

**MINISTRY OF TRAINING,  
Colleges and Universities**

Service Delivery Branch  
33 Bloor Street East, 2<sup>nd</sup> Floor  
Toronto ON M7A 2S3  
Tel: (416) 314-4268  
Fax: (416) 325-6162

**MINISTÈRE DE LA FORMATION  
et des Collèges et Universités**

Direction de la prestation des services  
33, rue Bloor Est, 2<sup>e</sup> étage  
Toronto ON M7A 2S3  
Tél: (416) 314-4268  
Télééc: (416) 325-6162



**MEMORANDUM TO :**

OYAP Coordinators  
District School Boards

**FROM :**

Anita Webb,  
Program Consultant, OYAP  
Delivery Support Unit, Skills Development  
Service Delivery Branch  
Ministry of Training, Colleges and Universities

**DATE:**

May 27, 2011

**RE:**

**Ontario Youth Apprenticeship Program (OYAP) 2011-12 Business Planning**

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This is to provide further details on the OYAP business planning process, as a follow-up to the May 27<sup>th</sup>, 2011 letter to Directors of Education from the Assistant Deputy Ministers of the Ministry of Training Colleges and Universities (MTCU) and the Ministry of Education (EDU).

MTCU has been working to ensure continuous improvement in OYAP. As part of this process, changes were required to sections of the OYAP business plan, including changes to submission dates. The change in the deadline for submission of the OYAP Business Plan supports efficient and effective delivery of services and the ministry's directive to be compliant with transfer payment accountability practices by having contract agreements in place prior to the start of program delivery in September. To align with school boards' audit processes, submission of the Year End Financial Report for the previous contract agreement year will no longer be included in the OYAP Business Plan.

Please note the following deadlines:

**June 13, 2011:** OYAP 2011-12 Planned Participant Report and Financial Plan must be received by the MTCU local Apprenticeship office and MTCU Service Delivery Branch. *The business plan has been revised to include a section for school boards to comment on processes in place to support the implementation of the EOIS-APPR for administration of OYAP.*

**September 30, 2011:** The remaining sections of the OYAP 2011-12 Business Plan (*Previously titled 2010-11 Business Plan Part One and Part Two*) must be received by the MTCU local Apprenticeship office and the EDU regional office. Note: *Revisions are pending.*

**November 30, 2011:** 2010-11 Year End Financial Report must be received by MTCU Service Delivery Branch. *Note: Revisions are pending.*

Service Delivery Branch has set up an OYAP email address mailbox [OYAP@ontario.ca](mailto:OYAP@ontario.ca) for your submission. *Note: Please indicate in the subject line of the email the name of your school board and "OYAP 2011-12 Planned Participant Report & Financial Plan."*

In order to improve accessibility, increase efficiency and reinforce MTCU's Green Initiative, all of the 2010-11 OYAP documents related to business planning will be posted online and made available for download under the OYAP section of the Employment Ontario Partners Gateway (EOPG) [www.ontario.ca/eopg](http://www.ontario.ca/eopg).

**Note:** Revisions to the following documents are pending and will be available at a later date. School boards will be notified when documents are posted to the EOPG website.

- The remaining sections of the 2011-12 OYAP Business Plan (*Previously titled 2010-11 Business Plan Part One and Part Two*)
- OYAP 2011-2012 Financial Reporting Guidelines
- OYAP 2011-2012 Administration & Accountability Guidelines
- OYAP 2010-11 Year End Financial Report

If you have further questions related to the OYAP business planning process, please contact your local MTCU Apprenticeship Service Delivery Manager.