

# Connecting Employers

to Students Interested in Skilled Trades

ONTARIO YOUTH APPRENTICESHIP PROGRAM



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



## WHAT IS OYAP?

### *Introduction to the Ontario Youth Apprenticeship Program*

The Ontario Youth Apprenticeship Program offers Grade 11 and 12 students, who are at least 16 years of age, an opportunity to explore a skilled trade and begin an apprenticeship while completing credits towards an Ontario Secondary School Diploma (OSSD).

Through the Co-operative Education Program (Co-op), OYAP provides students with on-site work experience and a realistic opportunity to become registered as an apprentice with a willing employer. Students can participate in work placements in any of the 157 trades, in either full or half-day placements.

### *You make the difference!*

Through your participation in the program, you become a powerful motivator - providing authentic, meaningful experiences and insights into potential careers. The effect on a young person's self-esteem is significant, as your signature on an apprenticeship registration shows that you, the employer, recognizes the potential and ability of the individual to become a certified professional in the skilled trades.

### *As an employer, your participation in OYAP:*

- provides opportunities to assess and recruit employees at no cost
- helps build a skilled workforce and promotes youth retention in your community
- develops supervisory and leadership skills in employees

## OYAP Participation vs. Registration

### Participation

- OYAP students who learn and perform trade specific skills in one of the 157 apprenticeable occupations in Ontario during their Co-op placement, are considered Participants.

### Registration

- With the mutual agreement of the employer sponsor and the OYAP student, a formal registration can take place and the student becomes a Registered Ontario Apprentice.



**Myth:** Youth aren't interested in **skilled trades careers**

**Reality:** In surveys of youth, they tell us they are open to opportunities. **In 2013, 42% of youth considered pursuing a career in the skilled trades,** compared to 29% in 2004. In 2013, **almost 40% of students had considered pursuing a career in the trades in the past year,** compared to 22% in 2004.

## WHAT IS OYAP?

### *Registering Your OYAP Participant as an Apprentice*

When both the OYAP participant and the employer express a mutual readiness to begin the formal apprenticeship, a Registered Training Agreement (RTA) is generated and the necessary signatures are obtained. The student and the employer sponsor will be contacted to complete the registration and be provided with relevant information about in-school training, the Apprenticeship Training Standards and membership obligation to the Ontario College of Trades.

When you, as an employer, become an “OYAP Sponsor”, you enter into a non-binding training agreement with your local apprenticeship office for the duration of the Co-op work placement. Employers are not obligated to continue apprenticeship training for the full duration of the apprenticeship program. Upon completion of the Co-op work placement, the employer may hire the OYAP student and continue being his/her sponsor. If that option is not feasible, the employer is expected to inform the local apprenticeship office that the sponsorship has ended.

### *OYAP and the Ontario College of Trades and Apprenticeship Act*

Registered OYAP students are legislatively exempt from the following requirements:

- regulated ratios
- wage rates
- OCOT membership fees

Students must carry their OYAP ID Card at all times and be prepared to present it to regulatory bodies as required.

## Student Employment After OYAP

As is the case with all apprenticeships, this agreement is not an employment contract. The employer may hire the student if a position is available, however, the employer sponsor is under no obligation to employ the student beyond the co-op placement. The student can use the experience and references in finding permanent employment upon graduation.

Apprenticeship  
is a chance to shape  
and mould employees  
when they start.

They are a better fit with the  
culture of the organization  
when you have homegrown  
talent. **There are major  
economic drivers for  
apprenticeship** and good  
economic returns for hiring.

# STUDENT READINESS AND PROGRAM SELECTION

## Who can participate in DYAP?

Students must:

- be at least 16 years of age
- be enrolled in school full time
- have at least 16 credits
- be mature, dependable, and punctual
- demonstrate an interest and aptitude to pursue the apprenticeship pathway
- demonstrate commitment to education while working towards their OSSD

## Before the work Placement Starts

Students complete a two week pre-placement, which can include training in a number of areas such as WHMIS, health and safety, violence and harassment in the workplace, and Working at Heights.

