



A *How to Guide* :

Organizing **Dual Credit** Pathways:  
School System Design,  
Postsecondary Partnerships, and  
Student Lived Experience



Calgary Board  
of Education



# Abstract



A well-designed dual credit pathway program can play a powerful role in high school education, strengthening post-secondary and career readiness while expanding access and opportunity for high school students. The Calgary Board of Education's School Improvement **Unique Pathways** intentional school system design and strong post-secondary partnerships supports effective, sustainable dual credit programming. The following strategies that support program organization, such as collaborative partner planning, program awareness, school-based supports, marketing and communication, and student and family engagement contribute to successful implementation. (Notice the **TIP** to address important implementation suggestions)



## Audience

- School administrators, counselors, teachers, post secondary partners, community stakeholders.

## TAVE Reference Connection

- Coherent Pathways (Explore) – Aligning CTS, CTF, RAP, dual credit, collegiate programming, and experiential learning to create clear, connected student pathways.
- Shared Stewardship (Engage) – Collaborative leadership across school authorities, Alberta Education, Advanced Education, post-secondary institutions, industry, and partners to strengthen pathway coherence.
- Engagement to Expertise (Experience) – Advanced learning, CTF programming, and specialization pathways that support deep skill development and strong transitions beyond high school.

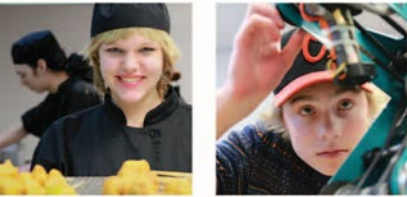


# Agenda



- Dual Credit Overview
  - Unique Pathways Development Model
  - Dual Credit Partnerships and Models
- Engaging Students in Dual Credit Programs
  - Marketing and Messaging
- Supporting Students in Programs
  - Unique Pathways Learning Leaders (LLs)
  - Off- Campus Coordinators (OCCS) and Guidance
  - Partners, Peers, Parents
- Student Panel Discussion
- Questions

# Dual Credit Overview



## What Is Dual Credit?

Dual credit programs let students earn **high school and post secondary and /or work experience credits at the same time**, through courses taught by qualified instructors and aligned with college standards.



## Why It Matters

- Builds confidence and readiness
- Allows students an experience with support
- Challenges student's mindset of who they are and what their next steps may be for their future.

