

## Ontario Youth Apprenticeship Program (OYAP) 2023-2024 Budget - Eligible Expenditures

Funding for the Ontario Youth Apprenticeship Program (OYAP) must be solely applied to costs directly related to the delivery of the program. Wherever possible, efforts should be made to identify opportunities for collaborating and sharing costs through other program funding (SCWI, SHSM, Co-op Education, etc.) and with other District School Boards (DSBs). As such, those shared costs must be accurately apportioned to your OYAP budget.

OYAP funding must be used to support the creation and enhancement of labour market partnerships, market the program, and provide student resources and supports.

### Notes:

1. Funding cannot be used to lease space, purchase/lease non-safety equipment, or purchase equipment for classroom use or for use related to special events. Funding cannot be used to purchase safety equipment which is the responsibility of employers to purchase and make available to their employees or apprentices for use at the work site.
2. After approval of the business plan, any movement between categories requires prior written approval of the ministry.
3. Special Project funding may not be moved to other categories.
4. Special Transportation Request funding may not be moved to other categories.
5. Travel outside Ontario must have prior written approval of the ministry.

### A. Administration

Costs incurred by the DSB in its general administrative operation of OYAP.

- Office supplies, stationery, printing, telephone, postage
- Travel costs

Staff travel within Ontario, where the expenditure represents a reimbursement of actual travel expenses incurred in conducting business related to delivery of OYAP, including food and accommodation. (For student travel costs related to events, see “Special Events”; for staff travel costs related to professional development, see “Professional Development”; for student transportation costs to and from work placement sites, see “Transportation”.)

**Note:** Total administration costs not to exceed 15% of the total budget (not including special

transportation costs).

## **B. Salaries/Wages/Benefits (OYAP Recruiter and Administrative Support)**

Salaries and benefits for staff involved in the delivery of OYAP.

### **OYAP Recruiter**

Each DSB must have an OYAP Recruiter.

The percentage of the recruiter's salary and benefits apportioned to OYAP must align with time spent on OYAP delivery and performance targets. OYAP funds may not be used to supplement salary costs related to other programs/roles (e.g., SHSM, SCWI, Co-op).

**Note:** To effectively deliver and administer OYAP, provide information and oversight to DSB staff, and coordinate with local MLITSD staff, the ministry expects OYAP Recruiters to have previous experience and knowledge related to the trades/apprenticeship. For example, the person may be a journey person or tradesperson, may have taught a trade in a co-operative education program, or may have managed co-op or other trade-related programs.

### **Administrative Support**

**Note:** Total salaries and benefits may be up to 55% of the total budget (including special projects but not special request-transportation [co-op placements] or special request-transportation [career fair]).

## **C. Professional Development**

### **Events / Conferences**

Costs for events and conferences to provide professional development directly related to OYAP to DSB staff, teachers and guidance counsellors, including travel and accommodation.

### **Professional Memberships**

Costs for professional memberships / annual dues to associations such as regional OYAP Recruiters' associations.

**Note:** Professional development costs not to exceed 10% of total budget (not including special transportation costs).

## **D. Special Projects**

DSBs may request additional funding, up to the maximum amount noted in their annual allocation for these projects.

**Note:** Special Project Funding may be moved within this category (i.e., among sub-categories), with ministry approval, but may not be moved to other categories.

### **Special Project for Girls**

For activities or events that promote trades in which women are historically under-represented and that support students (girls) engaged in those trades in OYAP. See below for a list of trades.

Activities under this project may include:

- Promotion of these trades to girls within schools and/or the greater community, including events in which girls have an opportunity to learn about these trades and, if possible, meet women journeypersons or apprentices (costs for events include promotion, materials, travel, meals);
- Gender awareness training related to careers, with a focus on the trades, to students, teachers, guidance counselors, parents, and employers who provide placements for OYAP students.

DSBs will report on these outcomes in their interim and final program reports:

- Details of activities/events and number of students who attended;
- Number of girls enrolled in OYAP in trades that are historically under-represented by women; and
- 2-3 success stories.

Special project activities must focus on the high demand trades in which women are under-represented (listed below) and must include information about the apprenticeship pathway. DSBs may choose to focus on one trade or several.

### **Trade Code and Trade Name**

310S Automotive Service Technician

450A Construction Craft Worker

309A Electrician: Construction and Maintenance  
309C Electrician: Domestic and Rural  
403A General Carpenter  
429A General Machinist  
421A Heavy Duty Equipment Technician  
442A Industrial Electrician  
433A Industrial Mechanic Millwright  
306A Plumber  
313A Refrigeration and Air Conditioning Systems Mechanic  
308A Sheet Metal Worker  
310 T Truck and Coach Technician  
456A Welder

### **Special Project for Indigenous Students**

For activities or events to promote apprenticeship trades to Indigenous students.

