



## OYAP (Ontario Youth Apprenticeship Program) Fact Sheet

Recent changes to the laws governing apprenticeship in Ontario have made Grade 12 graduation the minimum educational requirement for apprenticeship training. The construction trades are the exception to this. However, even in the construction trades, you will be hard pressed to find an employer or trade union that will sign you for the apprenticeship without having earned your Ontario Secondary School Diploma.

**OYAP** is the exception to the Grade 12 graduation rule. OYAP allows secondary students to begin their apprenticeships while still in secondary school, although the apprenticeship won't become official until proof of graduation is confirmed.

Apprenticeship is a form of post secondary education controlled by the Ministry of Training, Colleges and Universities (MTCU). In an apprenticeship, 10-15% of the learning will take place, as outlined in the Curriculum Standards, at an approved TDA (Training Delivery Agent). TDA's are usually local community colleges or approved private training facilities.

In an apprenticeship, the other 85-90% of the learning will take place on the job, as outlined in the Training Standards, supervised and taught by a certified journeyman. The College of Trades sets the training standards in conjunction with Industry Advisor Committees.

**OYAP** is a School to Career program specifically developed to help prepare high school students to make a smooth transition from high school directly into their post secondary apprenticeship program. In Halton, we have two types of OYAP programs:

- **OYAP Coop** helps students prepare for apprenticeship by helping them gain work experience through coop education. It helps them get their "foot in the door" with a potential sponsor / employer that may be willing to register or sponsor the student for their apprenticeship, if they can prove themselves during their coop placement. For further information, please contact Barb Finan, OYAP Facilitator (finanb@hdsb.ca) so she can facilitate the registering process with the MTCU.
- **Concentrated OYAP** has both a classroom component and a coop component. There is a minimum of 4 in-school credits, where students will be taught the Level 1 Apprenticeship course while still in high school, and earn pre-apprenticeship certification. With a mark of 80% or above, they may be allowed to write an exemption exam that can give them advanced standing in their apprenticeship by granting them exemption from the first level of "in-school" apprenticeship training. There may be a cost involved in writing this exam. In addition, employers often prefer Concentrated OYAP students because they are well prepared to work safely. They earn Young Worker Awareness, Standard First Aid, CPR and WHMIS training and certifications, as well as trade-specific safety training, as outlined in the Ministry's Curriculum and Training Standards. For a full list of Concentrated OYAP programs, please visit [www.schooltocareer.ca](http://www.schooltocareer.ca).

Students must apply for the opportunity to participate in Concentrated OYAP programs. Priority in the selection process will be given to students who:

- apply in first semester for programs beginning the following year. You can go to [www.onsorts.ca](http://www.onsorts.ca) to apply
- show that they are serious candidates by completing all of the steps in the process
- bring all their application materials, completed, to the interview.
- have gone to the website ([www.schooltocareer.ca](http://www.schooltocareer.ca)) and researched OYAP programs to ensure that they are familiar with the program and are prepared to ask questions, etc.

The expectations of students in these programs are high, and students can expect 1-2 hours of homework per night. They must be committed to excellent attendance while in the program, and make a commitment to safety.

## OYAP Educational Requirements and Pathways

Note: Grade 12 is the minimum educational requirement for most apprenticeship opportunities. This could be with workplace, college, university / college or university destination courses. Employers often prefer to hire apprentices who have taken math all the way through secondary school and, in some trades, physics and or chemistry would provide a good background.

High school students who have challenges in these academic areas may have an EARAT assessment (Evaluation of Academic Readiness for Apprenticeship Training). This assessment will identify any areas which may require further development in communications, math, and science. The student can then be given support materials to assist them in developing the necessary skills for academic success in their apprenticeship courses. It is important to note that some employers set their standards even higher, and will only hire those who have completed an **approved pre-apprenticeship program**.

This could be done at:

- a local community college for approx \$2,000 and would require college or university destination courses
- a private Training facility for approx \$4,000 and would be open to any destination
- a **Concentrated OYAP site** for approx \$ 0 and would be open to any destination

***Please note: the costs listed above are approximate and do not include text books, uniforms, safety equipment or additional training and certification costs. For Concentrated OYAP, these usually add up to \$250.***

Still other employers hire only graduates of College Technician or Technologist programs. To enter these programs, you would have to check the Ontario College Guide and the college web site to see if college destination or college/university destination programs would best prepare you. Some students decide to go to university before entering apprenticeship. Concentrated OYAP programs are great preparation for Technician programs related to apprenticeship.

Apprenticeship is open to students taking high school courses at any destination. Considering apprenticeship does not have to “close any doors”. In fact, it may open a few. Since many colleges programs lead to apprenticeship, students can benefit from being involved in OYAP while still in high school by shortening the time it will take to become a certified tradesperson after college by working on certification both at the college and in the apprenticeship at the same time, thus earning a college diploma, Certificates of Apprenticeship and Certificates of Qualification in the apprenticeship at the same time.