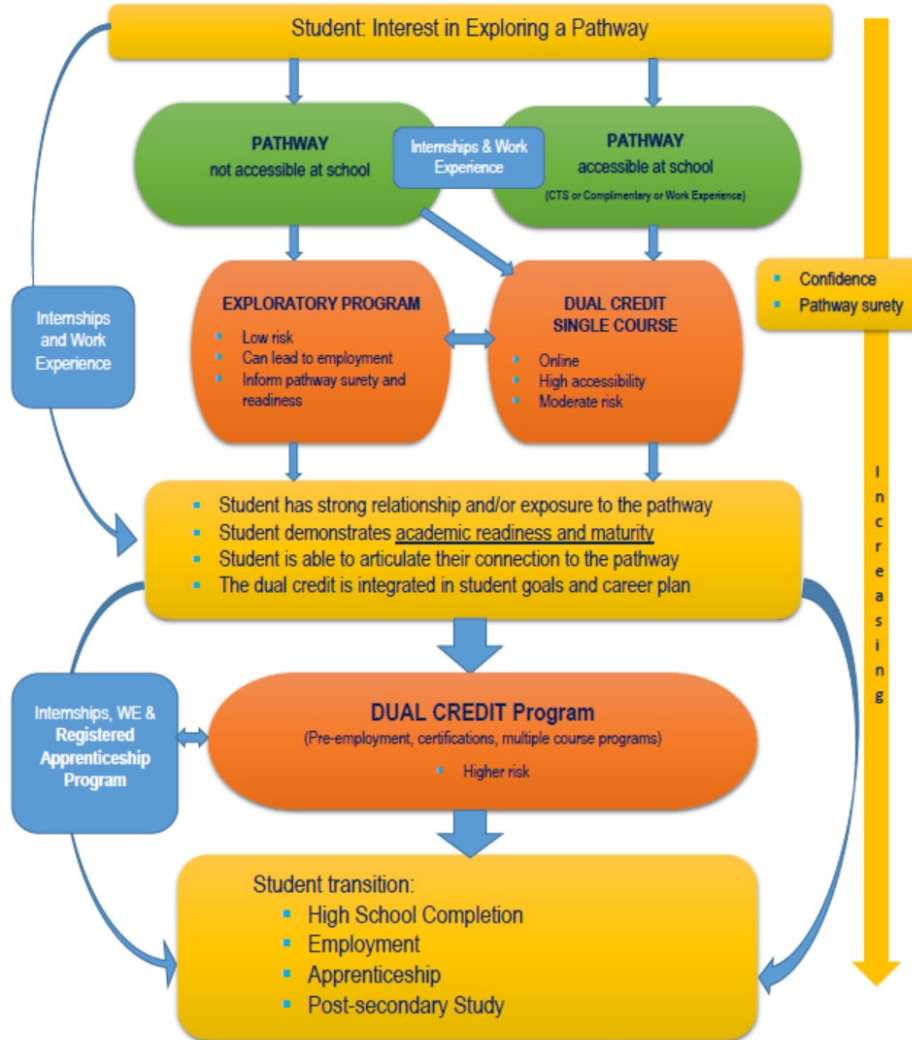


## Who Participates

- High school students
- Post secondary Institutions
- High School administration/centralized programming
- Career and Industry experts
- Provincial Education systems
- Government of Alberta



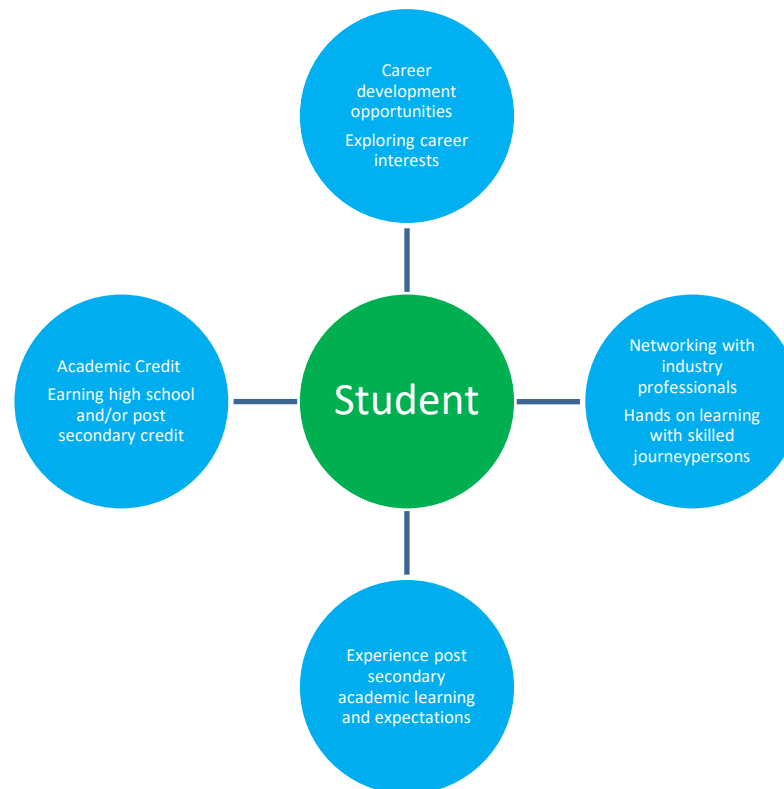
# Unique Pathways Career Development Model



# Dual Credit Overview

The **Calgary Board of Education** School Improvement offers dual credit through **Unique Pathways** to support students:

- transition to post-secondary or work with a head start (faster completion, lower costs).
- career exploration (trades, healthcare, business, tech).
- understanding of relevant learning with hands-on experience.
- building job-ready skills aligned to workforce needs.



# Dual Credit Program

## Partnerships and Models

### Partnership Framework:

- A formal agreement between:
- A school division/district (high school)
- A post-secondary institution (college, polytechnic, or university)

**TIP-** Partner with other jurisdictions when applying for dual credit programming as the Alberta Government supports partnerships on applications.

### Program Models

#### Campus-Based Model

- Students attend classes at the partner institution
- Exposure to real campus life and facilities.

