

Connecting Students

to Opportunities in the Skilled Trades

ONTARIO YOUTH APPRENTICESHIP PROGRAM



www.oyap.com



TYPICAL APPRENTICESHIP TIMELINE

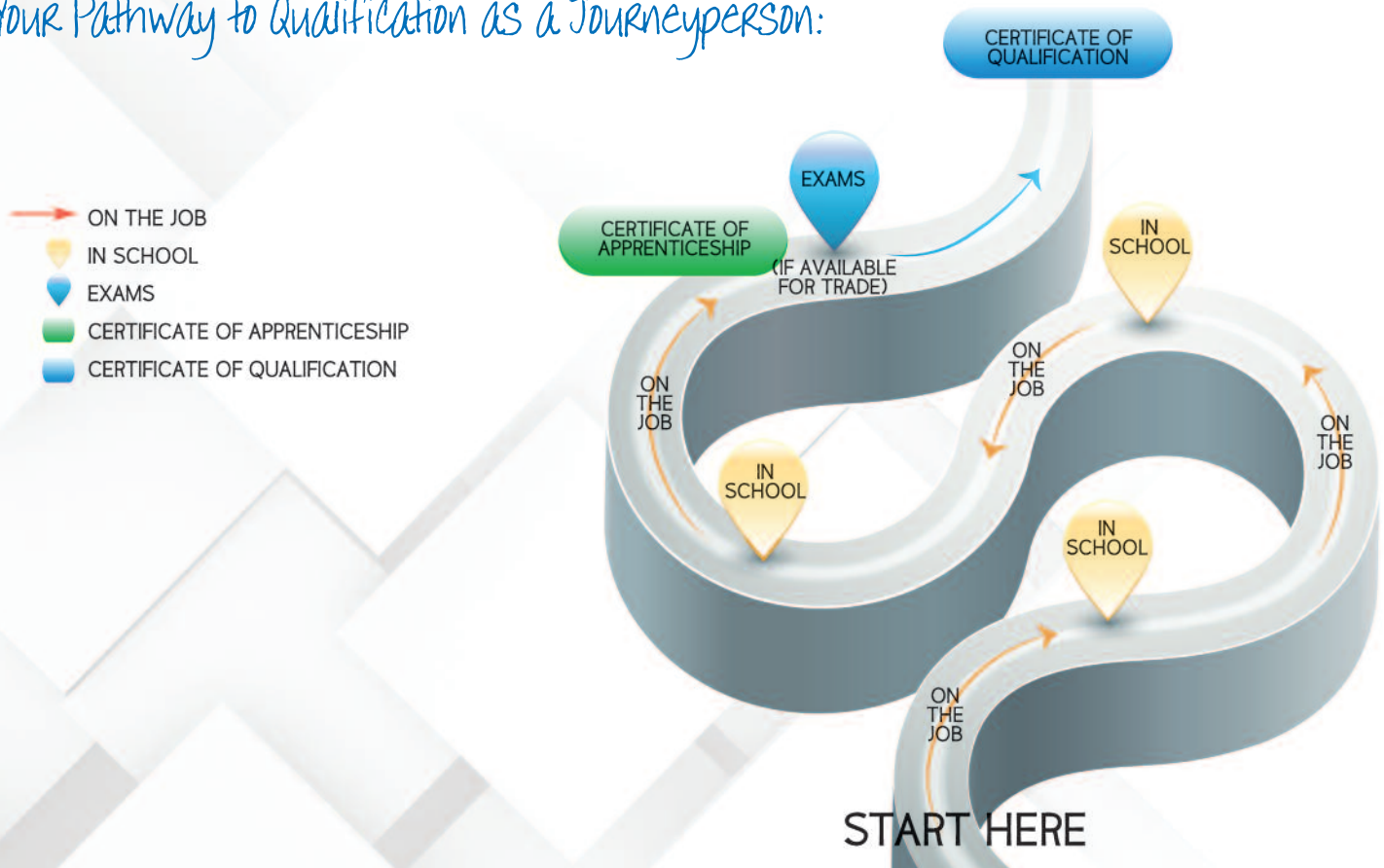
What is Co-op?

