



OYAP Level 1 Program Application Package 2019

Please ensure all information is completed.

**If you are selected for an interview,
you will be notified by your
Cooperative Education teacher.**

APPLICATION FOR ONTARIO YOUTH APPRENTICESHIP PROGRAM REGIONAL LEVEL 1 PROGRAMS



All OYAP Regional Level 1 Programs are subject to change. Programs with insufficient enrollment may be cancelled. Regional Level 1 Programs partnered with colleges are dual credit programs.

APPLICATION DUE DATE FOR PROGRAMS BEGINNING SEPTEMBER OF 2018/19 SCHOOL YEAR IS:
FRIDAY, APRIL 13, 2018

Name: _____

School: _____

School Board: _____

**INTERVIEW DATES ARE:
APRIL 26 – MAY 4, 2018**

Choose One	Trade:	Partnered with:	Host Site:
<input type="checkbox"/>	Automotive Service Technician	Durham College	Durham College, Whitby
<input type="checkbox"/>	Child Development Practitioner	Durham College	Durham College, Whitby
<input type="checkbox"/>	Cook	Durham College	Durham College, Whitby
<input type="checkbox"/>	Electrician	Durham College	Durham College, Whitby
<input type="checkbox"/>	Industrial Mechanic Millwright	Durham College	Durham College, Whitby
<input type="checkbox"/>	Plumber	Durham College	Durham College, Whitby
<input type="checkbox"/>	Welder	Durham College	Durham College, Whitby
<input type="checkbox"/>	Hairstylist	Durham District School Board	GL Roberts, Oshawa
<input type="checkbox"/>	General Carpenter	Fleming College	Fleming College, Peterborough
<input type="checkbox"/>	General Carpenter	College of Carpenters Local 27	M.J. Pereyma, Oshawa

Please include the following:

1. Completed application package.
2. Status Sheet including current midterm marks. At least 60% in trade specific courses (ie. Math, English, and/or trade/technology specific courses)
3. Attendance Record for Current School year including reasons for absences. (Dated Sept. 6, 2017 – March 31, 2018)
4. Resume
5. Application questions. (See attached – clearly written or word processed)
6. Photocopy of Social Insurance Number
7. Portfolio or Artifact (picture or item). If you are offered an interview, you will be **REQUIRED TO BRING** a portfolio or artifact and speak to it, including: what it is, how does it relate to any skills you may have in regards to the trades, etc.

Students: Return this application to your Cooperative Education Teacher

Teachers: Forward the completed application and student reference checklist to your OYAP Coordinator

Declaration and Signature

I hereby apply to the Ontario Youth Apprenticeship Program and agree to follow the outlined program and curriculum.
I understand that the final selection of candidates will be made by a Selection Committee.

Student

Cooperative Education Teacher

Date of Application

Guidance Teacher

Parent/Guardian

School Administrator

Parent/Guardian Email Address (information will be sent out during the school year regarding the OYAP program)

APPLICATION PROCESS FOR OYAP REGIONAL LEVEL 1 PROGRAM



Application packages will be reviewed by a trade specific selection committee.

IF YOU ARE OFFERED AN INTERVIEW YOU WILL BE NOTIFIED BY YOUR COOPERATIVE EDUCATION TEACHER.

Students may only select **ONE** trade to apply for, as they must show a keen interest in the trade in order to be accepted to the program.

Requirements to apply to the OYAP Level 1 program:

1. Completed application package.
2. Status Sheet including current midterm marks. At least 60% in trade specific courses (ie. Math, English, and/or trade/technology specific courses)
3. Attendance Record for Current School year including reasons for absences. (Dated Sept. 6, 2017 – March 31, 2018)
4. Resume
5. Application questions. (See attached – clearly written or word processed)
6. Photocopy of Social Insurance Number
7. Portfolio or Artifact (picture or item). **If you are offered an interview**, you will be **REQUIRED TO BRING** a portfolio or artifact and speak to it, including: what it is, how does it relate to any skills you may have in regards to the trades, etc.

