

SCHOOL BOARD KEY MESSAGES AND QUESTIONS & ANSWERS

Ontario Youth Apprenticeship Program (OYAP) – School Boards access to EOIS-APPR

KEY MESSAGES

- OYAP provides opportunities to high school students to participate in an apprenticeship occupation while enrolled in a secondary school program leading to an Ontario Secondary School Diploma (OSSD).
- One of the priorities of the Ontario government is to increase the number of youth participating in apprenticeship.
- TCU is now implementing recommendations from the “*Continuous Improvement Development Fund (CIDF) Database Evaluation Report: An Analysis of Best Practices*” report (“the CIDF report”).
- This evaluation was performed directly with OYAP stakeholders to evaluate best practices in database collection tools and evidences the valuable working relationship between TCU and school boards. These changes will impact the following areas:
 - Introduction of the EOIS-APPR system in School Boards
 - Collection of OYAP participant information
 - Reporting
- The mandatory use of the EOIS-APPR will be effective fall 2010.
- The EOIS-APPR system is used by TCU staff, colleges of applied arts and technology and institutional trainers who deliver apprenticeship curriculum to apprentices (including registered OYAP apprentices), and employers conducting training in the mining and forestry sectors.
- Granting school boards access to the EOIS-APPR system will allow for greater efficiency in managing the OYAP program and allow for better planning in the future through data sharing.
- TCU is committed to capturing data that shows OYAP’s effectiveness in assisting program participants with multiple barriers, as per the requirements of the *Canada-Ontario Labour Market Agreement*.
- Additional supports and resources will be provided to school boards as available and post-implementation.

QUESTIONS AND ANSWERS

Q1. Why are school boards being given access to EOIS-APPR?

- A. The CIDF report made suggestions on the development of common processes, forms, and guidelines for OYAP. One of them was the adoption of TCU's Employment Ontario Information System for Apprenticeship (EOIS-APPR) as a collection tool for registrations which includes all OYAP students as pre-registrants.

Currently there are some databases in use by some school boards to record OYAP participants. Access to the EOIS-APPR will not eliminate their use but using one database is the first step toward an increased ability to share information in a secure manner for better planning.

Granting school boards access to the EOIS-APPR system will allow for greater efficiency in managing the OYAP program and allow for better planning in the future through data sharing.

School Boards will be given access to the EOIS-APPR system to enter all OYAP program participants. School Boards will be able to see the status of their students' TA/Contracts.

Q2. Can any school staff member access and use the system?

- A. School boards will be provided with a Service Provider User Management Guide that outlines the selection guidelines and responsibilities of the persons accessing the system and information regarding protection of privacy and personal information

There are three distinct roles to be assigned to board staff:

1. Service Provider Subscriber (SPS) - The SPS is the individual(s) who has been granted on-line access to the EOIS-APPR as set out in the School Board agreement with the ministry and in accordance with the terms and conditions specified on the Subscriber Registration form. This role can be filled by the OYAP Coordinator, an administrative assistant or teacher. Several people can be assigned this role.
2. Service Provider Registration Authority (SPRA) - The SPRA is the individual authorized by the ministry to set-up access for subscribers as set out in the School Board agreement with the ministry and in accordance with the terms and conditions specified on the SPRA Registration form. Two people must be assigned to this role. It is suggested that this be the OYAP Coordinator and a back up.
3. Service Provider Representative (SPR) - The SPR has the authority to approve the SPRA and request that this person be given the SPRA role and have access to the EOIS-APPR. The SPR must have the authority to

bind the Service Provider to the SPRA Terms and Conditions as specified on the SPRA registration form.

Q3. How secure is the access?

- A. School Board staff using the system will go through a process that verifies their identity. Once the verification is complete, individuals will be assigned an ID and PIN to ensure secure access. This secure access, in keeping with rules concerning freedom of information and protection of privacy, will allow for a number of value added elements to the administration of OYAP. Application forms to access the EOIS-APPR also include the Terms and Conditions of access and use.

(See also Question 2)

Q4. Can school boards register apprentices?

- A. Through the EOIS-APPR system, School Boards will now be able to only request registrations by using the function "add a training agreement". This function can **ONLY** be used if the employer already exists in our system.

If an employer cannot be located in the system, the board should contact the local office for follow up by an ETC.

Q5. What training will be provided for school boards?

- A. Members of the Apprenticeship Modernization Project team and the OYAP Program Coordinator have met with various OYAP Regional groups as well as MTCU staff to consult with and inform them of the changes.

The coming changes have been communicated to OYAP coordinators at the school boards through the annual business planning process and were included in the OYAP Accountability Guidelines for 2010-2011.

A detailed EOIS-APPR School Board User Manual and Instructions on how to access our ONE-Key secured system will be provided prior to launch.

Additional training supports and resources, including the revised OYAP application form, will be provided to staff and school boards as available and post-implementation.

Q6. Will a school board have access to Training Agreements/ Contracts?

The ability to print Training Agreements/Contracts is built into the system and can be made available to school boards to allow flexibility. The decision of whether a school board can print Training Agreements/Contracts will be determined by the local MTCU office in consultation with the local school board.

Q7. Will a school board be able to access student information at another board?

- A. No. School boards will only be able to see students associated to their board in the EOIS-APPR. Students can be transferred from board to board. When a student graduates the board will indicate this through the system (part of reporting a participation completion) and the record will no longer be visible to the board.

Q8. Will there be any duplication of data entry i.e. entering information into a school board database for the purposes of co-op and into EOIS-APPR for the purposes of OYAP?

- A. Mostly tombstone data is entered into the EOIS-APPR.

To offset the data entry MTCU has developed a solution that would allow a school board to enter information into the EOIS-APPR and then download that data into an excel spreadsheet that could then be uploaded into their system (there are 14 different school board database systems).

Benefits of data entry into the EOIS-APPR includes time saved in communicating between boards and field offices concerning the submission of the registration request, ongoing follow-up, and managing different forms of communication such as emails and faxes.

Q9. Will the boards be able to use these changes as a basis for requesting more funding?

- A. This is a new way of working that streamlines the process so that there is consistency of service – the workload does not significantly increase as noted above, if at all. There is a balance between time saved and benefits gained vs. data entry into two systems (the board and EOIS-APPR).

Q10. Currently school boards do not report names of individuals of OYAP participants. Will these changes compromise individual privacy?

A new Notice of Collection and Consent form has been developed to allow boards to collect and report these names to MTCU. OYAP contracts will reflect

this new way of working for increased accountability and determination of program effectiveness.

Q11. Will school boards be collecting students' Social Insurance Numbers (SIN)?

- A. For Program Participants, only the Ontario Education Number (OEN) will need to be reported to MTCU.

For students who want to be registered as apprentices, the SIN must be provided.

Q12. Will school boards be trained on how to correctly identify the trade when entering information into the EOIS-APPR?

- A. The employer should be able to inform the teacher in what trade the student is working.

Co-op teachers need to be adequately trained by OYAP coordinators when placing students in co-op placements. An online OYAP Resource Guide will be made available to assist them.

If school board staff is in doubt about an employer's necessary qualifications for the identified trade, a referral of that employer to an Employment Training Consultant for employer engagement can be made.

All apprenticeship training standards, curriculum standards and exam plans are in the process of being put online on the TCU website in order to facilitate an understanding of what is a trade.