Cooperative Education allows students to “test drive” a career by going to work for part of a school day or full day during the 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 also complete an in-school pre-placement session and participate in integration days with their Co-op teacher.

What is OYAP?

The Ontario Youth Apprenticeship Program (OYAP) allows a Co-op student to begin to learn a skilled trade while completing the requirements for a high school diploma. A Co-op student may be signed as an apprentice with the employer at the time of his/her placement. Students graduate with a diploma, skills in a trade, experience in the workplace, and a head start in a skilled profession.

Your Pathway to Qualification as a Journeyman:



HOW CO-OP & OYAP DIFFER

Both Co-op and OYAP students

- Participate in pre-employment activities, including Health & Safety awareness training
- Create daily logs and journals
- Participate in reflective learning
- Are evaluated for report card marks
- Are assessed on the achievement of expectations



TIMELINE

Co-op

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

OYAP

OYAP is industry/employer driven, developing skilled workers.

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

OYAP must meet the Ministry of Education, the Ministry of Advanced Education and Skills Development policies and guidelines.

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

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

No apprenticeship contract.

Registered Training Agreement (RTA) may be signed upon agreement of the employer.

Earn Co-op credits towards secondary school diploma by meeting expectations.

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

Not allowed to perform any of the restricted skill sets.

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

Co-op assistants, not registered apprentices.

May be registered as true Ontario apprentices while in Co-op.

Co-op students must meet the requirements under the WSIB Act.

OYAP students must meet WSIB Act requirements

- Be enrolled in school full time (3 or more credits per semester)
- Have at least 16 credits
- Be committed to learning a trade
- Be working towards an OSSD.

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 Ontario College of Trades 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 Ministry of Advanced Education and Skills Development (MAESD) pays the tuition while the apprentice pays a minimal classroom fee to attend “trade school”. Once both the “in-school” and “on-the-job” hours have been completed and the competencies signed off, the apprentice receives the Certificate of Apprenticeship. In most trades, 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.



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

The Ontario College of Trades (OCOT) is the regulatory body for the skilled trades in Ontario.

OCOT enforces regulations that help protect the public interest and foster confidence in the trades and is committed to promoting the value of working with a qualified tradesperson.

As potential OYAP participants and future journeypersons, OCOT membership is an important part of your career in the skilled trades. As you progress through your career in your trade of choice, you may move from apprentice member to a fully certified journeyperson membership as you complete your certification.

Your journey with OCOT actually starts with OYAP!

If you have a signed Registered Training Agreement, you must become a member of OCOT. While in secondary school, membership is free and you benefit from educational resources via newsletters as well as possible discounts on various products and services currently being negotiated by OCOT. Filling out the application is easy. Please consult your Co-op teacher.

Once you complete your application, you will receive a member ID card. It is important to carry this card with you on worksites at all times to show to an OCOT enforcement officer in case they ask.

Don't worry... for some of you who may be starting without Registered Training Agreements, just make sure you carry your OYAP ID card on you at all times. You will be eligible for membership with OCOT if you decide to continue your apprenticeship.

Please visit www.oyp.com for further information regarding OYAP.

Please visit www.collegeoftrades.ca, or call (647) 847-3000.

Toll-free: 1 (855) 299-0028 for further information regarding OCOT.

OYAP is your first step in a rewarding career in the skilled trades.

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 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.
- 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.
- Provides financial incentives for employers who register and hire OYAP apprentices. Please visit www.oyap.com for further information.

WSIB
PAID FOR
BY MINISTRY OF
EDUCATION
during unpaid
co-op experience

Did you know that
OYAP students
are EXEMPT FROM
RATIO's

VISIT
oyap.com
for detailed
information

Did you know?
Many OYAP students are
licensed by the age of 21!

