

# Connecting Employers to Students Interested in Skilled Trades

ONTARIO YOUTH APPRENTICESHIP PROGRAM



# OYAP

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

# What is OYAP?

## Introduction to the Ontario Youth Apprenticeship Program

The Ontario Youth Apprenticeship Program offers students an opportunity to explore a skilled trade and begin an apprenticeship while completing credits towards an Ontario Secondary School Diploma (OSSD). OYAP students can begin at age 15 with 14 credits. Some workplaces may require a minimum age of 16 years old.

Through Cooperative Education (Co-op), OYAP provides students with on-site work experience and the opportunity to register as an apprentice with a willing employer. Students can participate in work placements in any of the 144 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. OYAP students are exempt from all journeyman to apprentice ratios.

## 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

### OYAP PARTICIPANT

OYAP students who learn and perform trade specific skills in one of the 144 apprenticeable occupations in Ontario during their Co-op placement, are considered Participants.

### REGISTERED APPRENTICE

With the mutual agreement of the employer sponsor and the OYAP student, a Training Agreement can be signed and the student becomes a Registered Ontario Apprentice.





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

## Registering Your OYAP Participant as an Apprentice

When both the OYAP participant and the employer agree to begin the formal apprenticeship, a Registered Training Agreement (RTA) is generated and the necessary signatures are obtained.

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.

# STUDENT READINESS AND PROGRAM SELECTION

## Before the Work Placement Starts

Students complete pre-placement classes, 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.

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

# 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 and leadership skills in journeyperson employees
- Promotes positive attitudes toward the organization and career education
- Builds the skilled workforce by increasing awareness of employment opportunities within the community
- 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

## 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 by building a network for future employment
- Develops both specialized and transferable skills
- Applies classroom theory to workplace experience
- 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 through a registered Training Delivery Agent
- Demonstrate an interest and aptitude to pursue the apprenticeship pathway

# 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 OHS 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
- Communicate with the Co-op teacher and keep the student informed of their 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
- Collaborate with the student to develop learning expectations in the Cooperative Education Learning Plan to incorporate health, safety and performance objectives from the applicable training standard
- 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





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