Interviews will take place at Durham District School Board as follows: (400 Taunton Rd E., Whitby, ON L1R 2K6)

Automotive Services Technician	April 30, 2018
Child Development Practitioner	May 1, 2018
Welding	May 1, 2018
Cook	May 2, 2018
Electrical.....	May 2, 2018
Industrial Mechanic Millwright.....	May 3, 2018
Plumbing	May 3, 2018
Hairstyling	May 4, 2018

Interviews will take place at Monsignor John Pereyma Catholic Secondary School: (316 Conant, Conant, Oshawa, ON L1H 3S6)

Carpentry M.J. Pereyma, Local 27	April 26, 2018
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Interviews will take place at Kawartha Pine Ridge DSB as follows: (1994 Fisher Drive, Peterborough, ON K9J 6X6)

Carpentry at Fleming College	May 2, 2018
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OYAP REGIONAL LEVEL 1 – APPLICATION QUESTIONS

INSTRUCTIONS: In the space provided or on a separate paper, answer the following questions.

PURPOSE

1. Why have you requested a placement in the Level 1 OYAP program?

CAREER GOAL(S)

2. Briefly describe how this program will help you achieve your career goal(s). Please be specific.

RELATED EXPERIENCE

3. Identify your related experience(s) and describe how they contribute to your suitability for this program.
(i.e. part-time or summer employment, volunteer experience, related skills, interests and personal strengths).

COURSE-RELATED EXPERIENCE

4. What course(s) or related experience have you taken? How will this course(s) help you to be successful in this program?

PERSONAL QUALITIES

5. What qualities (attitude, skills, knowledge, experience) do you possess that identify you as a suitable candidate for this program?

Section 1 - Program Participation

Trade Name		Trade Code	Ontario Education Number (OEN)
Last Name		First Name	Middle Name/Initial
Preferred Name			Date of Birth (dd/mm/yyyy)

Gender

I identify as (check one of the following):

☐ Male ☐ Female ☐ Trans ☐ Other ☐ Prefer not to disclose

Highest Grade Level Completed			Preferred Language <input type="checkbox"/> English <input type="checkbox"/> French
Home Telephone Number	Cell Phone Number	Email Address	
Name of School	Teacher Name	Teacher Telephone Number	

Do you wish to self-identify as set out below? Your response to this question is entirely voluntary and will not affect your eligibility for apprenticeship. This information will be used by Canada and Ontario for policy analysis and statistical purposes related to employment programs and services.

☐ First Nations ☐ Member of a Visible Minority ☐ Metis ☐ Inuit ☐ Person with a Disability
☐ Francophone ☐ Newcomer to Canada - If yes, how long? Months Years

Unit No.	Street Number	Street Name	PO Box
City/Town		Province	Postal Code

Additional Information
Required Documentation Verified
☐ Transcript ☐ School Board Verification Form

Notice of Collection of Personal Information and Consent

The Ministry of Advanced Education and Skills Development (Ministry) provides funding to your school board to offer OYAP, in part from funds provided by Canada under the Labour Market Agreement (LMA) between Canada and Ontario.

The goal of OYAP is to increase the high school graduation rate and to increase apprenticeship participation to ensure that Ontario has the skilled labour necessary to support growth and attract investment. Your personal information on this form as well as your graduation date will be used by the Ministry to administer and finance OYAP, including monitoring and evaluating OYAP; conducting policy and statistical analysis; and reporting to Canada about the results of OYAP as required under the LMA. The Ministry will collect relevant personal information indirectly from your school board and employer for these purposes and may also disclose your personal information to these organizations. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to OYAP. The Ministry may use the services of auditors, contractors or other third party administrators to administer and finance OYAP.

The Ministry collects, uses and discloses your personal information under the authority of the *Ontario College of Trades and Apprenticeship Act*, 2009 S.O. 2009, c. 22; and s. 266.3(3) of the *Education Act*, R.S.O. 1990, c. E. 2, as amended and s. 2 of O. Reg. 440/01; and the LMA.

Questions about the collection, use and disclosure of your personal information may be addressed to the Manager, Employment Ontario Contact Centre, Ministry of Advanced Education and Skills Development, 33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3, toll-free: 1 800 387-5656; Toronto: 416 326-5656; TTY: 1 866 533-6339 or 416 325-4084.

By signing this form, you give consent to the Ministry to collect, use and disclose personal information about you where relevant to the administration and financing of OYAP.

Signature of Applicant	Signature of Parent (if applicant under 18)	Date (dd/mm/yyyy)
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Section 2 - Request for Registration

To be completed only when applying to be registered as an apprentice.

By completing this section you confirm that the sponsor/employer has been notified that a request for registration is being submitted to the Ministry of Advanced Education and Skills Development and that the sponsor/employer agrees to register the apprentice.

Please check off the box below:

☐ Yes, the sponsor/employer has been notified.