Gain
WORK
EXPERIENCE

OYAP BENEFITS

For the Student

- Allows students to explore the skilled trades, which could lead to a meaningful career.
- Allows students to earn credits towards a high school diploma for skills demonstrated in the workplace. Also allows students to log hours and develop competencies toward the total hours required for the trade as a registered apprentice while in secondary school.
- 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.
- Provides a seamless transition from school to work.
- Experiences a sense of satisfaction and accomplishment in becoming a successful tradesperson.
- Increases safety awareness.
- Allows students to earn a high school diploma and gain a start towards a career in a skilled trade. After earning an OSSD, various financial incentives are available.
- Opens the door to entrepreneurial opportunities.

Trades People are also
ENTREPRENEURS
College Instructors
High School Teachers
Inspectors

RESPONSIBILITIES

Employer

- Interviews and accepts the appropriate student and signs the Work Education Agreement for WSIB coverage prior to the commencement of the placement.
- Ensures the student is supervised and trained by qualified journey person or equivalent and provides real work experience in a safe learning environment, free from discrimination and harassment.
- Provides WHMIS and workplace specific health & safety training.
- Assists the Co-op teacher in developing a learning plan.
- Supervises, evaluates and provides ongoing feedback to the student.
- Provides clear instructions of tasks to be performed.
- Provides challenging learning experiences related to the applicable Training Standard.
- For OYAP apprentices, signs off on mastered skill sets on the student's Training Standard.

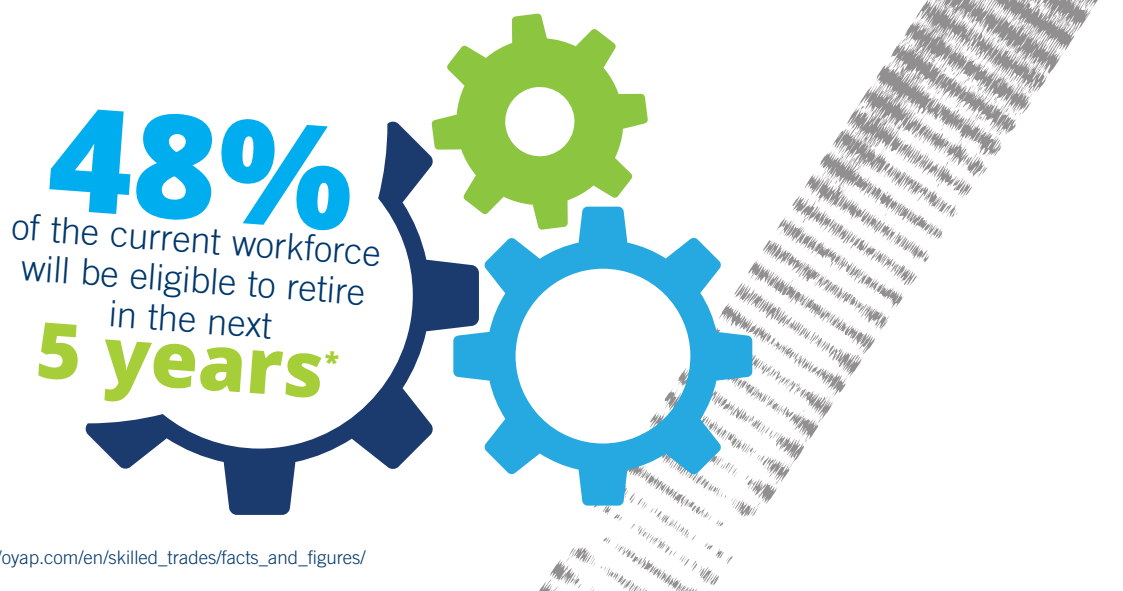
Student

- Signs and submits OYAP Participant and/or Request to Register form.
- Abides by the policies and procedures outlined by the school and placement.
- Works safely and diligently following the regulations and policies of the placement and school.
- Participates in the development of the learning plan.
- Performs all tasks and responsibilities to the best of one's ability in a courteous and respectful manner.
- Completes all logs and assignments in a timely manner as required by the Coop teacher and placement supervisor.
- Informs the placement supervisor and Co-op teacher if unable to attend the placement.
- Signs off on mastered skill sets on the Training Standard.
- Maintains a record of apprenticeship hours and skills acquired in the Apprenticeship Training Standards booklet.
- Keeps all apprenticeship documents in a safe place with an updated resume and school report cards.
- Signs and submits OYAP Participant form.
- Notifies MAESD upon graduation if they have an RTA.

