



Career Education Task Force

Terms of Reference

Background

Alberta Education supports school authorities in providing career education programming for students. The purpose of career education programming is to offer students strong learning pathways from high school to post-secondary and/or the world of work, increasing their successful transition into employment. Through these hands-on learning opportunities, students acquire academic credentials, develop relationships with employers and have access to job opportunities.

Career education programming is available to students in the K-12 system, with a strong emphasis on grades 10-12. This programming includes five components:

- Career and Technology Foundations: Students in grades 5-9 explore their interests by learning about various career possibilities and explore different occupations.
- Career and Technology Studies: Students take courses to develop practical skills and enhance their employability and/or post-secondary prospects.
- Dual Credit: Students take courses in high school that help them discover their career interests while earning both high school and post-secondary credits.
- Knowledge and Employability: Students develop employability skills to become active and responsible citizens, achieve their educational and career goals and positively impact their communities.
- Off-campus Education: Students acquire knowledge and skills related to work and other life roles through participation in out-of-class study, observation or working at community-based work sites (volunteer or paid). Off-campus education programs include Career Internship, Green Certificate Program, Registered Apprenticeship Program (RAP), Work Experience, Work Study, and Workplace Readiness and Practicum.

Additionally, some aspects of career education are addressed through the current Health and Life Skills (7-9) and Career and Life Management (10-12) curricula.

While programming adjustments have been made at various points over time, a comprehensive review of career education has not been undertaken. A review is proposed to determine the overall effectiveness of current programming and to determine potential new learning pathways. As programs and courses have been gradually added to career education over the last two decades, there is potential overlap. Based on participation rates, programming may not reflect current and future labour market needs and student interests.

Purpose

A Career Education Task Force (CETF) is proposed to review career education and provide strategic advice and recommendations to government on the development of a provincial framework that meets the needs of all students and effectively prepares them to meet the diverse labour market needs of the future. This review will:

- ensure programs broadly support student interest and labour market needs;
- ensure programs are streamlined, cohesive and complementary, innovative and creative;
- inform future draft career education curriculum for grades 7-12; and
- consider potential funding implications.

Objectives

- Create a career education framework that identifies:
 1. objectives, key outcomes and targets for career education programming;
 2. program principles that will apply to all career education programs; and
 3. clear expectations for participating students, employers, school authorities and post-secondary institutions.

- Evaluate the existing programming model to determine areas of improvement and student transition paths.
- Consult with a broad range of stakeholder organizations on current and future programming needs.

Deliverables

- Interim Report by December 31, 2022
- Final Report by February 28, 2023, including recommendations that will:
 1. K-12 education system that connects to government priorities (i.e., Alberta at Work initiative, Alberta 2030: Building Skills for Jobs strategy);
 2. inform development of future draft career education curriculum for grades 7-12 that considers the unique talents and potential of all students, with consideration for industry requirements and labour market demands;
 3. support alignment and integration with future curriculum development across subject areas in grades 7-12;
 4. consider interoperability with post-secondary institutions and programming to support focused transitions for students from high school;
 5. identify possible micro-credentialing and work-integrated learning opportunities for students;
 6. examine components of high school completion requirements and opportunities for high school credentialing;
 7. consider alternative pathways for teaching support of career education programming;
 8. outline an implementation time frame; and
 9. consider funding implications of a career education framework.

Engagement Approach

The CETF will engage with a variety of stakeholders to ensure a broad range of perspectives and issues are considered. These consultations will inform the development of the framework and will include:

- education stakeholders;
- academics and post-secondary institutions;
- trade associations;
- private sector business and Industry organizations;
- First Nation, Métis and Inuit organizations and education providers;
- Minister's Parent Advisory Council;
- Minister's Teacher Advisory Council;
- Minister's Youth Council;
- parents;
- teachers;
- students; and
- other government departments or levels of government (municipal, federal).

A variety of approaches will be used to engage stakeholders to inform the work of the Career Education Task Force and their recommendations, including:

- an online survey to obtain public feedback;
- targeted meetings with post-secondary institutions and employers; and
- a series of regional meetings throughout the province with business and industry associations, local MLAs, parents, teachers, students and school authorities to obtain feedback on local issues.

Timeline

- September: Career Education Task Force commences, including biweekly meetings and stakeholder engagement opportunities
- December 31, 2022: Interim Report on engagement feedback received
- February 28, 2023: Final Report providing advice and recommendations to government

Key Considerations

During the creation of the framework, the CETF should consider applicable federal, provincial, and municipal legislation, policy and established health and safety standards, including, but not limited to, the:

- *Education Act*;
- *Guide to Education*;
- Skills for Jobs Task Force (Final Report);
- *Skilled Trades and Apprenticeship Education Act*;
- *Post-secondary Learning Act*;
- *Employment Standards Code*;
- *Labour Relations Code (Alberta)*;
- *Occupational Health and Safety (OHS) Act*;
- *Off-campus Education Handbook*;
- *Workers' Compensation Act*; and
- Workplace Hazardous Materials Information System (WHMIS)

In Scope

Evaluation of career education programming for grades 7-12, including:

