



Teresa Ferri - Off Campus Education Coordinator  
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## Off-Campus Education – Work Experience/RAP

### Responsibilities Of The Workplace Supervisor

1. Provide an opportunity for the student to experience your hiring process and a “new employee orientation” informing the student of the performance expectations and safety regulations.
2. Provide adequate training for any equipment, tools or machinery that will be used by the student. Acknowledge the student’s “Right of Refusal” to any task the student considers unsafe or that he or she feels ill-prepared to undertake.
3. Provide supervision for the student, preferably a “job shadowing” situation until some basic routines are established.
4. Assist the students at the work site to do meaningful work according to their capabilities.
5. **The on-site instructor / supervisor shall be designated as the person who has primary responsibility for the students’ health and safety while they are at the work station or work site.**  
*Off-Campus Education Guide 2000, Alberta Learning*
6. Follow the “Off Campus Injury Protocol” in reporting any accident or injury involving the student on the work site. Contact the Off-Campus Education Coordinator (Telephone 780.222.5008) within 48 hours.
7. Report any on-going attendance problem to the Off-Campus Education Coordinator. The student may work between **7:00 a.m.** and **10:00 p.m.** on days agreed upon by the student (Parent/Guardian if applicable) and the workstation supervisor.
8. Offer comments and sign the student’s time sheet on a monthly basis before it is turned into the Off-Campus Education Coordinator.
9. Provide an evaluation of the student’s work habits and job performance skills (final evaluations required).

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Workplace Supervisor (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**We appreciate your support of Sturgeon’s Off-Campus Education Program**