

Connecting Students to Skilled Trades and Apprenticeship



OYAP

ONTARIO YOUTH
APPRENTICESHIP PROGRAM



www.oyappajo.com

OYAP AND COOPERATIVE EDUCATION

What is OYAP?

- The Ontario Youth Apprenticeship Program (OYAP) is a cooperative education experience in a skilled trade placement
- Students learn competencies related to the trades and earn high school credits
- A co-op participant in a skilled trade placement becomes an OYAP participant when they sign and return an OYAP Participant Application Form to their co-op teacher
- An OYAP participant may become a registered apprentice

How to qualify for OYAP

- be at least 15 years old with at least 14 credits
- be enrolled in high school co-op

15 and **14**
years old credits

What is cooperative education?

Cooperative education (co-op) allows students to “test drive” a career and earn high school credits based on in-class learning and a work placement in the community.

Co-op students will:

- go to an interview for their work placement and develop their skills over a half or full day, throughout the semester or summer
- create a Student’s Cooperative Education Learning Plan
- complete the planning and preparation for the co-op opportunity and integration learning activities usually at their home school

Focused Apprenticeship Skills Training (OYAP-FAST)

OYAP-FAST is an accelerated stream of OYAP that allows students in Grade 11 and 12 to participate in more apprenticeship learning (8-11 co-op credits) while working towards their Ontario Secondary School Diploma (OSSD).

To be eligible for OYAP-FAST, students must meet the OYAP eligibility requirements.

Students will be awarded the OYAP-FAST seal on their OSSD upon completing the requirements and all other OSSD requirements. For more information, please contact either the board’s OYAP recruiter, school guidance counsellor or co-op teacher.

CO-OP AND OYAP WORK TOGETHER

Co-op → OYAP is Co-op in a skilled trade!

Co-op is career driven, career exploration and skill development	OYAP is career driven, career exploration and skill development in a skilled trade
Students sign a Workplace Education Agreement with the employer or placement partner	Students sign an OYAP Participant Application Form, sign a Workplace Education Agreement with the employer, and potentially sign an OYAP Request for Registration form
Most students take co-op in Grades 11 and/or 12, but under special circumstances may take it earlier	Students must be at least 15 years of age and must have at least 14 credits
Co-op students create a Student's Cooperative Education Learning Plan	OYAP participants create a Student's Cooperative Education Learning Plan that includes competencies from the approved training standards for the trade
Students earn credits towards their Ontario Secondary School Diploma	OYAP participants earn high school credits as well as record hours and develop competencies in the trades
Co-op is a mandatory component of the Specialist High Skills Major program (SHSM)	The apprenticeship pathway through OYAP is recognized in every SHSM sector

There are more than 140 different apprenticeships

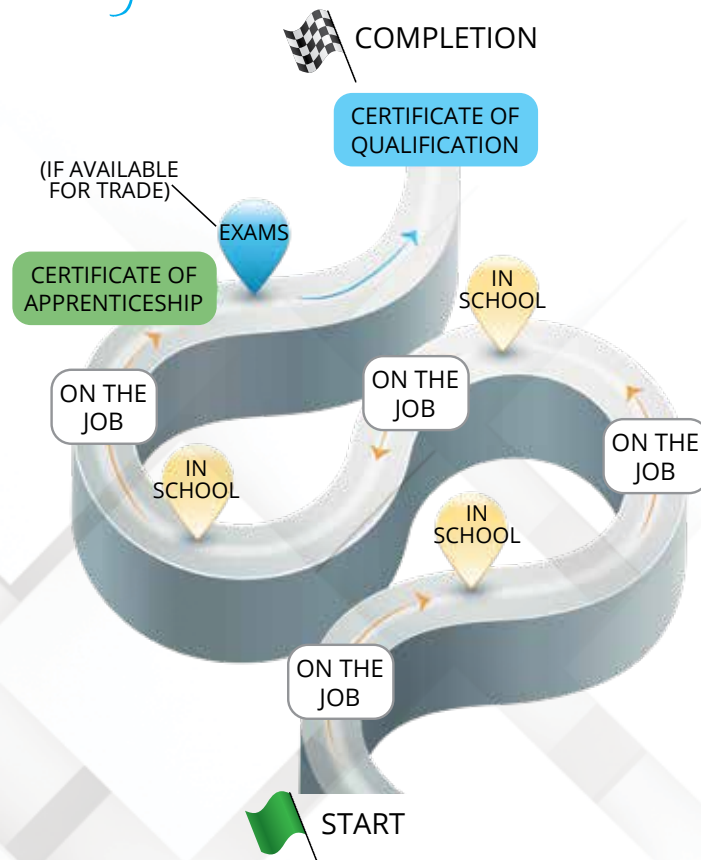
WHAT IS APPRENTICESHIP?