Activities under this project must meet these criteria:

- School boards must work with local Indigenous partners when developing local events to ensure that content is culturally appropriate.
- Events must have components of Indigenous culture, for example, language, worldview, ways of learning/knowing, or customs.
- Where possible, projects should provide opportunities for Indigenous students to engage with Indigenous mentors or elders, and Indigenous apprentices or journeypersons.
- Events must include information about the apprenticeship pathway.

DSBs will report on these outcomes in their interim and final program reports:

- Details of activities/events and number of Indigenous students who attended;

- 2-3 success stories.

### **Special Project - Community Outreach**

For activities or events to promote OYAP participation and apprenticeship trades to students, parents, educators or employers.

Activities eligible under this project will meet all the following criteria:

- Targeted, have clear goals, and address a gap in existing promotional activities;
- Locally focused (school board/ schools and area);
- Not broad in scope nor duplicate provincial-level promotional initiatives (e.g. ministry skilled trades/ apprenticeship awareness campaigns); and
- Include a range of grade levels and/ or schools, spanning K-12, informed by local level data, planning and OYAP goals.

Examples:

- OYAP/ apprenticeship sessions for grades 7/8 students and parents
- Developing or refreshing school board/ school specific OYAP informational materials, including print/ digital resources and showcases
- K-12 educator participation in OYAP meetings/ workshops/ learning opportunities offered at the school or school board

DSBs will report on outcomes in their interim and final project reports.

## **E. Program Support**

In business plans and reports, DSBs must clearly indicate the direct impact on the success of OYAP for communications/marketing expenditures and special events.

### **Communications/Marketing Costs**

All communications and marketing costs associated with the program such as advertising (print, radio, web-based, etc.), information or in-service sessions (e.g., EOIS-APPR training), newsletters, websites, etc.

**Note:** Costs for promotional merchandise (e.g., pens, mugs, t-shirts, jackets, tote bags, etc.) notto exceed 3% of the total budget (not including special transportation costs).

## **Special Events (Students and Employers)**

Costs related to special events such as student and employer recognition events, skills competitions or demonstrations (e.g., Skills Canada-Ontario), workshops and tours, including travel, accommodation, meals and registration/affiliation fees.

**Note:** Use of OYAP funding to provide financial awards to students is not permitted.

## **F. Student Support**

### **Safety Equipment and Safety Training**

Purchase of safety equipment for OYAP students' use at the work placement site. Equipment must be required by regulation or by the employer where the employer has set additional health and safety standards (e.g., personal protective equipment such as hard hats, safety glasses and safety boots).

Costs for safety training must be directly related to OYAP students' work placements. Training must be safety related (for the safety of the student at the work placement site).

**Note:** Costs are only for students enrolled in OYAP (as indicated in the EOIS-APPR).

### **Transportation**

Where there is a demonstrated need, DSBs may include costs for OYAP students' transportation to and from work placement sites.

DSBs may also include costs for OYAP students' transportation and to and from a Level 1 in-class class. DSBs must ensure that transportation costs for in-class training are not already funded by the School College Work Initiative (SCWI).

DSBs should make efforts to arrange for the most affordable means of transportation (i.e., public transit) where possible, and should make efforts to reduce costs where possible (e.g., provide single-day transit tickets instead of monthly passes when the student is attending class one day per week).

DSBs in rural or remote areas may need to make special transportation arrangements; if so please provide a brief description in the financial plan/report.

### **Exemption Test Fees**

Any applicable fees levied for writing apprenticeship in-class level Exemption Tests by students.

## **G. Special Transportation Request (co-op placements)**

DSBs may request additional transportation funding for student needs as described in the Student Support / Transportation category above.

The ministry will use these guidelines when approving the amount of the request:

- Priority will be given to DSBs with high transportation needs due to geography or lack of public transportation.
- DSBs must first allocate at least 10% of their base allocation to the Student Support/ transportation line.
- The ministry will refer to previous actual transportation expenditures as noted in DSBs' Statements of Revenue and Expenditure Reports (SRERs) as an indication of need.
- DSBs must provide an explanation for the requested amount.

This funding is in addition to DSBs' total allocation.

**Note:** Funding in this category may not be moved to other categories.

## **H. Special Transportation Costs (ministry career fair)**

Additional transportation funding for student transportation to a ministry career fair. Additional information will be provided, or DSBs may contact their ministry Employment and Training Consultant (ETC) for more information.

This funding is in addition to DSBs' total allocation.

**Note:** Funding in this category may not be moved to other categories.