

# Administrative Procedure 214

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## KNOWLEDGE AND EMPLOYABILITY COURSES

### Background

The Division acknowledges the need to provide learning opportunities and a learning environment in which all students are encouraged to develop to the optimum level of their potential.

### Procedures

1. For students experiencing difficulty in regular grades 8 to 12 programs, the Division supports the implementation of Knowledge and Employability (K & E) Courses of study designed to develop student workplace skills while supporting continued growth in core academic subjects.
2. K & E courses may be offered in grades 8 - 12 schools where numbers warrant and where students and parents are informed about the nature and intent of the coursework.
3. Before a student may be enrolled in a K & E course or program, a K & E Course(s) Consent form must be completed and signed by the parents, student, and Principal and placed in the Student Records. A copy of the form will be forwarded to the Director of Student Services.
4. All K & E programs must meet the requirements for students to earn a Certificate of Completion as stated in the Guide to Education.

Reference: Section 11, 18, 22, 31, 32, 33, 52, 53, 196, 197, 222 Education Act  
Student Record Regulation 225/2008  
Guide to Education ECS to Grade 12  
Off-Campus Education Guide for Administrators, Counsellors and Teachers  
Knowledge and Employability Courses Handbook, Grades 8 to 12

Form: 214-1 Knowledge and Employability Course(s) Consent