



Connecting Students to  
Opportunities in  
**Skilled Professions**

WHAT IS

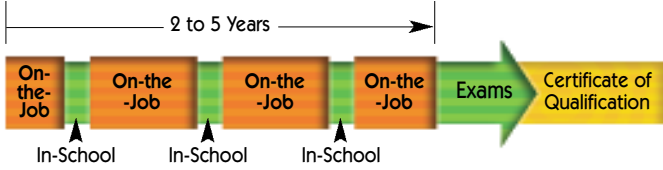
# Apprenticeship?

Apprenticeship is a post-secondary education opportunity in the skilled trades. A master tradesperson teaches a trainee “on-the-job”. The employer follows the training standards provided by the Ministry of Training, Colleges and Universities (MTCU) to ensure that an apprentice becomes skilled in the trade. 90% of the apprenticeship training is done in the workplace. All regular apprentices also attend “in-school” sessions, usually offered at community colleges or union training centres. The MTCU pays the tuition while the apprentice pays a minimal classroom fee to attend these “trade school” sessions. Once both the “in-school” and the “on-the-job” hours have been completed and the competencies signed off, the apprentice receives the Certificate of Apprenticeship. The apprentice must then pass an examination in order to receive the Certificate of Qualification (license). The “C. of Q.” and journeyman status is widely recognized and accepted.

A typical apprenticeship takes about the same time as other post secondary options, depending upon the trade and the progress of the individual.



Typical Apprenticeship Timeline



Cooperative Education allows students to “try on” a potential career choice by going to work for part of a school day or full day, semester or year. Typical Co-op programs have students working two to four periods a day. Each student has a “Personalized Placement Learning Plan” (PPLP) which provides the framework for this learning opportunity. While students spend most of their time at the workplace, they do complete an in-school pre-placement session and participate in integration days with their co-op teacher.

The Ontario Youth Apprenticeship Program (OYAP) lets a co-op student begin to learn a skilled trade while completing a high school diploma. A co-op student may be signed to an apprenticeship agreement with the employer at the time of his/her placement. Students graduate with a diploma, a whole new skill set, experience in the real working world and a headstart on a skilled profession.



Opportunities in Skilled Professions

# HOW DO Co-op and OYAP differ?

## CO-OP

Co-op is career driven, career exploration and development.

Credits are tied to any in-school subject. (eg. 2 credits = 220 hrs.)

Co-op follows the Ministry of Education policies and procedures.

All co-op students must have a Personalized Placement Learning Plan.

No apprenticeship contract.

Earn credits towards secondary school diploma by meeting expectations.

Not allowed to perform any of the restricted skill sets.

Scheduled according to school timetable and number of credits.

Co-op assistants, not registered apprentices.

## OYAP

OYAP is industry/employer driven, developing skilled workers.

Credits may be tied to specific tech studies/family studies subjects or any subject. (eg. 4 credits = 440 hrs.)

OYAP must meet both the Ministry of Education and the Ministry of Training, Colleges and Universities policies and guidelines.

The Personalized Placement Learning Plan must include reference to the specific MTCU apprenticeship training standard.

Apprenticeship Agreement may be signed upon agreement of the employer.

Earn co-op credits for the secondary school diploma and the apprenticeship hours/skills for the MTCU.

Student can perform all aspects of a compulsory trade under supervision of a licensed journeyperson.

Some specialized, "accelerated" programs feature timetables that include additional apprenticeship in-school (level 1) curriculum.

Registered as true Ontario apprentices while in co-op.

### BOTH Co-op and OYAP students:

- Participate in pre-employment activities
- Create daily logs and journals
- Participate in reflective learning
- Are evaluated for report card marks
- Are assessed on the achievement of expectations

## For the Employer

- Provides an excellent source of young, enthusiastic and skilled apprentices with strong support system to ensure success.
- Allows the employer to take a student/potential employee on a TRIAL basis before commitment to register an apprentice.
- Develops supervisory skills in journeyman employees.
- Promotes positive attitudes toward the organization and career education.
- Helps to build a skilled workforce by increasing student awareness of the company within the community.
- Promotes awareness of job opportunities while helping reduce youth unemployment.
- Employer has the option to continue or stop the apprenticeship training at the end of the co-op placement. Can terminate the arrangement at any time if problems arise from student behaviour or work habits.
- Employer may qualify for financial incentives or tax credits: a wage subsidy through Job Connect when employing OYAP graduates and summer students OR tax credits.

