

### Ontario Youth Apprenticeship Program (OYAP)

The Ontario Youth Apprenticeship Program (OYAP) provides opportunities to grade 11 and 12 students to participate in co-op placements in an apprenticeship trade/occupation while enrolled in a secondary school cooperative education program, leading to completion of their Ontario Secondary School Diploma (OSSD).

OYAP supports secondary school initiatives including the development and implementation of transition programs and the expansion of cooperative education and work experience.

The goals of the program are to increase the number of youth participating in apprenticeship, and to increase the number of youth who obtain their OSSD. OYAP participants may or may not request a formal apprenticeship registration. Funding to District School Boards (DSBs) is *not* dependent on the number of registrations a DSB has.

Registrations are decided on a case by case basis by the Ministry of Training, Colleges and Universities (MTCU) Employment and Training Consultants (ETCs) after careful assessment of a student's commitment towards the trade/occupation, the employer's commitment towards the student and the potential of the student continuing in the trade following graduation. DSB staff should consult with the ETC regarding this requirement.

#### REGISTRATION PROCESS AND ROLES

##### Pre-Registration

##### **Co-op Teacher / OYAP Coordinator**

Ensures that the student:

- meets the criteria for participating through OYAP;
- understands the safety regulations for the trade/occupation;
- understands that a registration is not required and the student may fully participate in a work placement without a registration (including trades with restricted or compulsory components);
- is interested in the trade/occupation and is considering the trade/occupation as a career, and/or apprenticeship as a pathway;
- understands the commitment to the learning at the placement and the responsibilities as an OYAP student;
- is prepared with sufficient knowledge and skills to begin the placement; and
- understands the Apprenticeship Training Standards that will be included with the student's Personalized Placement Learning Plan (PPLP).

Ensures that the employer:

- understands that a registration is not required and the student and employer may agree to a work placement without a registration (ratios do not apply; student can perform restricted skill set tasks);
- is interested in registering an OYAP participant as an apprentice and is aware of the placement/supervisor/employer responsibilities and incentives;
- understands the commitment to the student and the responsibilities of an employer with an OYAP participant (i.e. hours of work, skills and safety training, etc.); and
- provides a placement supervisor with the appropriate skilled trades certification or equivalent to train and monitor the student as part of the co-op/OYAP program.

### **Registration Requests**

#### **Co-op Teacher / OYAP Coordinator**

- ensures that the student meets ministry criteria
- informs parents/guardians, student and co-op supervisor/employer that the ministry determines whether a registration should or can be done
- enters the student data into the EOIS-APPR system as an OYAP participant
- makes a request for registration through EOIS-APPR

#### **MTCU Employment & Training Consultant**

- ensures that the ministry criteria for registration are met
- monitors EOIS-APPR for registration requests
- If needed, contacts the OYAP Coordinator with questions or concerns about the possible registration and to make arrangements to meet with the student and/or placement supervisor

If an OYAP employer is not a current apprenticeship employer, the ETC will be required to visit the placement site and assess the suitability of the employer/site/placement for apprenticeship as per regulations.

### **Printing a Training Agreement (TA) or Contract**

DSBs may or may not have print functionality. The option to have print functionality is determined by the local MTCU office and is based on considerations such as technology requirements, time, workload and travel requirements.

### **Signatures**

The apprenticeship contract or training agreement is a legal document signed by MTCU, the student, the placement supervisor (employer) or designate and the parent/guardian. The DSB is not a signatory or party to the contract. The DSB is not responsible for obtaining signatures or explaining the contract or training agreement as this remains an ETC function. The local MTCU office and DSB may work collaboratively to determine appropriate alternate means of collecting signatures in situations where an ETC conducting the signing may not be feasible or will be delayed in a manner which will adversely impact the student and/or placement.

### **Group Registrations**

Group registrations may be an effective method for ETCs and DSBs to distribute and collect information, to explain the contract and apprenticeship process, determine eligibility and commitment of the student, address questions and issues, and to obtain signatures.

### **Timelines**

MTCU endeavours to register all apprentices in a timely manner. However, due to timing, workload and travel requirements, the timeframe for OYAP participants' apprenticeship registrations may vary. DSB and local MTCU offices will negotiate appropriate timeframes.

- DSB staff should ensure that registration requests are entered into EOIS-APPR as quickly as possible.
- ETCs should ensure that registration requests are reviewed regularly and timelines for completing a registration communicated to DSB staff.

### RESOURCES

- 2011-12 OYAP Administration & Accountability Guidelines  
[www.ontario.ca/eopg](http://www.ontario.ca/eopg)
- Employment Ontario Information System – Apprenticeship (EOIS-APPR)  
<http://www.tcu.gov.on.ca/eng/eopg/eotransformation/eois-schoolboards.html>
- Trades Qualification and Apprenticeship Act, for most construction sector trades
- Apprenticeship and Certification Act, for service, industrial and motive power trades, and some construction trades  
[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)
- Other information and resources regarding apprenticeship can be found on MTCU's website at [www.ontario.ca/apprenticeship](http://www.ontario.ca/apprenticeship).
- Cooperative Education and Other Forms of Experiential Learning  
<http://www.edu.gov.on.ca/eng/document/curricul/secondary/coop/cooped.pdf>