- updating, removing and adding courses and programs;
course sequencing, including prerequisites;
alignment of junior and senior high school career education;
student interest, diversity and inclusion;
learning and teaching resources;
career counselling opportunities;
graduation requirements (diploma and certificates);
interoperability with post-secondary programming;
transitions to world of work and/or post-secondary studies; and
coordination of cross-ministry/division activities/projects.
- Alignment with future 7-12 curriculum
- Alternative pathways
- Legislation and policies
- Funding
- Other items identified by the Chair

Out of Scope

- Provincial assessment
- Authorization of learning and teaching resources
- Implementation of career education curriculum

Roles and Responsibilities

The CETF will operate on a consensus basis, with recommendations provided to the Minister of Education. Where consensus cannot be reached, options will be put forward with key benefits, risks and financial implications (if any).

CETF discussions and recommendations are to remain confidential. The Minister of Education will determine when, how and what information related to the CETF's work and recommendations will be released. In order to participate, members will sign a confidentiality agreement and agree to have their names communicated publicly.

The CETF will connect with stakeholders to assist in identifying challenges and to provide recommendations to address them. Members may be asked to participate in sub-committees, as deemed appropriate by the Chair, to carry out tasks associated with the group's mandate.

The CETF will function within the context of Government of Alberta legislation and Alberta Education policies and standards, including ministerial orders, business plans or other general statements of policy relative to educational programming and requirements.

Alberta Education will provide support to the CETF, including the following:

- arranging for access to information as required, including all relevant documentation; and secretariat support.

Chair

The CETF is chaired by a Member of the Legislative Assembly or designate.

Membership

The CETF will include members from business and industry, career education organizations, education stakeholders, government and post-secondary. CETF members will be expected to have and share their expertise in matters related to career education.

Name	Organization	Position	Representation
Shane Getson	Government of Alberta	Parliamentary Secretary for Economic Corridors.	Government
Jess Thomson	Women Building Futures	Director of Stakeholder and Government Relations	Business and Industry Stakeholder
Shauna Feth	Alberta Chamber of Commerce	President and CEO	Business and Industry
Stefan Rutkowski	CAREERS: The Next Generation	Operations Director	Career Education Organizations
Stephan De Loof	Le Conseil scolaire FrancoSud	Directeur exécutif opérations, infrastructure et transport	Education Stakeholder
Kurtis Leinweber	Foundations for the Future Charter Academy	Deputy Superintendent and COO	Education Stakeholder
	The Association of Alberta Public Charter Schools	Vice President	
John Jagersma	Association of Independent Schools & Colleges in Alberta	Executive Director	Education Stakeholder
Raymond Massey	Alberta Board of Skilled Trades	Chair	Government

Marilyn Dennis	Alberta School Boards Association	President	Education Stakeholder
Scott Morrison	College of Alberta School Superintendents	President	Education Stakeholder
David Price	Sunterra Group	Director	Business and Industry Stakeholder
Patricia Nelson	Skills Canada Alberta	Manager External Training	Business and Industry
Holly Bilton	Chinook's Edge School Division	Trustee	Education Stakeholder
Darren Roth	Black Gold School Division	Teacher	Education Stakeholder
Jeannette LaBrie	Northern Alberta Institute of Technology.	Associate Dean	Education Stakeholder
Diana Ionescu	MacEwan University	Engineering Manager	Education Stakeholder
Gerald Bartels	Nexus Space	Co-Founder, Executive Team, Member of Board of Director	Business and Industry

Division heads from Alberta Education and the Director of Communications have a standing invitation to attend CETF meetings and participate in the discussion.

Alberta Education Membership

- Assistant Deputy Minister, Curriculum Division
- Executive Director, High School Curriculum
- Director, Careers and Work Experience

Frequency of Meetings

Meetings will be held at the request of the Chair, beginning in September 2022. Meetings will be half-day and are expected to occur on a biweekly basis, or as needed, until February 2023.

Expenses

Alberta Education will reimburse CETF members for travel expenses that are not covered by their organizations (as per Government of Alberta guidelines).

Expenses for observer or ad hoc representatives will be covered by their respective organizations.

Confidentiality and Communication

Members of the CETF will be privy to discussions and materials in the conduct of this work that are confidential in nature and not for wider distribution. All materials shared with the CETF are assumed to be confidential, and CETF members are required to maintain that confidentiality, unless otherwise agreed to by Alberta Education. All public communication will be coordinated by Alberta Education.

CETF members must refrain from media, public or any other commentary without consultation with and approval by Alberta Education.

For more information, visit alberta.ca/career-education-task-force

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Classification: Public



Alberta Education is a public body subject to the *Freedom of Information and Protection of Privacy Act* (the “FOIP Act”). Names of the CETF members, expenses paid and details of the work to be completed by the CETF may be subject to disclosure under the FOIP Act. Records in the custody and or control of Alberta Education may be subject to a request for access to information and may be disclosed in accordance with the FOIP Act.

Questions regarding the use or disclosure of personal information collected through participation in the CETF may be directed to the Executive Director, High School Curriculum, Alberta Education, 8th floor, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB T5J 5E6.