## For the Student

- Allows students to explore tentative career choices which could lead to a meaningful career.
- Can receive up to 4 co-op credits toward a high school diploma for skills demonstrated in the work place. Also allows students to acquire hours and competencies toward the total hours required for that particular trade apprenticeship, thus reducing post-secondary qualification time.
- Increases awareness of workplace demands/needs.
- Increases opportunities for part time employment.
- Develops both specialized and general transferable, employability skills.
- Applies classroom theory to workplace experience.
- Builds a network for future employment. Gets your foot in the door of a potential employer/trainer to prove yourself.
- Makes a smoother school-to-work transition by getting you started into the skilled trades at an earlier age.
- Experience a sense of satisfaction and accomplishment in becoming a successful tradesperson.
- Gain work experience and high-tech skills in preparation for the basic level one exemption test .
- Increases safety awareness and learns first aid skills.
- At the end of the Ontario Youth Apprenticeship Program earn a high school diploma and have a great head start toward a career in a skilled trade. May choose to stay with the co-op company, open a business or use the experience as a jump-start to further education in technology or engineering at a college or university.



# Responsibilities

## Employer

- Interview and accept the appropriate student and sign the Work Education Agreement for WSIB coverage prior to the commencement of the placement.
- Ensure the student is supervised and trained by a qualified journeyman or equivalent and provide real work experience in a safe learning environment, free from discrimination and harassment.
- Provide health and safety training, including WHMIS policies and procedures for the specific trade.
- Clearly outline expectations for the student (eg. dress code, attendance, conduct).
- Work with the co-op teacher to develop the Personalized Placement Learning Plan (PPLP).
- Teach the student specific tasks, relevant skills and appropriate attitudes toward work.
- Give clear instructions and supervise a wide variety of learning experiences.
- Track the student's apprenticeship hours, sign the Apprenticeship Training Standards booklet.
- Assist in performance assessment and keep the student informed of his/her progress.

