

Tip Sheet: Suggested Roles and Responsibilities of Dual Credit Partners

The following roles and responsibilities have been suggested by experienced dual credit stakeholders to support school authorities and their dual credit partners, as applicable, in the development and implementation of dual credit opportunities. This list is neither exhaustive nor in order of priority. School authorities need to develop processes that work in their local context. These tips remain subject to the *Alberta Dual Credit Framework* and *Dual Credit Implementation Guide*, which govern authorized dual credit programming in Alberta.

Roles and Responsibilities of School Authorities, Schools, and Teachers

- Ensure that new dual enrolled dual credit courses have received authorization from the Ministry of Education prior to offering the course.
- Collect, use, and share personal information in accordance with the *Freedom of Information and Protection of Privacy Act* when planning for or providing services to students.
- Promote dual credit opportunities to students, parents/guardians, and the community.
- Collect relevant dual credit data to support ongoing, informed decision making at the local level.
- Establish procedures for school authority approval of dual credit programming before offering programming to students, including making necessary amendments to applicable fee schedules.
- Ensure dual credit courses are a reasonable part of students' regular high school program and support students in completing high school.
- Plan and coordinate the delivery of supports and services in dual credit programming, including any specific accommodations required, to foster student success.
- Ensure that an Alberta certificated high school teacher is involved in the delivery of the dual credit pathway.
- Support dual credit students in navigating the post-secondary environment, accessing post-secondary resources and programs, and moving between learning partners.
- Ensure students are provided with welcoming, caring, respectful, and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self (*School Act*).
- Work with students to gauge interest, readiness, and commitment to a dual credit program through development of a career plan.
- Facilitate student selection, course schedule verification, dual credit registration, and admission processes.
- Provide students with ongoing guidance and assessment; make arrangements for supervision of midterm or final exams (as required).
- Collaborate with post-secondary instructors and business/industry partners (where applicable) to coordinate instruction, assessment, supports, and services for students, including specific accommodations.
- Communicate with students and their parents/guardians regarding key aspects of a dual credit opportunity, including any potential challenges that could arise from involvement in a dual credit opportunity.
- Communicate with students, parents/guardians, and post-secondary instructors if a student is experiencing challenges in a dual credit course, including identifying strategies that will be used.
- Determine and report the final high school mark for dual credit courses as outlined in the [Guide to Education: ECS to Grade 12](#).

Roles and Responsibilities of Post-secondary Institutions (where applicable)

- Provide expertise in post-secondary course content.
- Collaborate with school authority and business/industry partners (as applicable) to coordinate instruction, assessment, supports, and services for students, including any specific accommodations.
- Collaborate with school authority and business/industry partners (as applicable) to ensure due consideration of planning, supports, and other services to foster underlying principles of student success.
- Provide equipment, infrastructure, and resources as agreed to in the formal partnership agreement.
- Ensure students are provided with welcoming, caring, respectful, and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self (*School Act*).
- Support dual credit students in navigating the post-secondary environment, accessing post-secondary resources and programs, and moving between learning partners.
- Coordinate the exchange of academic progress information (e.g., marks, attendance) between the post-secondary and high school, ensuring that the exchange of information is in accordance with the *Freedom of Information and Protection of Privacy Act*.
- Determine and award post-secondary credit associated with dual credit programming upon successful completion of course requirements by students.
- Communicate with students and high school teachers if a student is experiencing, including identifying strategies that will be used to address the challenges and opportunities available to students in the event that they do not successfully complete their post-secondary course(s).
- Communicate the expectations for dual credit courses with students and teachers.
- Collect relevant dual credit data to support decision making and sharing of dual credit-related agreements.

Roles and Responsibilities of Business/Industry (where applicable)

- Promote dual credit among businesses and industry.
- Provide insight into labour market and industry needs.
- Assist students in dual credit programming with work placement opportunities that complement their dual credit course(s).
- Ensure students are provided with welcoming, caring, respectful, and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self (*School Act*).
- Provide appropriate remuneration, working conditions, supervision, training, and evaluation to students during their work placement opportunities in order for students to perform their tasks effectively and safely.
- Provide equipment, infrastructure, and resources.
- Provide in-kind support.
- Actively participate in the partnership.
- Collaborate with school authority and post-secondary partners to coordinate instruction and provide ongoing programming, evaluation supports, and services for students, including any specific accommodations.