Trade Name		Trade Code	
Social Insurance Number (SIN)		Ontario Education Number (OEN)	
Last Name		First Name	Middle Name/Initial
Sponsor Information			
Sponsor (full legal business name)		Sponsor ID (if known)	Sponsor Telephone Number
Sponsor Contact			
Last Name		First Name	Middle Name/Initial
Contact Telephone Number	Contact Cell Phone Number	Contact Email Address	
Address			
Unit No.	Street Number	Street Name	PO Box
City/Town		Province	Postal Code
Start Date of Co-op Placement (dd/mm/yyyy)		End Date of Co-op Placement (dd/mm/yyyy)	Hours per Week

Notice of Collection of Personal Information and Consent

Your personal information on this form and in all other communications related to apprenticeship and related programs will be used by MAESD to administer and finance Ontario's apprenticeship training program. MAESD will collect relevant personal information directly from you and indirectly from your school board, employer, sponsor, training institution, Employment Ontario (EO) service provider, the Ontario College of Trades (the College) and Canada for these purposes and may also disclose your personal information to these organizations. MAESD may use the services of other Ontario ministries, contractors and auditors to administer and finance apprenticeship training. You may be contacted to request your voluntary participation in surveys and public relations campaigns related to apprenticeship training.

Administration includes assessing and verifying your eligibility for apprenticeship, including your age, education and membership in the College; registering you as an apprentice and maintaining your file; providing financial assistance to you and your training institutions; working with you, your training institutions and your employers or sponsors to support your progress in and completion of workplace and classroom training; conducting examinations; issuing certificates of apprenticeship; evaluating, monitoring and auditing your progress and the activities of your employers, sponsors, trainer(s) and training institutions; reporting to Canada about the effectiveness of apprenticeship training as required under the Jobs Fund Agreement (JFA) between Canada and Ontario and the Labour Market Development Agreement (LMDA) between Canada and Ontario; enforcing your agreements with MAESD and the legislation set out below; enforcing the agreements between MAESD and your employer, sponsors and training institutions; conducting inspections and investigations; detecting, monitoring and preventing fraud; and conducting policy analysis, evaluation and research related to all aspects of EO programs and services, including apprenticeship training.

Apprenticeship training is partly funded by Canada under Part II of the *Employment Insurance Act* (EIA). Under the LMDA, MAESD must collect your social insurance number to provide reports to Canada to allow it to monitor and assess the Employment Insurance Program under s. 3 of the EIA. Information you provide on education level, immigration status, Employment Insurance eligibility, Francophone status and prior participation in special apprenticeship programs helps design policies and programs to support apprenticeship completions, and better meet reporting requirements under the Canada-Ontario JFA.

MAESD will disclose your personal information, including your contact information and your registered training agreement(s), to the College under s. 80 of the *Ontario College of Trades and Apprenticeship Act* (OCTAA), 2009 when it is necessary for the College to carry out its responsibilities. MAESD may also disclose your personal information to:

- any of your employers or sponsors who need your apprenticeship training agreement for purposes of applying for the Apprenticeship Training Tax Credit under s. 89 of the *Taxation Act*, 2007, S.O. 2007, c. 11, Schedule. A;
- the Ministry of Labour under an agreement between the ministries to enforce workplace safety under the *Occupational Health and Safety Act*;
- any person employed in the administration of similar legislation in any Canadian province or territory under s. 79(8)(a) of the OCTAA, 2009; and
- to Statistics Canada, if required under s. 13 of the *Statistics Act*, R. S. 1985, c. &19, as amended.

Your personal information is collected under the authority of the OCTAA, 2009 S.O. 2009, c. 22; the JFA, the LMDA, and ss. 3, 63 and 139 of the EIA, S.C. 1996, c. 23, as amended, s. 76.29 of the Employment Insurance Regulations, S.O.R./96-332, ss.10, 34(1) and 36(1) of the Department of *Human Resources and Skills Development Act*, S.C. 2005, c. 34; s. 8 of the *Privacy Act*, R.S.C. 1985, c. P-21, as amended; and s. 10.1 of the *Financial Administration Act*, R.S.O. 1990, c. F. 12, as amended.

Questions about the collection, use and disclosure of your personal information may be addressed to the Manager, Employment Ontario Contact Centre, Ministry of Advanced Education and Skills Development, 33 Bloor St. E, 2nd Floor, Toronto, Ontario M7A 2S3, 1-800-387-5656 toll-free; 416-326-5656 in the Greater Toronto Area (GTA); TTY (telephone service for the deaf) 1-866-533-6339 or 416-325-4084.