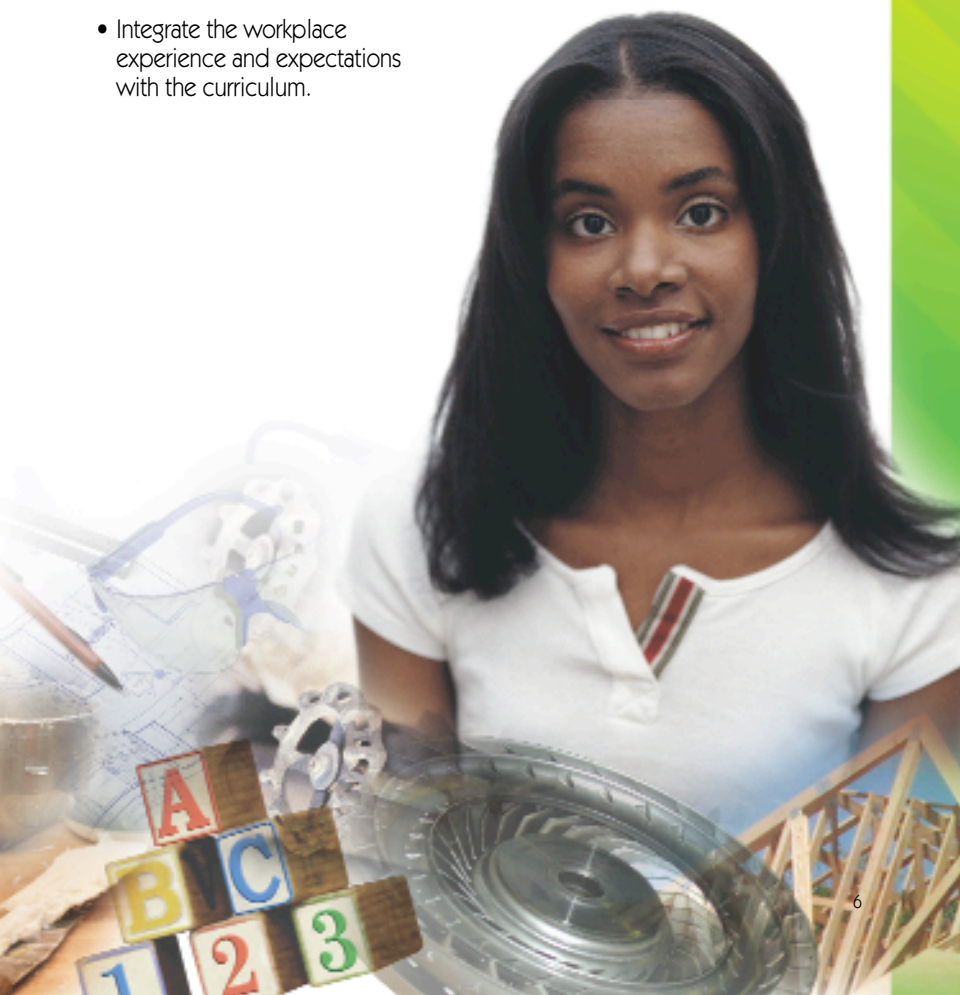
## Student

- Work safely and diligently, following regulations and policies of the employer and the school.
- Follow company health and safety regulations.
- Demonstrate maturity and good judgment.
- Achieve maximum learning by working in a courteous, responsible and businesslike manner – watching, listening, practicing, trying, perfecting, and helping.
- Complete all daily logs, journals and assignments, as required.
- Attend workplace on time, as agreed.
- Notify the employer AND co-op teacher before the beginning of the school day if unable to attend the placement.
- Maintain a record of apprenticeship hours and skills acquired in the Apprenticeship Training Standards Booklet.
- Keep all of your apprenticeship documents in a safe place with an updated resume and school report cards.



## Co-op Teacher

- Help to select and prepare the student for work experience.
- Match the student with the appropriate placement by interests and capabilities.
- Provide general health and safety training prior to the placement.
- Review the Work Education Agreement and **OYAP** expectations with the placement supervisor.
- Support the supervisor and student throughout the program.
- Develop the learning expectations in the Personalized Placement Learning Plan with the supervisor.
- Integrate the workplace experience and expectations with the curriculum.
- Visit the training station regularly to monitor the student's progress.
- Make the required number of on-site assessments.
- Evaluate student performance and assign the final mark for credit purposes.



## Which students are eligible?

### Those who:

- Are at least 16 years of age
- Are enrolled in school full time
- Have at least 16 credits
- Are mature, dependable and punctual
- Are committed to learning a trade
- Are willing to meet employer and school expectations

### Can ANY employer take on an apprentice?

Employers who have qualified journey persons in place (or equivalent) and who are willing to provide students with supervision and training may qualify for participation in **OYAP**. Employers who foresee a need to hire future apprentices are invited to participate in the **OYAP** program.

### What are “Red Seal” trades?

41 skilled trades offer “Interprovincial Qualification” upon completion of the Certificate of Qualification. These trades offer the added bonus of recognition in other provinces and even in some other countries. Refer to [www.red-seal.ca](http://www.red-seal.ca) for more information.

### Are students paid for their apprenticeship training?

Cooperative Education students are earning credits for work experience related to in-school curriculum. The School Board does not require that students be paid for assigned co-op placement time but a nominal honorarium for work expenses – transportation, lunch, uniforms or equipment-is acceptable.

If the student stays at the placement beyond the co-op placement hours, they may be hired as an employee and paid. The employer then assumes responsibility for Workplace Safety & Insurance Board (WSIB) coverage.

### Does it cost an employer anything to take on an OYAP Apprentice?

**NO**, not in terms of initial cash outlay. An employer, however, has to be willing to train the worker who is learning how to do the job. The Ministry of Education covers the Workplace Safety and Insurance Board costs while the student is registered with **OYAP**. If the student is later hired as an employee the employer must pay the WSIB coverage. Apprentices are not an expense but they are an investment in the future of the firm and the industry.

### What hours does the student work?

The student will provide a calendar which outlines the specific days and hours that he/she is available according to the specific school timetable. If students are employed beyond their co-op placement hours it is assumed that they will be paid and that the employer will be responsible for the WSIB coverage.

### Do the students have their own tools?

Students in the **OYAP** program do not usually have tools but once signed to an apprenticeship agreement and having made a commitment to the trade, they should be encouraged to pursue the “Loans for Tools” through the MTCU and start to acquire the necessary tools.



# FREQUENTLY ASKED Questions

## **Who pays the Workplace Safety and Insurance Board (WSIB) premium?**

Unpaid students are covered through a policy taken out by the Ministry of Education. For this coverage to be in place, the Work Education Agreement Form must be signed by all parties before the student begins work.

The School Board maintains liability insurance coverage for co-op students participating in programs authorized by the Board. Students are covered for third party, bodily injury and property damage. The student and company are protected against damage arising from the student's negligence; the student is protected for damage caused accidentally to the property of the placement employer while such property is in her or his care, custody or control.

Student Accident Insurance is available to all students but such insurance is voluntary and optional and paid for by the student.

## **When is the student monitored by the teacher?**

The supervisor can expect full support and assistance as the teacher monitors the student's progress regularly throughout the training period. The goal is to ensure a mutually beneficial partnership among the training supervisor, the teacher and the student.