Apprenticeship is an education and training postsecondary pathway. It's for people who enjoy learning by doing and who want to work in the skilled trades. Training standards are followed to ensure the apprentice becomes skilled in that trade.

Apprentices learn a skilled trade on the job. They work with and learn from experienced workers, and get paid while they do it.

- 90% of apprenticeship is hands-on learning provided by employers at a work site
- 10% of apprenticeship is in school at an approved training centre such as a union hall or college
- 3-6 years is the average time to complete an apprenticeship

The Apprenticeship Pathway



APPRENTICESHIP LEADS TO CAREER OPPORTUNITIES



Alex, 26 years old, Business Owner
HVAC Journeyman, Gas Fitters II License

WANT MORE INFORMATION? SPEAK TO YOUR GUIDANCE COUNSELLOR.

OYAP BENEFITS

Gain
WORK
EXPERIENCE

For the Employer

- Matches an employer with a student willing to learn who's WSIB coverage is provided by the Ministry of Education and comes with no cost to the employer
- Provides a mentoring opportunity for an experienced employee to train a high school student who may become a valuable employee
- Allows an employer to sponsor a student as a registered apprentice with no impact to their journey person to apprentice ratio
- Gives the employers the **option** to:
 - end the agreement at any time...
 - sponsor the student as an apprentice at any time during the placement or not...
 - hire the student/apprentice at the end of the placement.

For the Student

- Explore the skilled trades and consider becoming a registered apprentice
- Earn credits towards a high school diploma and build a network for future employment
- Record hours and develop competencies in the trades
- Increase safety awareness and get to know a skilled trade work environment

Tradespersons are also
ENTREPRENEURS
College Instructors
High School Teachers
Inspectors

RESPONSIBILITIES

Employer

An employer participates in the cooperative education process: interviews, signs a Work Education Agreement, provides training under supervision and supports the Student's Cooperative Education Learning Plan.

An employer provides:

- specific WHMIS and workplace health and safety training
- ongoing feedback to the student and communication with the student's teacher
- challenging learning experiences related to the applicable Apprenticeship Training Standard and signs off on a mastered competency when appropriate

An employer may sponsor an OYAP participant to become a registered apprentice by signing a training agreement with Skilled Trades Ontario (STO) when agreed upon. There is no cost to the employer.

Student

Successful students bring a willingness to learn and a readiness to work.

A student will:

- follow co-op processes and procedures as outlined by the co-op teacher, the regulations of the community placement and the school board's Code of Conduct
- submit signed forms during the planning and the preparation for the co-op opportunity: a Work Education Agreement and an OYAP Participant Application form
- attend their work placement regularly and inform the placement supervisor and the co-op teacher if absent or unable to attend
- work safely and diligently which includes wearing required personal protective equipment

**"OYAP helped me
achieve my goals faster!"**

OYAP Automotive Service Technician
Registered Apprentice

BECOMING A REGISTERED APPRENTICE

Through OYAP, a student may become a registered apprentice with Skilled Trades Ontario (STO). Here's how.