By signing this form, you give consent to MAESD to collect, use and disclose personal information about you as described above.

Signature of Applicant	Signature of Parent (if applicant under 18)	Date (dd/mm/yyyy)
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OYAP Regional Level 1 – Program Information



The Ontario Youth Apprenticeship Program provides students with the opportunity to begin an apprenticeship while still in secondary school. Students participate in the Level 1 Program while in their final semester of Grade 12, however; the application process and interviews for coveted spots in the program begin in Grade 11.

Level 1 OYAP Programs are regular apprenticeships that include the first level of in-school training (Trade School) at either Fleming College in Peterborough or Durham College, Whitby Trade Centre. (The exception is Hairstyling and General Carpenter, Local 27 where students attend a Training Delivery Agent to obtain their first level of in-school training). In order to be a successful candidate for the OYAP Level 1 program, students should have achieved an average of 60% or greater at the college/university level in the Math, English and Technology course appropriate to their specific chosen trade. Students with Cooperative Education and/or work experience in the chosen area of interest will be given preference in the application process.

Applicants must be registered as 4 credit Cooperative Education students in Grade 12 and have their timetable adjusted to allow for the completion of all compulsory courses before their final semester in order to be eligible for graduation.

Students will earn 1 – 3 Dual Credits for the time spent at College in the Level 1 Program. These credits will count toward both their OSSD and their Apprenticeship Certification. (*Exception: Hairstylist and General Carpenter Local 27 are NOT dual credit programs.*) Cooperative Education credits are granted for time spent at the workplace, where students receive one credit for every 110 hours of work. In-school training hours do **not** count toward the total apprenticeship hours. However, hours spent in the workplace must be carefully documented as they would be a negotiable item between the Employer, the Training Consultant and the Apprentice; to be considered toward the total apprenticeship hour requirement. Students are encouraged to focus on obtaining the necessary skills required to complete their apprenticeship rather than on hours as each apprentice is provided with a Training Standards Document that is used to record their competencies and skill sets.

Students require approval of a Registered Training Agreement signed between the Sponsor/ Employer, the Apprentice and the MAESD (Ministry of Advanced Education and Skills Development) Consultant in order to attend the level 1 in-school training.

To officially be in the OYAP Level 1 Program involves; an accepted application, a successful interview and a Ministry approved Registered Training Agreement. Candidates are not officially in the program until all the components of the process are completed. If one of the requirements are not met, students may continue in a four credit Cooperative Education placement within the trade.

While in the Program, students attend the participating College (Durham or Fleming) for 1, 2 or 3 days a week (depending on the Trade). Transportation to the in-school training and work placement is the responsibility of the student and/or parent. However, in some circumstances OYAP students may be provided with bus transportation to the College. If this option is available, students are expected to use this mode of transportation. The remainder of the week is spent in a Cooperative Education workplace experience; students are not paid for this work. These work placements are arranged through the school's Cooperative Education Department. Cooperative Education teachers are responsible for setting up and monitoring suitable placements.

Additional Information:

- Costs associated with Level 1 (tuition, textbooks and some transportation costs) are covered by the school board. Course materials are provided by the College, but tools and safety equipment (i.e. safety boots) may be the students' responsibility.
- Students who have more than three unexcused absences from the College may be removed from the Program.
- Students are expected to treat their employers and co-workers with respect and adhere to all Cooperative Education guidelines.

Acceptance is ultimately dependent on a signed RTA:

- Student will be notified by the Cooperative Education teacher as to interview success.
- Student will receive a formal letter from the OYAP Coordinator as to their status (accepted, denied or placed on the waitlist).
- Student, parents/guardians and teachers will be asked to attend an information session prior to the start date of the program.

Level 1 Apprenticeship Programs currently offered:

TRADE	PARTNERED WITH:	HOST SITE:	PASS RATE
Automotive Service Technician	Durham College	Durham College, Whitby	70%
Child Development Practitioner	Durham College	Durham College, Whitby	70%
Cook	Durham College	Durham College, Whitby	70%
Electrician	Durham College	Durham College, Whitby	70%
Industrial Mechanic Millwright	Durham College	Durham College, Whitby	70%
Plumber	Durham College	Durham College, Whitby	70%
Welder	Durham College	Durham College, Whitby	70%
Hairstylist	Durham District SB	G.L. Roberts, S.S. Oshawa	70%
General Carpenter	Fleming College	Fleming College, Peterborough	60%
General Carpenter Local 27	College of Carpenters, Local 27	M.J. Pereyma, Oshawa	70%