#### Blended / Online Model

- Courses delivered partially or fully online
- Often combined with in-person labs or supports

**TIP-** Both models should address student timetabling, transportation needs, and the impact on courses offered at the school. They should also ensure that any replacement courses provide an equivalent number of credits (or more) to those offered at the home school.

### Credit Structure:

Students earn:

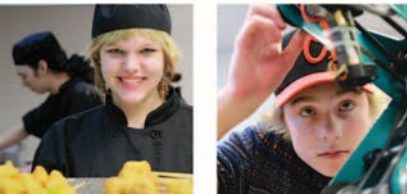
- High school credits (toward diploma)
- Post-secondary credits (transcript by the partner institution)

Credits may apply toward:

- Certificates and Diplomas
- Apprenticeship pathways

**TIP-** credits earned in programs are communicated through program supervisors to students, parents, and OCCs and should be monitored/discussed at school with Guidance if students are expecting dual credit courses to support their graduation requirements.

**TIP-** it is helpful to know a student's credit count when offering a student into a dual credit program.



# Dual Credit Program

## Partnerships and Models

Whether the program is a dual credit online or in person, **collaboration** is key to ensure a successful experience for program providers, school boards, and student experiences.

### Key best practices for *developing* programs may include:

- Align program goals with labour markets and student pathways
- Work together to create a shared vision for the best dual credit opportunities for students.
  - use hands-on learning, program exposure, career exploration, and youth transitions as a guide for development.
  - Keep in mind student voice and interest - is the course sustainable?
  - Keep in mind transferability- course credits and skills learnt
- Support new initiates including pilot programs with new secondary partnerships with collaboration in mind.
  - Ensure academic rigor of programs matches postsecondary standards.
  - sharing seats and programs with other jurisdictions and thinking outside the box when it comes to developing new course.
  - Test processes then grow
  - Refine before expanding to more disciplines or partnerships

**TIP** – remember to center back to what dual credit opportunities are for when developing programs. Opportunities for students may be exciting, but some may be unrelatable to keep students interested and unsustainable for the budget!



# Dual Credit Program

## Partnerships and Models

Whether the program is a dual credit online or in person, **collaboration** is key to ensure a successful experience for program providers, school boards, and student experiences.

### Key best practices *while running* programs may include:

- Program Orientations one week before program starts.
  - Both partner and school jurisdiction should have separate Orientations to discuss relevant details.
  - Remind students about standards and expectations
- Biweekly **partnership** meetings to discuss program development and current events
- Biweekly **coordinator** meetings to discuss:
  - Student progress/challenges in programs.
    - What is working / what is not?
  - Share/discuss relevant student/ program information that could impact learning.
    - Progress reports are helpful
    - Attendance and engagement monitoring
  - Discuss upcoming opportunities and ways to collaborate around student barriers
    - Intervene early - not late!

**TIP** – Before the course starts, take time to create separate course contact lists for students, parents and identified school support. Many course instructors share a weekly email which can be easily modified, copied and sent to support student success.



# Engaging Students in Dual Credit Programs

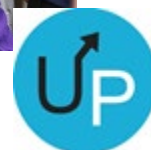
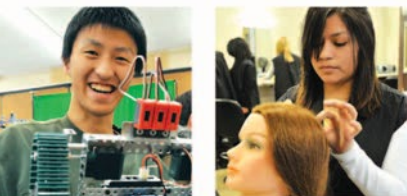
## Marketing and Messaging –System Wide Unique Pathways Information Night

Our biggest event is the **Unique Pathways Information Night**.

- Event started in 2023.
- Offered each semester at the start of our application season
  - October and March annually - 5:30-7:30PM (partner set up starts at 4:00PM)
- Attended by over 600 students and families.
- Students have an opportunity to speak directly with industry professionals about program details and expectations, such as
  - Post Secondary representatives
  - Trade Locals
  - and any other partner who supports students with career and industry connections.

**TIP-** this event could be held online.

**TIP-** a centralized location works best with ample parking.



# Engaging Students in Dual Credit Programs

## Marketing and Messaging - System Wide Webpage



Engagement begins with providing information about our programs and then showing students how it fits into their career exploration.

