

# ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)

## Registration Guidelines

MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT

# ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP) Registration Guidelines

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).

One of the long term priorities of the Ontario government is to anticipate, respond to and meet Ontario's future trades sector labour needs – particularly through increasing the number of qualified tradespersons.

OYAP helps address this priority by increasing the number of secondary school students exploring careers in skilled trades and setting the groundwork for OYAP participants to successfully pursue careers in the trades. Through a cooperative education course, OYAP allows students to gain training in an apprenticeship trade of potential career interest.

The goal of the program is to enable students to explore a career in the skilled trades and, if chosen, make the school to work transition by direct entry into apprenticeship training.

OYAP participants may have the opportunity to enter into a training agreement with a sponsor and register it with MAESD. This is referred to as a Registered Training Agreement (RTA).

The primary role of DSBs related to OYAP participants with RTAs is to provide information, resources, and supports to students and their parents to make an informed decision about the option to formally register as an apprentice while in OYAP.

Registrations are reviewed on a case by case basis by MAESD Employment and Training Consultants (ETCs). DSB staff are responsible for recommending appropriate students for registration and for confirming that employers are willing to sponsor participants. ETCs are responsible for ensuring that employers are able to meet the obligations of a sponsor for the purpose of ensuring that an apprentice is provided with the training required as part of an apprenticeship program.

## REGISTRATION PROCESS AND ROLES

### Pre-Registration

#### CO-OP TEACHER / OYAP COORDINATOR

Ensures that the student:

- meets the criteria for participating in OYAP;
- understands that a registration is not required and the student may fully participate in a work placement without a registration (including trades with compulsory aspects);
- understands that they are required to become a member of the Ontario College of Trades (but are exempt from membership fees while in OYAP);
- understands the safety regulations for the trade/occupation;
- is interested in the trade/occupation and is considering the trade/occupation as a career, and/or apprenticeship as a pathway;
- understands their responsibilities for the learning and training at the placement;
- is prepared with sufficient knowledge and skills to begin the placement and has the potential to succeed in the placement; and
- understands the Apprenticeship Training Standards that will be included with the Personalized Placement Learning Plan (PPLP).

Ensures that the potential sponsor:

- 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 compulsory aspects of trades);
- has agreed to register an OYAP participant as an apprentice and is aware of the sponsor responsibilities (as outlined on the MAESD Sponsor Agreement form);
- understands the responsibilities of a sponsor with an OYAP apprentice (i.e. hours of work, skills and safety training, etc.); and
- will provide a placement supervisor/trainer with the appropriate skilled trades certification or equivalent to train and monitor the student as part of the co-op/OYAP program, and as outlined on the MAESD Sponsor Agreement form.

### Registration Requests

#### CO-OP TEACHER / OYAP COORDINATOR

- informs parents/guardians, students and potential sponsors that the ministry registers apprentices, and that the ETC will ensure that the potential sponsor is able to train the student for the specific trade;
- enters the student information into the EOIS-APPR as an OYAP participant; and
- makes a request for registration through the EOIS-APPR;

#### MAESD EMPLOYMENT & TRAINING CONSULTANT (ETC)

- monitors the EOIS-APPR for registration requests;
- If needed, contacts the OYAP Coordinator with questions about the possible registration and to make arrangements to meet with the student, parent/guardian and/or potential sponsor; and
- Ensures that the potential sponsor believes the student to be capable of performing the work, and is committed to providing training and supervision in the placement, and will sign off on the student's demonstration of skills in the training standard logbook.

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

#### Printing a Training Agreement (TA)

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

#### Signatures

The apprenticeship training agreement is a legal document signed by MAESD, the student (or parent/guardian), and the sponsor. The DSB is not a signatory or party to the training agreement. The local MAESD office and DSB may work collaboratively to determine the appropriate means of collecting signatures.

#### Group Registrations

Group registrations may be an effective method for ETCs and DSBs to distribute and collect information, to explain the training agreement and apprenticeship process, address questions and issues, and obtain signatures.

#### Timelines

MAESD 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. DSBs and local MAESD 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**

- OYAP Program Guidelines
- Employment Ontario Information System – Apprenticeship (EOIS-APPR)
- Ontario College of Trades and Apprenticeship Act, 2009
- Ontario College of Trades
- Other information and resources regarding apprenticeship can be found on the MAESD public website
- The Ontario Curriculum, Grades 11 and 12: Cooperative Education, 2018