Achieve *maximum*
learning

Co-Op Teacher

- Selects, counsels and prepares the student for the placement experience.
- Completes a placement assessment for safety and relevance to learning opportunities.
- Reviews the Work Education Agreement and OYAP expectations with the placement supervisor.
- During preplacement, provides general Health and Safety Awareness Training, Training on Violence / Harassment in the Workplace and Hazardous Materials / WHMIS Training.
- Provides students with pre-placement and integration activities at school.
- Develop the learning expectations in the Personalized Placement Learning Plan incorporating health & safety & performance objectives from the applicable training standards.
- Integrates the workplace experience and expectations with the curriculum.
- Supports placement supervisor and student throughout the program.
- Meets on-site regularly to monitor student progress.
- Assesses and evaluates student performance.



*http://oyap.com/en/skilled_trades/facts_and_figures/

FREQUENTLY ASKED QUESTIONS

Can any employer take on an apprentice?

- Employers who have qualified journeypersons in place (or equivalent), 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 OYAP.

What are "Red Seal" trades?

The Red Seal endorsement on a journeyperson's Certification of Qualification confirms that the person has achieved a nationally recognized level of competency in the trade. The Red Seal also means that the journeyperson is licensed to practice his/her trade in any province or territory of Canada. Many "Red Seal" certificates are also recognized internationally. For more information about the Red Seal Program, visit www.red-seal.ca or speak to your Co-op teacher.

Are students paid for their apprenticeship training?

- Cooperative Education students earn credits for work experience related to in-school curriculum. The School Board does not require that students be paid for assigned Co-op placements.
- If a student is hired beyond the Co-op placement, then the employer assumes responsibility for Workplace Safety & Insurance Board (WSIB) coverage.

By **2025** it is expected that
CANADA'S SKILLED LABOUR
SHORTAGE WILL REACH

1.2 million

Are there costs for an employer to take on an OYAP Apprentice?

OYAP apprentices are not typically paid by the employer. WSIB coverage is paid by the Ministry of Education. If the student is later hired as an employee, the employer is required to cover the WSIB premiums.

What do students need to qualify for OYAP?

- Be at least 16 years of age
- Be enrolled in school full time (3 or more credits per semester)
- Have at least 16 credits
- Be mature, dependable and punctual
- Be committed to learning a trade
- Be willing to meet employer and school expectations
- Demonstrate commitment to education while working towards Ontario Secondary School Diploma (OSSD)

When 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 school timetable.



FREQUENTLY ASKED QUESTIONS

Should students have their own tools?

Students are not required to provide the tools of the trade while an OYAP student. There is a Loans for Tools Program available after graduation to help apprentices buy tools and equipment to perform the tasks of their trade. Visit www.tcu.gov.on.ca

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

Unpaid students are covered through a policy paid by the Ministry of Education. 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. 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 employer while such property is in his or her care, custody or control.

Student Accident Insurance is available to all students. This 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 Co-op placement. The goal is to ensure a mutually beneficial partnership between 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.

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. The student can use the experience and references to find permanent employment upon graduation.

You must earn
70%
on your Certificate of
Qualification Exam to earn a
Red Seal designation



THE 8-STEP OYAP PROCESS

1 Research

Research the skilled trade and possible placements.
Ask your Co-op, Technological Studies teacher or Guidance Counselor for their input. Remember to consult www.oyap.com for additional information.



Talk to family and friends!

2 Choose a Trade

Use all of the information you have gathered in your research to choose a trade you would like to explore.



Finding a suitable placement can be tough, but is the key to finding yourself a successful apprenticeship!

3 Register for Co-op

Be sure to consult the chart on page 10 for OYAP admission requirements.



Arrange a meeting with the Co-op teacher to discuss your plan.

4 Begin Co-op Course

Work with your Co-op teacher, Technological Studies teacher, and parents to secure a placement in the trade you have chosen.



Does the trade suit your interest and skills?