The **Unique Pathways** (UP) platform lives on the Calgary Board of Education website, and it details:

- What Unique Pathways is and what programs we offer.
- Detailed information sheets for each of our 56 programs organized by CTS cluster.
- Details on the application process.
- Frequently asked questions about UP.
- The link to our YouTube channel, where previously recorded information sessions can be found.
- **TIP**- Communication with IT is very important to coordinate timelines and understand IT protocols that may impact system wide information roll outs.
  - think about a year long communication plan developed at the beginning of the year in collaboration with media and webpage partnerships is highly recommended.
  - develop dual credit information on universal platforms for easy access for students and parents (both phone and computer friendly).



# Engaging Students in Dual Credit Programs

## Marketing and Messaging - System Wide Postcards



Unique Pathways postcards give a snapshot of dual credit opportunities and links to important program information to parents and students. These are used at all in person presentations and often are requested by school administration to support their discussions about dual credit programs.

**TIP-** create a QR code to link to important information to declutter text where images better support students visualizing themselves in programs.

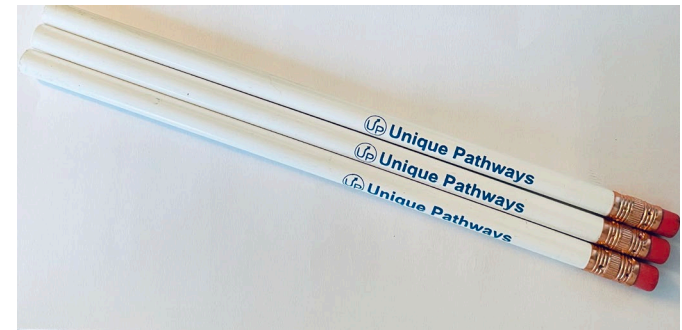
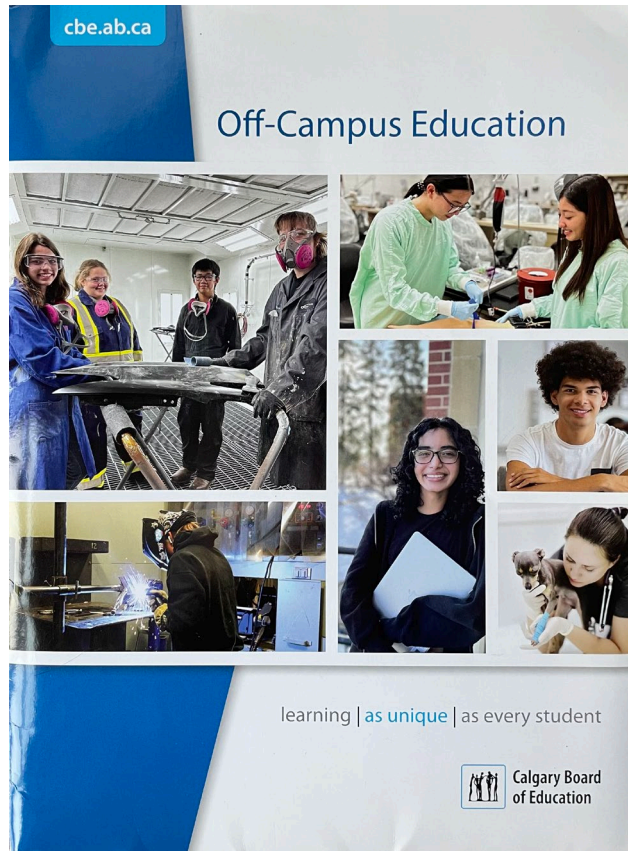


# Engaging Students in Dual Credit Programs

## Marketing and Messaging- System Wide Program Give Aways

Off-campus folders for paperwork, stickers for student lockers and computers and pencils are great promotional take-aways for students.

**TIP-** Remember to put the QR code for your webpage on materials to ensure dual credit information is always available.



# Engaging Students in Dual Credit Programs

## Marketing and Messaging - School Based Program Posters

Program posters may be costly but have longevity for program information with the correct design. These are placed in high traffic areas in schools and in areas where students discuss careers and their post secondary next steps.

**TIP-** when using student images **do not repeat** the same student image on promotional material.

**TIP-** always consider your jurisdiction's visual identity standards when it comes to producing visuals that represent programs.