In Halton, students have the added opportunity through Regional Technology programs and Concentrated OYAP to prepare for these college level programs. In addition, if students can be signed for apprenticeship while still in high school, they will have the choice of combining college and apprenticeship, or simply beginning their apprenticeship full time and completing the relevant apprenticeship courses at college for a minimal fee.

**A student is on their way to a successful career by being a part of the Ontario Youth Apprenticeship Program**

## Pathways Program Application Checklist

Your Guidance Counsellor or Pathways Key Contact can help to provide you with the information.

Date: \_\_\_\_\_ OEN: \_\_\_\_\_

Student name: \_\_\_\_\_

Current grade: \_\_\_\_\_ Pathway: Apprenticeship / College / University / Workplace

Pathways Program: \_\_\_\_\_ SHSM  OYAP

Program Lead Teacher: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Month / Year

Name of your school's Pathways Key Contact: \_\_\_\_\_

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- Register for the program on [www.OnSORTS.ca](http://www.OnSORTS.ca). You will need your OEN and birth date. (You can do this yourself, with your Pathways Key Contact, Guidance Counsellor or Program Lead teacher.)
  - Get the application package from your school's Pathways Key Contact person, or download it from [www.schooltocareer.ca](http://www.schooltocareer.ca).
  - See your Guidance counsellor or Pathways Key Contact to book an interview through OnSORTS
  - Get a credit counselling summary and attendance profile from your Pathways Key Contact or Guidance Counsellor.
  - Prepare a cover letter, résumé and reference page, according to the instructions in the application package.
  - Attend the interview with the Program Lead Teacher – take your cover letter, résumé, references, credit counselling summary and attendance profile with you. You may also want to bring a parent or guardian with you to your interview.
  - Once accepted to the program, make an appointment with your guidance counsellor to discuss your course selections and timetable.

### **Important Notes:**

- You can check your program status on [www.OnSORTS.ca](http://www.OnSORTS.ca) at any time.
- There may be additional costs involved for your program (e.g. uniform, personal hand tools, etc.). Program Lead teachers can provide information regarding additional costs and financial aid, if needed.

## Cover Letter

The cover letter will accompany your résumé, which you will take to the interview for your Pathways program. The purpose of the cover letter is to tell the Program Lead teacher why you are interested in their program, to outline aspects of your interests, experience, skills and education as they relate to the program, and to demonstrate your ability to communicate effectively in writing. Pay careful attention to spelling and grammar, and be sure to have someone look it over for you. You can use My Blueprint to assist you with this. You can log in to [www.myblueprint.ca](http://www.myblueprint.ca) with your school log in.

The format of a cover letter should be like a formal business letter. **Use the guidelines and example that follow to help you prepare your cover letter:**

### **Header:**

Your personal information can be formatted to look exactly like the top of your résumé, or you can put your return address at the top, as in a business letter (see example that follows). After your address, press “enter” 2 times, and then type the date. Press “enter” 5 times and then put the name and address of the Program Lead teacher (school address). Press “enter” 2 times and then write the Salutation: Dear Mr., Mrs., Miss, or Ms. (write the name of the Program Lead teacher). (If you don’t know the name of the Program Lead teacher, you can find this out from the Pathways Contact at your school.) Press “enter” 2 times, and then start your first paragraph.

### **Paragraph 1: The Opening**

- State the name of the program in which you are interested, and how you learned about it
- Explain why you are interested in the program, including some or all of the following:
  - Your long-term education and career goals
  - What advantage(s) you think the program will provide to you. In other words, how you feel you will benefit from the program
  - What you find most interesting about the program, or think you will enjoy the most.

### **Paragraph 2: The Sales Pitch**

- Market yourself! This is your chance to tell the teacher what you have to offer, including some or all of the following:
  - Describe your skills and abilities and match them to the program
  - Describe your personal strengths
  - Identify any related courses you have taken
  - Tell them about the positive activities, programs or volunteer work in which you are or have been involved

### **Paragraph 3: The closing**

- Summarize why you think you would be an excellent candidate for the program
- Thank the Program Lead teacher for considering your application

Finish with “Sincerely”, press “enter” 5 times, then type your full first and last name. In the space between “Sincerely” and your typed name, write your signature. Please see the next page for a sample cover letter.

## Sample Cover Letter

John Cook  
5555 Thompson Road  
Milton, ON  
L7T 4E2

September 8, 2012

Mrs. M. Buffet  
Craig Kielburger Secondary School  
1151 Ferguson Ave.  
Milton, ON  
L9T 7V8

Dear Mrs. Buffet

I am very pleased to apply to the Hospitality and Tourism Specialist High Skills Major Program. I heard about the program at the assembly last week. I enjoy cooking and think the SHSM program will help me to learn more about it. I also think it will help me to decide if a career as a chef is a good choice for me.