5 Begin Co-op/OYAP Placement

This is your opportunity to explore the trade and demonstrate essential skills and work habits to your supervisor.



Employers like initiative!

6 Discuss Apprenticeship with your Employer \ Supervisor

Approach your employer with the idea of signing you as an apprentice.



Your Co-op teacher can help you with starting this discussion!

Arrange a **meeting**
WITH THE CO-OP TEACHER
TO DISCUSS YOUR
plan!

7

path A

path B

Employer Agrees To Sign You As An Apprentice

Complete OYAP Request to Register.

The employer, student and Co-op teacher must complete and sign their respective portion of the application.

Becoming an Apprentice

Once the Request to Register is complete, the OYAP Coordinator will arrange a signing date for the student to become an apprentice.

Employer Is Unable To Sign You As An Apprentice

After successfully completing your Co-op placement ask for a letter from your Co-op supervisor confirming hours of work and tasks performed.

Find Another Employer Who Is Willing To Sign You As An Apprentice

It is the student's responsibility to find another employer willing to sign them as an apprentice. These are just a sampling of tools the student could use in their search.

- Another Co-op
- Employment Ontario
- Job Search

Hours from previous placement may count towards this apprenticeship.

8 Apprenticeship Registration Training Agreement

The OYAP Co-ordinator, Co-op Teacher and / or MAESD Training Consultant will outline the registration procedure, review expectations, explain the Apprenticeship Training Standard, and sign the Registered Training Agreement (RTA) with the student and the employer.

MAESD mails an apprenticeship I.D. Card directly to the student.

OYAP students must complete the Ontario College of Trades (OCOT) membership application form(s) to become members. Once this application is complete, OCOT will send a package including a member ID card.

For details regarding apprenticeship continuation beyond high school, consult "Live the Skilled Life! A Guide for Graduating OYAP Apprentices" or consult www.oyp.com.

APPRENTICESHIP IN ONTARIO

RED SEAL PROGRAM

The Red Seal or Interprovincial Standards Program allows for greater mobility of skilled workers across Canada. Currently there are 46 'Red Seal' trades. For more information on the Red Seal Program, visit: <http://www.red-seal.ca>



Indicates a Red Seal Program



Indicates a Designated Compulsory Trade*

Trades that are not Compulsory are Voluntary Trades**

*Compulsory Trade: To work in a trade licensed under 'compulsory', one must be a registered apprentice or journeyman

**Voluntary Trade: Refers to trades that do not require being a registered apprentice or licensed journeyman

MOTIVE POWER



Agricultural Equipment Technician



Alignment and Brakes Technician



Auto Body and Collision Damage Repairer



Auto Body Repairer



Automotive Electronic Accessory Technician

Automotive Glass Technician



Automotive Painter



Automotive Service Technician



Fuel and Electrical Systems Technician



Heavy Duty Equipment Technician

Marine Engine Technician

Motive Power Machinist



Motorcycle Technician

Powered Lift Truck Technician



Recreation Vehicle Technician

Small Engine Technician

Tire, Wheel and Rim Mechanic



Transmission Technician



Truck and Coach Technician



Truck-Trailer Service Technician

Turf Equipment Technician

INDUSTRIAL

Bearings Mechanic

Blacksmith

 Cabinetmaker

Composite Structures Technician

Computer Numerical Control (CNC) Programmer

Die Designer

Draftsperson — Mechanical

Draftsperson — Plastic Mould Design

Draftsperson — Tool and Die Design

 Electric Motor System Technician

Electrical Control (Machine) Builder

Electrician (Signal Maintenance)

Elevating Devices Mechanic

Entertainment Industry Power Technician

Facilities Mechanic

Facilities Technician

Fitter — Assembler (Motor Assembly)

 General Machinist

Hydraulic/Pneumatic Mechanic

 Industrial Electrician

 Industrial Mechanic Millwright

 Instrumentation and Control Technician

Light Rail Overhead Contact Systems Linesperson

Locksmith

Machine Tool Builder and Integrator

 Metal Fabricator (Fitter)