# Engaging Students in Dual Credit Programs

## Marketing and Messaging- School Based Mini Banners

Program mini banners can be used in Student Success Centers, Guidance and Off-Campus Coordinator offices or taken wherever a dual credit presentation is offered.

**TIP-** make sure your design has as many programs represented as possible.



# Engaging Students in Dual Credit Programs

## Marketing and Messaging- School Based TV Ads

“TV Ads” are shared with schools to help promote awareness and interest in dual credit. These are short, colorful and eye catching, are often on repeat in cafeterias and hallways and show real student experiences and diverse representation to inspire students to apply.

EXPLORE! ENGAGE! EXPERIENCE!



### Dual Credit Pre-employment Carpentry

Unique Pathways offers programs and courses for your future career and post-secondary interests, while you earn high school credits!



Join us for the  
UNIQUE PATHWAYS INFORMATION NIGHT  
LORD SHAUGHNESSY: CAREER AND  
TECHNOLOGY CENTER

Wednesday, March 11th, 2026 5:00PM - 7:00PM

Talk to your OFF- CAMPUS COORDINATOR or  
GUIDANCE COUNSELLOR

Applications close April 10th, 2026



EXPLORE! ENGAGE! EXPERIENCE!



### Dual Credit Introduction to the Veterinary Profession

Unique Pathways offers programs and courses for your future career and post-secondary interests, while you earn high school credits!




Join us for the  
UNIQUE PATHWAYS INFORMATION NIGHT  
LORD SHAUGHNESSY: CAREER AND  
TECHNOLOGY CENTER

Wednesday, March 11th, 2026 5:00PM - 7:00PM

Talk to your OFF- CAMPUS COORDINATOR or  
GUIDANCE COUNSELLOR

Applications close April 10th, 2026



EXPLORE! ENGAGE! EXPERIENCE!



### Dual Credit Culinary – SAIT Tastemarket

Unique Pathways offers programs and courses for your future career and post-secondary interests, while you earn high school credits!



Join us for the  
UNIQUE PATHWAYS INFORMATION NIGHT  
LORD SHAUGHNESSY: CAREER AND  
TECHNOLOGY CENTER

Wednesday, March 11th, 2026 5:00PM - 7:00PM

Talk to your OFF- CAMPUS COORDINATOR or  
GUIDANCE COUNSELLOR

Applications close April 10th, 2026



EXPLORE! ENGAGE! EXPERIENCE!



### Exploratory Finishing Trades

Unique Pathways offers programs and courses for your future career and post-secondary interests, while you earn high school credits!



Join us for the  
UNIQUE PATHWAYS INFORMATION NIGHT  
LORD SHAUGHNESSY: CAREER AND  
TECHNOLOGY CENTER

Wednesday, March 11th, 2026 5:00PM - 7:00PM

Talk to your OFF- CAMPUS COORDINATOR or  
GUIDANCE COUNSELLOR

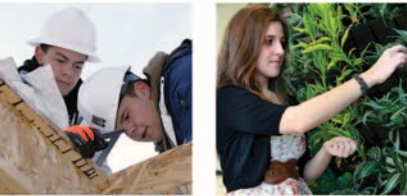
Applications close April 10th, 2026



**TIP-** when developing TV Ads, take time for complete and correct information on **one master slide**, then take a screen shot and copy and paste it on the rest of the program slides with the images.

# Supporting Students in Programs

## Unique Pathways Dual Credit Centralized Model



### Unique Pathways Specialist

- Key contact for Alberta Education Dual Credit.
- Key contact for dual credit partners for dual credit and off campus program development.
- Aligns off-campus programs with curriculum goals, ensuring the program complements academic requirements.
- Supports and works closely with Unique Pathways program Learning Leaders.
- Leads and supports home high school off campus community.
- Responsible for Dual credit operations and outcomes, working closely with area Director.
- Represents school jurisdiction connected to dual credit and industry opportunities
- And much, much more!