From OYAP Participant to OYAP Apprentice

A student interested in an apprenticeship should:

- talk to the co-op employer, parent/guardian and co-op teacher to determine if becoming a registered apprentice is possible during the co-op placement
- complete the Request for Registration Form if the employer agrees to sponsorship during the co-op placement
- get the training agreement signed by the OYAP participant, the sponsor and the parent/guardian (if the student is under the age of 18)
- create an account with Skilled Trades Ontario (STO) when they are 18 years old
- learn and practice skills to fulfill competency requirements outlined in the Apprenticeship Training Standard for the trade
- talk to a Skilled Trades Ontario (STO) representative after graduation to learn about next steps

The Role of the Co-op Teacher

A co-op teacher will:

- match the student with a skilled trade community placement and engage in conversations about the student's suitability and the employer's willingness to register the student as a registered apprentice
- facilitate paperwork: getting signatures and submitting the OYAP Request to Register Forms and the Registered Training Agreements (RTAs)
- submit signed RTAs to the school board OYAP lead which is then sent to Skilled Trades Ontario (STO) for processing

FREQUENTLY ASKED QUESTIONS

From Employers

Who pays for the insurance of a student?

- Co-op/OYAP students are covered under the Workplace Safety and Insurance Act (WSIA) by the Ministry of Education. To ensure WSIA coverage, a Worked Education Agreement (WEA) is signed by all parties before the student starts.
- Students who receive an hourly wage or a salary or who are employed beyond the hours or dates stated in the Work Education Agreement (WEA) must be provided with WSIA coverage by the employer.

What is the key role of the supervisor?

- Provide the health and safety awareness training and site-specific safety training.
- Provide encouragement to students as they develop their education and career/life goals.

When is the student monitored by the teacher?

- The supervisor can expect full support and assistance as the teacher monitors the student's learning regularly during the placement.
- A meeting involving the student, the co-op teacher, and the placement supervisor will take place within the first three weeks of the placement.

How is attendance monitored?

- Students are responsible for informing the training supervisor and the co-op teacher if they will be late or absent from the placement.
- The co-op teacher maintains records along with the student logs.

If I sponsor an OYAP apprentice, what happens after the placement ends?

- The OYAP training agreement is for the period of co-op training.
- The employer is not obligated to hire the student/apprentice; but the employer may choose to offer the student employment and continuation of their apprenticeship.
- The employer or student is encouraged to contact Skilled Trades Ontario (STO) to either cancel or continue the training agreement.

Gain what you train
with an OYAP
Student

FREQUENTLY ASKED QUESTIONS

From Students and Parents / Guardians

Are “Red Seal Trades” the same as the SHSM Red Seal?

- The Specialist High Skills Major seal is a seal that appears on the Ontario Secondary School Diploma when a student has completed all components of the SHSM program, which includes a 2-credit co-op requirement.
- The Red Seal Program is the recognized interprovincial standard of excellence in the skilled trades. If an expert tradesperson has the Red Seal endorsement on their provincial certificate, this certifies them across Canada. More than 50 trades offer an Interprovincial Red Seal.

Are students paid for their apprenticeship training?

- Generally, no. Students earn co-op credits towards their Ontario Secondary School Diploma along with valuable employability skills that are transferable once the community placement ends.
- In some circumstances, a school may allow a student to receive payment, provided that the requirements of the cooperative education course are met.
- A community partner may provide students with an honorarium or transportation allowance.

Are students guaranteed employment once the placement ends?

- No. The community placement has no obligation to employ a student once the placement ends.
- Students are encouraged to follow-up with the employer at their co-op placement for job opportunities and to contact a job developer at their local Employment Ontario agency.

A journey person is
an expert in their trade:



fulfilled trade
competencies



taken in-class
theory



earned provincial
certification

FREQUENTLY ASKED QUESTIONS

What's the difference between compulsory trades and non-compulsory trades?

- A compulsory trade is a trade in which registrations as an apprentice or certified journeypersons is mandatory. Currently there are 23 compulsory trades (e.g., electrician, plumber, hairstylist).
- A non-compulsory trade is a trade in which certification is not legally required to practice the trade (e.g., cook, welder, powerline technician).

Can any skilled trade employer sponsor a student as an apprentice?

- A skilled trade employer must be in the Skilled Trades Ontario (STO) database as an eligible sponsoring employer. The employer has a qualified journeyperson (or expert tradesperson) who can train according to the competencies of the trade and is willing to provide students with supervision and training.





For additional information please contact:
your guidance counsellor or co-op teacher



This Employment Ontario program
is funded by the Government of Ontario.