

# KNOWLEDGE AND EMPLOYABILITY COURSES

## Background

The Division is committed to the provision of courses appropriately matched to the needs of students. Knowledge and Employability courses are designed for students who learn best and benefit from learning experiences that make connections between schooling, everyday experiences, and future choices. Knowledge and employability courses provide students in grades 8 to 12 who meet the criteria with opportunities to experience success and become well prepared for employment, further studies, citizenship and lifelong learning.

Knowledge and Employability courses focus on success through learning activities that focus on literacy and numeracy in everyday living and occupational contexts, while providing practical applications and connections to the home, community and workplace.

The administration of this administrative procedure is the responsibility of the Assistant Superintendent, Learning Services.

## Procedures

1. In schools offering Knowledge and Employability courses, principals are responsible for ensuring provincial requirements are met.
2. When considering Knowledge and Employability programming:
  - 2.1 The principal and relevant school staff will meet with the student and parent(s) or guardian(s) to ensure understanding of the purpose of Knowledge and Employability courses and career futures.
  - 2.2 On or before this meeting Form 217-2 will be provided to parents.

[Form 217-1](#) Knowledge and Employability Course Registration

[Form 217-2](#) Introductory Parental Awareness Sample Letter

[Form 217-3](#) Off Campus work Experience Sample Parental Letter of Consent Jr High

Reference: Relevant Legislation & Regulations