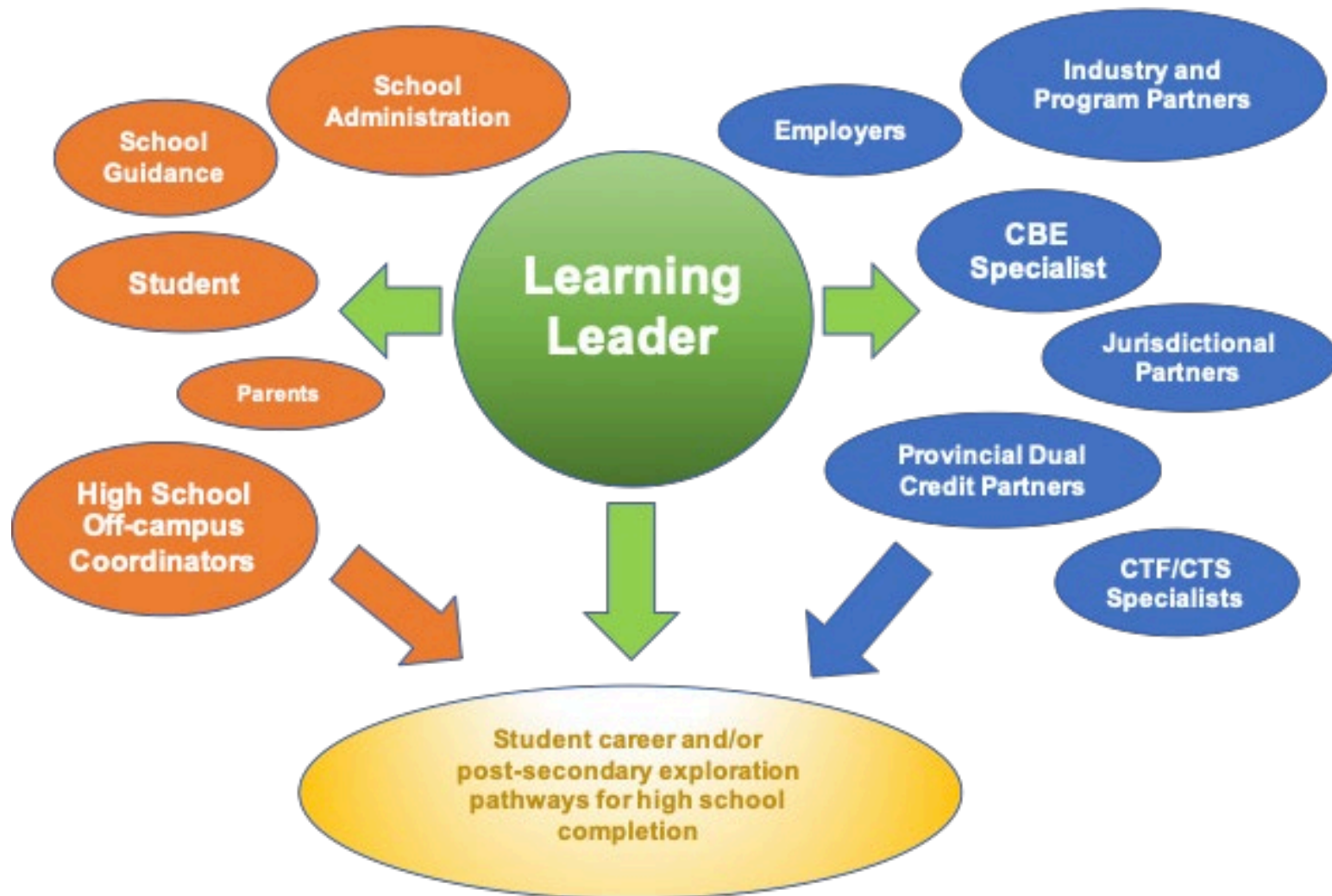
### Unique Pathways Learning Leaders

- Supports and works closely with the Unique Pathways Specialist to develop programming opportunities with partners.
- Aligns off-campus programs with curriculum goals, ensuring the program complements academic requirements.
- Bridges home school, parents, and dual credit instructor.
- Support industry partners with a "go to person" for program support.
- Support school Guidance and Off-Campus Coordinators.
- Support students in programs with:
  - Supervision
  - Transportation
  - Program materials and PPE
  - Personal development and learning support
  - Bridging the gap between student and career or post-secondary expectations
  - And much, much more!

**TIP-** It has been noted that the centralized team model is supported greatly when members have high school Guidance, Off-Campus or trade experience in their background.



# Learning Leader Support Matrix



# Supporting Students in Programs

## Unique Pathways Dual Credit Learning Leader Portfolio

Student support is crucial for both program and student success. The information below demonstrates what this supervision might look like.



