

# Connecting Students to Skilled Trades and Apprenticeship



**OYAP**  
ONTARIO YOUTH  
APPRENTICESHIP PROGRAM



[www.oyap.com](http://www.oyap.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 skilled trade competencies and earn high school credits
- Co-op students in a skilled trade placements become OYAP Participants 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 at an in-person community placement.

Co-op students will:

- interview for a placement and will learn at the placement two to four periods a day
- create a Cooperative Education Learning Plan
- complete pre-placement curriculum and integration learning activities usually at their home school

Achieve *maximum*  
**learning**  
through immersive  
experiential learning

# CO-OP AND OYAP WORK TOGETHER



|   |  |
|---|--|
| 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 both a Workplace Education Agreement with the employer and an OYAP Participant Form  |
| Most students take Co-op in grade 11 or 12, but under special circumstances may take it earlier | Students must be at least 15 years of age, must have at least 14 credits and must have submitted a signed OYAP Participant Form                    |
| Co-op students create a Cooperative Education Learning Plan                                     | OYAP participant create a Cooperative Education Learning Plan that includes competencies from a trade's Apprenticeship Training Standards log book |
| Students earn credits towards secondary school diploma  | OYAP participants earn high school credits as well as develop skilled trade competencies and apprenticeship hours once registered                  |
| 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

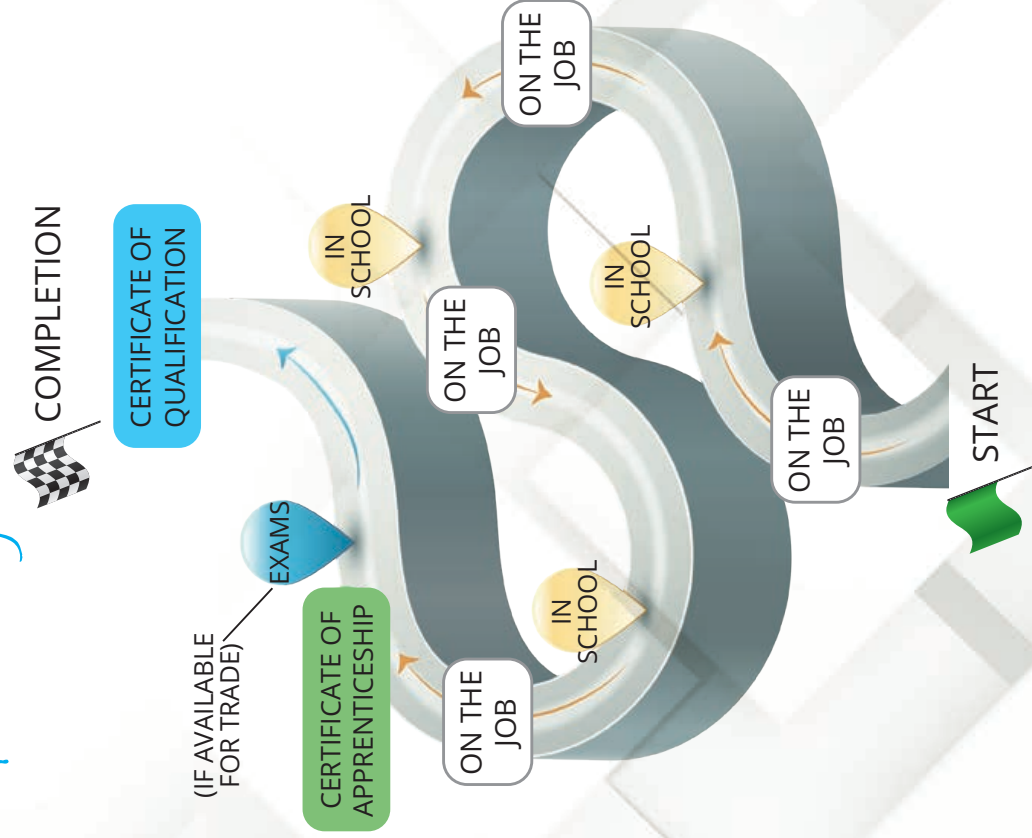
## WHAT IS APPRENTICESHIP?

Apprenticeship is an education and training post-secondary 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 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



# WHAT IS APPRENTICESHIP?

## 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



### *For the Employer*

- Matches an employer with a student willing to learn who is WSIB covered 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 journeyperson to apprentice ratio
- Gives the employers **options** 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
- Increase safety awareness, get to know a skilled trade work environment and record skills/hours for employability in a trade
- have a client number in the Ministry's apprenticeship database as an OYAP Participant or as a Registered Apprentice for a smooth transition from school to work

Trades People 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 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 Ministry Training Agreements when appropriate. 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 co-op pre-placement: a Work Education Agreement and an OYAP Participant Application Form
- attend placement regularly and inform the placement supervisor and the coop 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 Services Technician  
Registered Apprentice

## BECOMING A REGISTERED APPRENTICE

Through OYAP a student may become a registered apprentice with the Ministry. Here's how.

### *From OYAP Participant to Apprentice*

A student who wants to start an apprenticeship will:

- 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 OYAP Request to Register Form if the employer agrees to sponsorship during the co-op placement and bring it to the co-op teacher
- get the Training Agreement signed (usually 3 copies) by student, employer, parent/guardian (if under 18) and witness, which can be the co-op teacher
- learn and practice skills to fulfill competency requirements outlined in the trade Apprenticeship Training Standard log book
- talk to their Ministry Employment Training Consultant (ETC) 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 the Ministry paperwork: getting signatures and submitting the OYAP Request to Register Form and the Ministry Registered Training Agreements (RTAs)
- submit signed RTAs to the school board OYAP lead which is then sent to the Ministry for registration to be processed



## 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.
- At the start, a meeting involving the student, the co-op teacher, and the placement supervisor will take place within the first three weeks.

#### **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 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 coop 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.
- Employer or student is encouraged to contact their local Ministry Employment Training Consultant to either cancel or continue the Training Agreement.



## 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 red seal that appears on the Ontario Secondary School Diploma when a student has completed all components of the SHSM program, which includes 2-credit co-op.
- 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 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 voluntary trades?

- A compulsory trade is a trade in which registrations as an apprentice is mandatory. Currently there are 23 compulsory trades, ex: electrician, plumber, hairstylist.
- A voluntary trade is a trade in which certification is not legally required to practice the trade. ex. cook, welder, powerline technician.

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

- A skilled trade employer must be in the Ministry's apprenticeship database as an eligible sponsoring employer. The employer has a qualified journeyman (or expert tradesperson) who can train to the competencies of the trade and is willing to provide students with supervision and training.





For additional information please contact:  
Guidance Counsellor or Co-op Teacher



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