

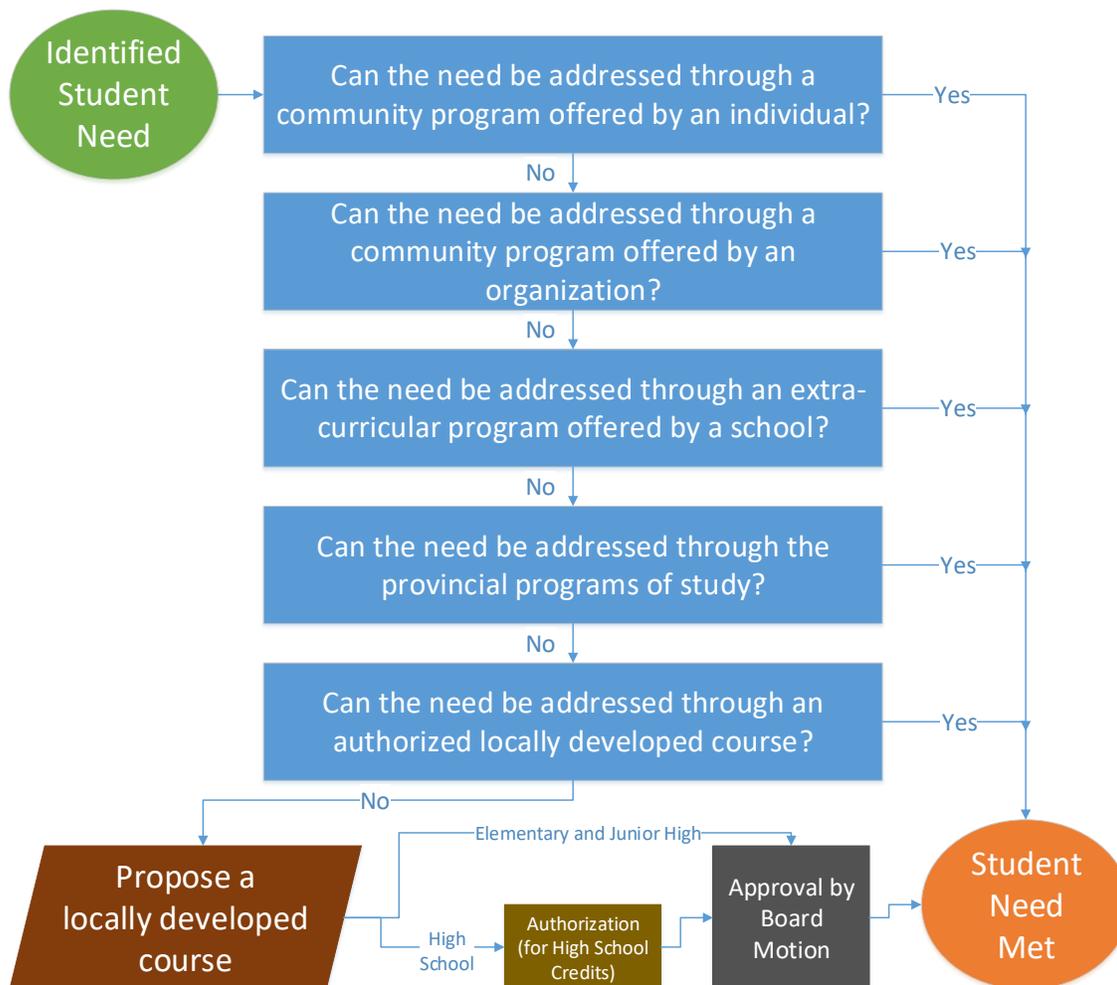
Locally Developed Courses

Quick Start Guide

School authorities have the flexibility to develop or acquire locally developed courses (LDCs) to address particular student and/or community needs. These learning opportunities complement, extend, and/or expand upon provincial programs of study.

The following steps highlight the process of developing, authorizing, and approving a locally developed course:

1. Identify student need(s) according to student and parent input. The identified student need, together with the course introduction, provides the justification for why the course is needed and how the course addresses student and societal needs now and in the future.
2. Ensure that the locally developed course is the best solution to address the identified student need. The answers to the questions in the diagram below form part of the submission of a proposed course for authorization.



3. If it has been determined that a locally developed course needs to be created, determine the category of the proposal:
 - complementary course (in any subject area)
 - second language course (must follow the common curriculum frameworks for language and culture or arts programs)
 - religious studies course (must include 20% of the course as a comparative study of other major world religions)

4. Draft a proposal for the locally developed course using the appropriate template (complementary, second language, or religious studies). Templates and assistance may be obtained by contacting Alberta Education at EDC.LDC@gov.ab.ca. Each proposal must include the following information:
 - course description
 - prerequisites (if any; describes sequential learning using approved courses)
 - course introduction
 - identified student need
 - essential understandings
 - guiding questions
 - learning outcomes
 - implementation (e.g., required resources, assessments, facilities, and equipment)
 - identification of health and safety risks or sensitive and controversial issues
 - identification of overlap with authorized courses or community activitiesSee [The Guiding Framework for the Design and Development of K–12 Provincial Curriculum \(Programs of Study\)](#) for more information on the architecture and design of courses.

5. For high school courses, locally developed courses must be authorized by Alberta Education **prior** to local approval. Proposals are submitted using an Extranet application called LDCOMS (Locally Developed Course Online Management System) available to school authorities. Once submitted, reviewed, and authorized, Alberta Education will provide the course information (course code, credit value, start date and end date—maximum 4 years/cycle) for the school authority to approve by Board motion.

Proposals from school authorities developing senior high school LDCs must be submitted to Alberta Education with respect to the following dates:

- November 1 for Semester 2 of the same school year
 - March 1 for Semester 1 of the following school year
6. All locally developed courses (elementary, junior high, and high school) require school authority approval by resolution or motion of the Board or governing body prior to offering the locally developed course to students. The resolution or motion will identify
 - the course, including course name, levels, and credits
 - any conditions or requirements for course implementation
 - the time period that the course will be offered (must be within the authorization period listed by Alberta Education)

 7. Once a locally developed course is authorized (high school only) and approved, the course should be shared upon request with other Alberta school authorities and Alberta Accredited International Schools at no cost. The acquiring school authority would submit the course to Alberta Education for authorization (if a high school course) and obtain local approval by resolution or motion prior to offering the locally developed course to students.

For further information or assistance related to locally developed courses, please visit education.alberta.ca/LDC or contact the Locally Developed Course Team at EDC.LDC@gov.ab.ca.