Program	PSI	LL	Delivery	
Pre-Employment Carpentry	SAIT	Tom	In-person	AM
Pre-Employment Autobody	SAIT	Tom	In-person	AM
Pre-Employment Automotive Service Tech	SAIT	Tom	In-person	AM
Pre-Employment RV Tech	SAIT	Marnie	In-person@Point Trotter	PM
Pre-Employment Welding	SAIT	Tom	In-person	AM
Pre-Employment HET	SAIT	Tom	In-person	AM
Pre-Employment Pipe Trades	SAIT	Deb	In-person	AM
Pharmacy Assistant	SAIT	Deb	In-person	AM
ANPH	SAIT	Deb	Online	
Aviation	SAIT	Tom	In-person@Aero Centre	PM
Business MGMT	SAIT	Marnie	Online	
Carpentry	TEPF	Deb	In-person	AM/PM
Culinary-Tastemarket	SAIT	Marnie	In-person@Tastemarket	AM
Culinary-Teatro	TEPF	Deb	In-person	AM
Electrical Trades	TEPF	Deb	In-person	AM/PM
Hairstylist	TEPF	Marnie	In-person	AM/PM
HCE	SAIT	Marnie	In-person	PM
Hospitality, Tourism & Marketing	SAIT	Marnie	In-person	PM
ICT Networks and Hardware	SAIT/SWC	DFP/Tom	In-person@SWC	Evening
Infection Prevention & Control	SAIT	Marnie	Online	
Introduction to Animation	BVC	Tom	Online	AM
Introduction to the Veterinary Profession	OLDS	Deb	Online	
Justice Studies	BVC	Marnie	In-person	PM
MEDT	SAIT	Marnie	Online	
Pipe Trades	TEPF	Marnie	In-person	AM/PM
Science of Health & Wellness	SAIT	Tom	Online	
Sheet Metal	TEPF	Tom	In-person	AM/PM
Transportation Trades	SAIT	Tom	In-person	AM
Veterinary Medical Terminology	OLDS	Marnie	Online	
VTA 1 Year	OLDS	Deb	In-person	PM

**TIP-** LL assignments can be organized by type of program, location or LL interest, depending on dual credit offerings.



# Supporting Students in Programs

## Guidance Counselors and Off-Campus Coordinators



**Guidance Counselors** and **Off-Campus Coordinators** play a key role in promoting dual credit programs by helping students understand their options and see the benefits.

- They provide **one-on-one advising**, helping students choose courses that match their interests, abilities, and career goals.
- They also **share information** through presentations, workshops, and course planning meetings, making sure students and families are aware of available opportunities.
- These staff members help **identify suitable candidates**, including students who may benefit most from hands-on or career-focused learning. In addition, they coordinate with colleges, training providers, and industry partners to **organize programs and placements**, ensuring students can access them.
- Finally, they offer ongoing **support and guidance** throughout the process—helping with registration, monitoring progress, and addressing challenges—so students are more likely to succeed and continue in dual credit pathways.
- Help students to connect with supports at school to continue conversations about career development pathways such as internships or post-secondary education.

**TIP-** Scheduling monthly/ bi-monthly meetings or PD opportunities to include both OCCS and Guidance, either in person or online, and using a Shared One Drive for Power Points and updates and presentations at Parent Teacher interviews helps support collaboration for high school student success.

**TIP-** Timely emails are crucial for upcoming events or deadlines and should be explored with a school calendar.

**TIP-** Using an internal note system ie Power School/ Log entries for student updates is very helpful for easy collaboration and communication for student progress.



# Supporting Students in Programs

## Partners, Parents and Peers

### Partners

These are the institutions that design and deliver dual credit opportunities.

- **Provide resources and structure**  
Schools and colleges align curriculum, offer qualified instructors, and ensure credits transfer properly.
- **Create real-world connections**  
Employers or industry partners may offer internships, job shadowing, or mentorship, helping students see how learning applies to careers.
- **Offer academic and career guidance**  
Counselors and coordinators help students choose appropriate courses and pathways.
- **Reduce barriers**  
Many programs cover tuition, provide transportation, or supply materials, making participation more accessible.

