Counsellors and Teachers, 2000* for additional information.

<sup>3</sup> Refer to the following Web site for additional Green Certificate information  
[http://www.education.gov.ab.ca/k\\_12/curriculum/bySubject/green/green\\_pofs.pdf](http://www.education.gov.ab.ca/k_12/curriculum/bySubject/green/green_pofs.pdf)

<sup>4</sup> Refer to the *Registered Apprenticeship Program Information Manual, 2004* for additional information.

**ALBERTA HIGH SCHOOL DIPLOMA GRADUATION  
REQUIREMENTS (ENGLISH)**

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses.

**100 CREDITS**

**including the following:**

**ENGLISH LANGUAGE ARTS - 30 LEVEL**

(English Language Arts 30-1, 30-2)

**SOCIAL STUDIES - 30 LEVEL**

(Social Studies 30 or 33)

**MATHEMATICS - 20 LEVEL <sup>1</sup>**

(Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24)

**SCIENCE - 20 LEVEL <sup>2</sup>**

(Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)

**PHYSICAL EDUCATION 10 (3 CREDITS)**

**CAREER AND LIFE MANAGEMENT (3 CREDITS)**

**10 CREDITS IN ANY COMBINATION FROM:**

- Career and Technology Studies (CTS)
- Fine Arts
- Second Languages <sup>3</sup>
- Physical Education 20 and/or 30 <sup>4</sup>
- Locally developed/acquired and locally authorized courses in CTS, fine arts, second languages, Knowledge and Employability or IOP
- Knowledge and Employability or IOP occupational courses
- Registered Apprenticeship Program

**10 CREDITS IN ANY 30-LEVEL COURSE**

(IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) <sup>5</sup>

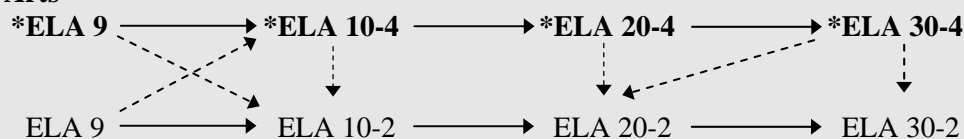
These courses may include:

- 35-level Locally developed/acquired and locally authorized courses
- 3000 Series; Advanced Level in Career and Technology Studies Courses
- 35-level Work Experience <sup>6</sup>
- 30-4 level Knowledge and Employability course or 36-level IOP course
- 35-level Registered Apprenticeship Program
- 30-level Green Certificate Specialization

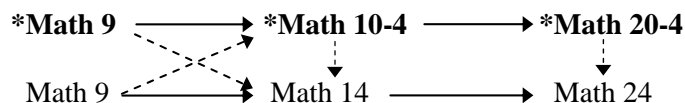
## Transition Opportunities (Course Sequence)

Recommended transition points from *Knowledge and Employability* courses to other courses are identified below:

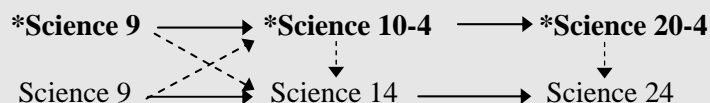
### English Language Arts



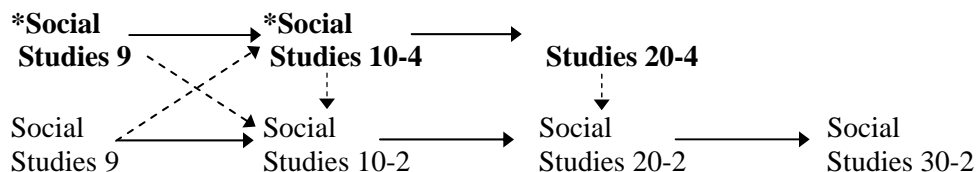
### Mathematics



### Science



### Social Studies



### \* Knowledge and Employability courses

Knowledge and Employability Occupational courses align with some Career and Technology Studies (CTS).

## Sample K & E Grade 10-12 Schedule

Year 10		Year 11		Year 12	
Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2
English Language Arts 10-4	Math 10-4	English Language Arts 20-4	Science 24 20-4	English Language Arts 20-2	English Language Arts 30-2
Social Studies 10-4	Science 10-4	Social Studies 20-4	Math 24 20-4	Social Studies 20-2	Social Studies 30-2
Religion 15 & PE 10	Workplace Readiness 10-4	Religion 25	Occupational Placement 20-4	Religion 35	Occupational Course 30-4
CALM 5 credits	Complementary Course	Occupational Course 10-4	Practicum Placement 20-4	Complementary Course	Workplace Practicum 30-4