



▶ WHAT IS OYAP?..... 1

▶ THE EMPLOYERS ROLE IN OYAP..... 2

▶ WHAT IS THE PROCESS FOR REGISTERING A STUDENT IN OYAP..... 2

# OYAP Employer *focus*

## ADDRESSING THE FREQUENTLY ASKED QUESTIONS

### WHAT IS THE ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)?

OYAP is an apprenticeship program that enables students to learn a skilled trade while completing the requirements for their Ontario Secondary School Diploma (O.S.S.D.)

This program involves a partnership with the student, the student's cooperative education teacher and a local employer. If the student is registered as an apprentice, the Ministry of Training, Colleges and Universities (MTCU) administers and regulates the agreement.

### WHO PARTICIPATES IN (OYAP)?

A student who is earning cooperative education credits in an apprenticeship occupation is considered an OYAP student. OYAP is designed for senior secondary students who are interested in exploring career options in skilled trades and:

- Have completed 16 high school credits;
- Are at least 16 years of age;
- Have acceptable attendance records and teacher references;
- Are responsible for their own transportation to and from the work sites;
- Are enrolled as a full-time student during the program;
- Have related course background in their trade of interest.

### HOW DOES OYAP WORK?

OYAP combines secondary school education with apprenticeship training. Students in cooperative education:

- Are required to successfully complete an interview with an employer;
- Are placed in a half-day (two credit) or full day (four credit) work experience placement in a skilled trade;
- Must complete the course requirements of the co-operative education program;
- Receive and follow a personalized placement training plan that is linked to a MTCU approved Training Standard or Schedule of Training;
- Are regularly monitored by a co-operative education teacher while at the work experience placement.





## HOW DO EMPLOYERS BENEFIT FOR PARTICIPATING IN OYAP?

In today's competitive economy, training is crucial to the success of any business.

You will have the opportunity to:

- Build a pool of young qualified workers in the skilled trades;
- Increase the profile of the trades;
- Train young replacement staff to maintain business activity during times of shortages in skilled trades;
- Reduce recruitment, hiring and training costs;
- Train young people according to industry standard and company philosophy;
- observe a student before making a decision to hire him/her as an employee.

**DID YOU KNOW THAT THERE ARE 22 RESTRICTED TRADES IN ONTARIO REQUIRING COMPULSORY CERTIFICATION?**

## WHAT IS THE EMPLOYERS ROLE IN OYAP?

Employers play a vital role in the training of a Co-Op/OYAP student. The employer's role is to:

- Interview and accept a suitable student;
- Ensure that the student is supervised and trained by a qualified journeyman or professional trades person;
- Ensure the work environment complies with Health and Safety regulations;
- Provide Health and Safety training, practices and policies specific to the placement;
- Provide real work experience and meaningful learning related to the trade;
- Assist the co-operative education teacher and student in developing the personalized placement learning plan;
- Assess students' progress on an on-going basis;
- Verify student's hours and tasks performed by signing the student's log sheets;
- Notify the school immediately if an accident or any type occurs;
- Consider signing the student to an apprenticeship agreement if the student meets the criteria.

NOTE: An OYAP student is not factored into apprenticeship ratios.

## WHAT IS THE PROCESS FOR REGISTERING A STUDENT?

The Co-op teacher will discuss a possible registration with the student, their parent or guardian and the employer. With the employer's permission the Co-Op teacher will submit a signed student and parent/guardian referral to the School Board's OYAP coordinator who will contact the local MTCU office. A training consultant will then arrange a visit to the employer to register the student.

## AM I REQUIRED TO KEEP THE APPRENTICE AFTER CO-OP?

The commitment to the student is for the duration of the Co-Op/OYAP placement only. Registering the student as an apprentice is not a guarantee of employment and the employer is not obligated to extend the agreement beyond the placement. If registered with the MTCU, a student's status as an apprentice continues after the placement ends and the experience gained is transferable to another employer. It is the responsibility of the apprenticeship to find another employer to continue with the apprenticeship.



## EMPLOYER INCENTIVES

The **Apprenticeship Job Creation Tax Credit (AJCTC)** is offered by the CRA.

A refundable **Apprenticeship Training Tax Credit (ATTC)** is available to businesses employing apprentices.

To view the **Apprenticeship Guide for Employers and Sponsors** visit [www.tcu.gov.on.ca/eng/eopg/publications/apprentice\\_train\\_guide.pdf](http://www.tcu.gov.on.ca/eng/eopg/publications/apprentice_train_guide.pdf)

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