## **How is attendance monitored?**

Students are responsible for calling the training supervisor and the co-op teacher if they will be late or absent from the workplace. The teacher maintains records along with the student logs. If the student is frequently absent or late the employer should remind the student of the company's policy. The student may be sent back to the school if satisfactory improvement is not demonstrated.

## **Is the student guaranteed employment upon graduation?**

No. The co-op employer is under no obligation to employ the student beyond the **OYAP** placement. The employer may hire the student if a position is available but in any case the student can use the experience and references in finding permanent employment upon graduation.

### **FOR MORE INFORMATION:**

[www.oyap.com](http://www.oyap.com)

[www.oyaptdsb.com](http://www.oyaptdsb.com)

[www.edu.gov.on.ca/eng/training/apprenticeship/skills/oyap.html](http://www.edu.gov.on.ca/eng/training/apprenticeship/skills/oyap.html)

[www.skillsCanada.com](http://www.skillsCanada.com)

[www.tradeability.ca](http://www.tradeability.ca)

[www.skilledtrades.ca](http://www.skilledtrades.ca)

[www.apprenticesearch.com](http://www.apprenticesearch.com)

[www.careermatters.ca](http://www.careermatters.ca)

[www.madewiththetrades.com](http://www.madewiththetrades.com)

[www.careersintrades.ca](http://www.careersintrades.ca)

# THE SCHOOL BOARD OYAP Process

## Student

- Research the skilled trade and placement opportunities independently or with a Cooperative Education teacher, Technological Studies teacher, Career Studies teacher or Guidance teacher at your home school.
- Ask the Co-op teacher about the “accelerated **OYAP**” programs available for grade 11 and 12 students. Attend an open house to learn more.
- Sign up for the Co-op placement on your option sheet, arrange for an **OYAP** placement with the Co-op teacher and complete an **OYAP** application form.
- Attend an interview with the employer to determine suitability for the position.
- Supply employer/supervisor with the appropriate timetable or calendar of the Co-op placement hours.
- Submit signed Work Education Agreement (WEA) forms promptly to the Co-op teacher **prior** to starting placement.
- Call both the supervisor **AND** Cooperative Education teachers if you will be absent from work.
- Inform the Co-op teacher when you have met the MTCU Training Consultant and the apprenticeship agreement is signed.
- If a parental signature is required, submit the signed apprenticeship agreement promptly to the MTCU. The apprenticeship is not registered until the MTCU receives and documents the completed forms.
- When MTCU apprenticeship card arrives in the mail, it must be carried by the apprentice at all times when on the job.
- Maintain copies of all records of apprenticeship with other school reports and the latest resume. Submit the final transcript to the MTCU to continue an apprenticeship when a permanent employer is found.



## Co-op Teacher

- Submit the **OYAP** application form to the School Board **OYAP** office as soon as the placement location details are confirmed.
- Ensure that signed WEA is on file prior to permitting student to start placement.
- Send a copy of the signed WEA to the board.
- Meet with the supervisor to develop the Personalized Placement Learning Plan for the student.
- Be sure to reference the MTCU Training Standard skill sets in the PPLP.
- Update the **OYAP** co-ordinator as to the MTCU apprenticeship agreement signing status.

## Employer/Supervisor

- Interview and select appropriate students.
- Sign the Work Education Agreement (WEA) form for WSIB coverage before student begins the Co-op placement.
- Meet the Co-op teacher to discuss the Personalized Placement Learning Plan.
- Assign a journeyperson/supervisor to help train the **OYAP** student.
- Meet with the MTCU training consultant and sign the student to an apprenticeship agreement as early as possible.
- Track the student Co-op hours and sign off the weekly log sheets.
- Sign the student's Apprenticeship Training Standard when the skills and competencies are clearly acquired.
- Keep the student informed of his/her progress and whether you have openings for this student after graduation.

## Ministry of Training, Colleges and Universities (MTCU)

- A Training Consultant (TC) will be assigned to the student and may visit the workplace to meet with the employer/supervisor and the student.
- The TC will outline the registration procedure, review expectations, explain the Apprenticeship Training Standards, and write up the apprenticeship contract to be signed by the employer and the student apprentice.
- The MTCU mails the apprenticeship Card directly to the student.
- The MTCU Training Consultant maintains the records for each apprentice under the individual's Social Insurance Number and must receive the final OSSD transcript from the apprentice in order to schedule him/her for future trade school.

## Program/School Contacts



OYAP IS FOR  
**YOU!**

**For more information, please contact:  
TDSB OYAP Office at (416) 394-7181  
or (416) 394-7182**