So far, I have taken cooking classes in grades 9 and 10 and I really enjoyed them. I would also like to try baking. I am very good at doing many different things at once, which is important in the kitchen. I also follow instructions really well. I work really well with other people and am a very hard worker, so I think I would make a good member of a kitchen team.

I feel that my interests, personality and work ethic make me an excellent candidate for the Hospitality and Tourism Specialist High Skills Major program. I think I would enjoy all of the additional activities and experiences, as well as the courses. Thank you for considering me for the program.

Sincerely,

(add handwritten signature here)

John Cook

# Résumé

- Your résumé is a chance to make a very good first impression.
- The sample format below is recommended, in order to highlight your strengths and experiences. There is no absolutely “correct” way to do a résumé. However, it should always be customized, or changed, for the particular position for which you are applying.
- In all cases, it is extremely important to make sure it is error free – have someone proofread it for you.
- Try to keep it to one page.
- Be sure that you have an email address that is professional.
- You can use My Blueprint to assist you with this. You can log in to [www.myblueprint.ca](http://www.myblueprint.ca) with your school log in.

Please see the sample résumé template below to help you to create your own résumé

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Name  
Address  
City, Province  
Postal Code  
Phone/cell number  
Email address

**Objective:**     *state your career objective*

**Strengths:** or **Skills:**

- *List 3 – 5 strengths or skills that you possess, in bullet form.*
- *Try to choose things that would be important for success in the specific program or career area such as computer skills, good communication skills, use of trade-specific equipment, problem solving ability, teamwork, etc*

**Work Experience:**

- *List your work experiences in reverse chronological order: i.e. put the most recent first.*
- *Describe the duties you performed, using past tense verbs (use present tense only for current work).*
- *You can include both paid and unpaid work in this section, or you can include a separate section for any volunteer work you may also want to highlight.*

**Accomplishments:**

- *List any certifications, honours or qualifications you have*

**Education:**

Year                                      Name of School, current grade

**Interests:**

- *List several of the types of activities you enjoy in your free time (sports, hobbies, etc.)*

# Sample Résumé

John Cook  
655 Dairy Road  
Milton, ON  
L9T 4Z7  
905-555-5555  
[John.cook112@gmail.com](mailto:John.cook112@gmail.com)

**Objective:** To learn more about the hospitality industry with the hope of pursuing a career as a chef

**Strengths:**

- Excellent team player
- Hard-worker
- Good multi-tasker
- Fast learner

**Work Experience:**

2011-present McDonald's – Milton, Ontario

- Prepare food
- Take customer orders
- Clean restaurant

2009-2010 Childcare

- 3 regular customers
- Ensured that the children were safe at all times
- Prepared meals and fed children
- Ensured that the routine set out by the parents was followed

2009 Milton Fair

- Sold and served refreshments

**Accomplishments:**

2011 St John's Ambulance First Aid Certification  
2011-2012 Honour Roll at E. C. Drury High School, Grade 9  
2011 Piano – Grade 5, Royal Conservatory of Music

**Education:**

2012-2013 Craig Kielburger Secondary School, Grade 10  
2011-2012 E.C. Drury High School, Grade 9

**Interests:** Snowboarding, reading, cooking

## References

Student Name: \_\_\_\_\_

Pathways Program: \_\_\_\_\_

**Please provide 3 references. Ask each Referee to sign the form and include a short comment of one or two sentences reflecting on why they would recommend you for the program.**

<b>Referee's Name (print)</b>	<b>Referee's signature</b>	<b>Position</b>	<b>Contact number or email</b>
1.			
<b>Comment:</b>			
2.			
<b>Comment:</b>			
3.			
<b>Comment:</b>			

## Pathways Program Overview - Sample Timetable

Type of Program: OYAP                  SHSM                  Specialty Program

Name of Program: \_\_\_\_\_

School: \_\_\_\_\_ City: \_\_\_\_\_

Lead Teacher: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Program Runs (*circle as appropriate*):  
 Grade 10: Semester 1 and/or Semester 2  
 Grade 11: Semester 1 and/or Semester 2  
 Grade 12: Semester 1 and/or Semester 2

**SAMPLE TIMETABLE:**     **LEGEND** \* courses that MUST occur at the Program School  
    # courses that will be only offered in the periods  
    \$ courses that include a CLA

**Grade 11:**

Semester 1	Semester 2	SUMMER
P0:	P0:	
P1:	P1:	
P2:	P2:	
P3:	P3:	
P4:	P4:	
P5:	P5:	
P6:	P6:	

**Grade 12:**

Semester 1	Semester 2	SUMMER
P0:	P0:	
P1:	P1:	
P2:	P2:	
P3:	P3:	
P4:	P4:	
P5:	P5:	
P6:	P6:	

Possible Experiential Learning Opportunities: \_\_\_\_\_