The Co-op teacher conducts a Placement Assessment for safety and relevance to learning opportunities.

In consultation with the Co-op teacher, the employer determines the placement schedule, including the start and end dates, as well as hours.

A Work Education Agreement (WEA) is completed and signed by the student, the employer, the parent/guardian (if applicable), and the teacher.

## Health and Safety Considerations

Unpaid students are covered during their scheduled Co-op hours by the Workplace Safety and Insurance Board (WSIB) through the Ministry of Education. For this coverage, the Work Education Agreement (WEA) form must be signed by the employer, teacher, student, and parent/ guardian if the student is under 18 years of age. If a wage is provided, the employer assumes responsibility for WSIB.

With the introduction of Bill 18, unpaid students, learners and trainees are now defined as “workers” under the Occupational Health and Safety Act (OHSA), and have the same rights and duties as the paid employees they work alongside. OYAP students must be provided the same health and safety on-site training and protection as is provided to all other employees.

**If you don't  
train the youth,  
who will do it  
when you retire?**

**Over 50%  
of transmission  
mechanics are over  
50 years old.**

There are so few apprentices  
in the trade that the new guys  
*will demand more per hour*  
because no one else can do  
THE WORK.

# OYAP BENEFITS

## For the Employer:

- Provides an excellent source of young, enthusiastic and skilled apprentices with a strong support system to ensure success
- Allows the employer to take a student/potential employee on a trial basis before committing to registering them as an apprentice
- Develops supervisory skills in journey person employees
- Promotes positive attitudes toward the organization and career education
- Helps build the skilled workforce by increasing awareness employment opportunities within the community
- Promotes awareness of job opportunities, while helping reduce youth unemployment
- Allows the employer to continue or to 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
- Financial incentives may be available for employers who sponsor an apprentice. Visit the employer tab at [www.oyap.com](http://www.oyap.com) for details

For every  
**\$1 invested**  
in apprenticeship training,  
employers receive an average  
**return of \$1.47**

## For the Student:

- Explore tentative career choices which could lead to a meaningful career
- Earn credits towards a high school diploma for skills demonstrated in the workplace. Also allows students to acquire hours and competencies that may be applied toward the total hours required for the trade, which accelerates the apprenticeship process
- Increases awareness of workplace demands/needs
- Increases opportunities for part time employment
- Develops both specialized and transferable skills
- Applies classroom theory to workplace experience
- Builds a network for future employment
- Makes a seamless transition from school to work
- Experience a sense of satisfaction and accomplishment in becoming a successful tradesperson
- Increases safety awareness in the workplace
- Earn a high school diploma and have a head start toward a career in a skilled trade
- Opens the door for entrepreneurial opportunities
- Possibility to complete a Level 1 training program at your community college while in high school (Dual Credit Program)

# RESPONSIBILITIES

## Employer

- Interview and accept the appropriate student, and sign the Work Education Agreement (WEA) for WSIB coverage prior to the commencement of the placement
- Provide WSIB coverage if the student is earning a wage
- Ensure the student is supervised and trained by qualified journey person or equivalent, and provide real work experience in a learning environment, free from discrimination and harassment
- Provide workplace specific health and safety training as required by OHSA and Bill 18
- Clearly outline expectations for the student (eg. dress code, attendance, conduct)
- Teach the student specific tasks, relevant skills and appropriate attitudes toward work
- Give clear instructions and supervise a wide variety of learning experiences
- 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 judgement
- Achieve maximum learning by working in a courteous, responsible and professional manner - watching, listening, practicing, trying, perfecting, and helping
- Complete all daily logs, journals and assignments, as required
- Attend workplace on time
- 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

## Co-op Teacher

- Help to select and prepare the student for the 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 (WEA) 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 (PPLP) to incorporate health, safety, and performance objectives from the applicable training standard
- Integrate the workplace experience and expectations with the secondary curriculum
- Visit the placement regularly to monitor the student's progress
- Evaluate student performance and assign the final mark for credit purposes
- Ensure that the student has an OYAP exemption card allowing them to be on the job site



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

For additional information please contact:



**Ontario**

This program is funded by the Government of Ontario