### Parents

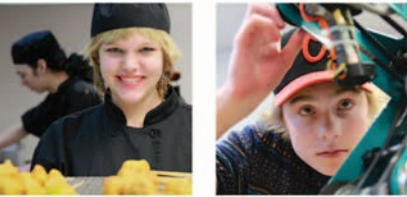
Family support is a major factor in student success.

- **Encouragement and expectations**  
Showing interest and belief in the student's ability boosts confidence and commitment.
- **Helping manage time and responsibilities**  
Parents can support routines, balance school/work/life demands, and monitor workload.
- **Providing stability and resources**  
This might include transportation, a quiet study space, or help with technology.
- **Advocacy and communication**  
Parents can communicate with teachers or program coordinators if challenges arise.

### Peers

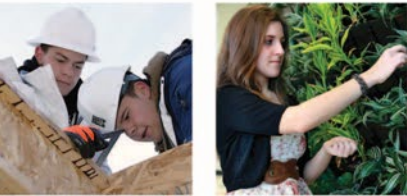
Students often rely heavily on each other for day-to-day support.

- **Academic collaboration**  
Studying together, sharing notes, and explaining concepts can make challenging material easier.
- **Emotional encouragement**  
Dual credit courses can feel intense; peers help reduce stress and build confidence.
- **Motivation and accountability**  
Being surrounded by other motivated students encourages persistence and good habits.



# Student Panel Discussions

Welcome!



Nate Ingraham  
Pre-employment Welding

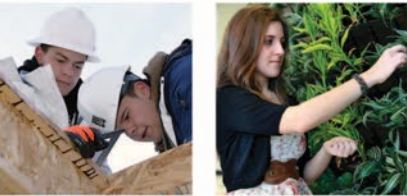


Frankie Atkinson  
Pre-employment Heavy Equipment



# Questions

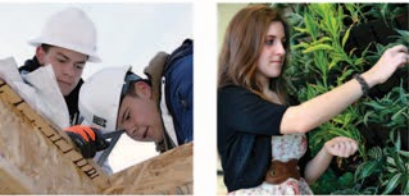
Discussions and Feedback



Unique Pathways



# Resources



- Calgary Board of Education. (2024). *Education plan 2024–2027*.
- Calgary Board of Education. (n.d.). *Unique Pathways and Off-Campus Education*.  
<https://cbe.ab.ca/programs/high-school/unique-pathways-and-off-campus-education/Pages/default.aspx>
- Government of Alberta. (n.d.). *Alberta 2030: Building skills for jobs strategy*.
- Government of Alberta. (n.d.). *Apprenticeship and Industry Training Act*.
- Government of Alberta. (n.d.). *Dual credit*. <https://www.alberta.ca/dual-credit>
- Government of Alberta. (n.d.). *Modernizing Alberta’s post-secondary system*.
- Government of Alberta. (n.d.). *Skills for Jobs Task Force*.
- Government of Alberta. (2021). *Bill 67: Skilled Trades and Apprenticeship Education Act*.
- Government of Alberta. (2021). *Bill 67: Skilled Trades and Apprenticeship Education Act*.



# Key Contacts



## Key Contacts for General Inquiries:

Unique Pathways General Inbox - [uniquepathways@cbe.ab.ca](mailto:uniquepathways@cbe.ab.ca)

Sandy Johnson (Admin Assistant) - [sanjohnson@cbe.ab.ca](mailto:sanjohnson@cbe.ab.ca)

Carolyn Mahovlich (LL, Acting Specialist 2025-2026) – [crmahovlich@cbe.ab.ca](mailto:crmahovlich@cbe.ab.ca)

Jodi Peat (Specialist) - [jmpeat@cbe.ab.ca](mailto:jmpeat@cbe.ab.ca)

## Program Supervision, UP Student Questions:

Tom Wong (LL, Supervising Teacher) – [ttwong@cbe.ab.ca](mailto:ttwong@cbe.ab.ca)

Deb Ingram (LL, Supervising Teacher) – [dLingram@cbe.ab.ca](mailto:dLingram@cbe.ab.ca)

## Complementary Curriculum & Pathways

Ken Weipert (Director) [klweipert@cbe.ab.ca](mailto:klweipert@cbe.ab.ca)



learning | as unique | as every student



Calgary Board  
of Education