Mould Designer

Mould Maker

Mould or Die Finisher

Optics Technician (Lens and Prism Maker)

Packaging Machine Mechanic

Pattern Maker

Precision Metal Fabricator

Pressure Systems Welder

Process Operator — Food Manufacturing

Process Operator — Power

Process Operator — Refinery,
Chemical and Liquid Processes

Process Operator — Wood Products

Pump Systems Installer

Railway Car Technician

Relay and Instrumentation Technician

Roll Grinder/Turner

Saw Filer/Fitter

Ski Lift Mechanic

Surface Blaster

Surface Mount Assembler

Thin Film Technician

Tool and Cutter Grinder

 Tool and Die Maker

Tool and Gauge Inspector

Tool/Tooling Maker

Tractor-Trailer Commercial Driver

Water Well Driller

 Welder

CONSTRUCTION

- 🍁 Architectural Glass and Metal Technician
- 🍁 Brick and Stone Mason
 - Cement (Concrete) Finisher
 - Concrete Pump Operator
- 🍁 Construction Boilermaker
- 🍁 Construction Craft Worker
 - Construction Millwright
 - Drywall Finisher and Plasterer
- 🍁 Drywall, Acoustic and Lathing Applicator
- ▲ 🍁 Electrician — Construction and Maintenance
- ▲ Electrician — Domestic and Rural
 - Exterior Insulated Finish Systems Mechanic
- 🍁 Floor Covering Installer
- 🍁 General Carpenter
 - Hazardous Materials Worker
 - Heat and Frost Insulator
- 🍁 Heavy Equipment Operator — Dozer
- 🍁 Heavy Equipment Operator — Excavator
- 🍁 Heavy Equipment Operator — Tractor Loader Backhoe
- ▲ 🍁 Hoisting Engineer — Mobile Crane Operator 1
- ▲ Hoisting Engineer — Mobile Crane Operator 2
- ▲ Hoisting Engineer — Tower Crane Operator
- 🍁 Ironworker — Generalist
- 🍁 Ironworker — Structural and Ornamental
 - Native Residential Construction Worker
- 🍁 Painter and Decorator — Commercial and Residential
 - Painter and Decorator — Industrial
- ▲ 🍁 Plumber
 - Powerline Technician
 - Precast Concrete Erector
 - Precast Concrete Finisher
 - Refractory Mason
- ▲ 🍁 Refrigeration and Air Conditioning Systems Mechanic
- 🍁 Reinforcing Rodworker
- ▲ Residential (Low Rise) Sheet Metal Installer
- ▲ Residential Air Conditioning Systems Mechanic
 - Restoration Mason
- 🍁 Roofer
- ▲ 🍁 Sheet Metal Worker
- ▲ 🍁 Sprinkler and Fire Protection Installer
- ▲ 🍁 Steamfitter
- 🍁 Terrazzo, Tile and Marble Setter

SERVICE

Aboriginal Child Development Practitioner

Agricultural — Dairy Herdsperson

Agricultural — Fruit Grower

Agricultural — Swine Herdsperson

🍁 Appliance Service Technician

Arborist

Assistant Cook

🍁 Baker

Baker-Pâtissier

Chef

Child and Youth Worker

Child Development Practitioner

🍁 Cook

Developmental Services Worker

Educational Assistant

Electronic Service Technician

Gemsetter/Goldsmith

▲🍁 Hairstylist

Hardware, Lumber and Building Materials

Retailer

Horse Groom

Horse Harness Maker

🍁 Horticultural Technician

Information Technology — Contact Centre
Customer Service Agent

Information Technology — Contact Centre Sales
Agent

Information Technology — Contact Centre
Technical Support Agent

Information Technology — Hardware Technician

Information Technology — Network Technician

Institutional Cook

Micro Electronics Manufacturer

Native Clothing and Crafts Artisan

Network Cabling Specialist

Parts Technician

Pool, Hot Tub and Spa — Installer

Pool, Hot Tub and Spa — Service Technician

Retail Meat Cutter

Saddlery

Special Events Coordinator

Utility Arborist

Wooden Boat Rebuilder



For additional information please contact: