

OYAP (Ontario Youth Apprenticeship Program) FACTS

Recent changes to the laws governing apprenticeship in Ontario, have made Grade 12 graduation the minimum educational requirement for an Apprenticeship. 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 at least Grade 12 graduation.

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. In an Apprenticeship, 10-15% of the learning will take place, as outlined in the Curriculum Standards, at an approved PDA (Program Delivery Agent), usually a local community college or an approved private training facility.

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 Ministry of Training, Colleges and Universities set both the curriculum and 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:

- **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. If this is the case, please contact Barb Finan, the 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 you 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 prefer Concentrated OYAP students because they are well prepared to work safely. They earn Young Worker Awareness, Standard First Aid, CPR, WHMIS training and certification, 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.

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 to apply
- show us that they are serious candidates by completing all the steps in the process (see Guidance for help).
- bring all their assignments, completed, to the interview.
- have read these pages and gone to the website (www.schooltocareer.ca) so that they make sure they understand the program.

The expectations of students in the program are high and 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. This could be with workplace, college, university / college or university destination courses.

Often employers will prefer to hire apprentices which 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 that have problems in these academic areas may have an EARAT assessment (Evaluation of Academic Readiness for Apprenticeship Training). This assessment will identify any weak areas in Communications, Math, and Science that the student may have. Then the student can be given study sheets for the weak areas that can be worked on to prepare for academic success in the apprenticeship courses.

Some employers set their standards even higher and will only hire those that 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 as an alternative does not have to close any doors. It may actually open a few. Since many colleges programs lead to apprenticeship, secondary school students could benefit from being involved in OYAP while in secondary school. Students could shorten the time it will take to become a certified trades person after college by working on certification both at the college and in the apprenticeship at the same time thus earning a college diploma and earning 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 them selves 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 be sent to the 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



Student's Name



OYAP Fact Sheet Assignment

Read the OYAP Facts sheet found above and then answer the following questions and add them to your OYAP folder. Take these with you when you go for an interview for one of the fantastic Concentrated OYAP programs.

1. The minimum educational requirement for most apprenticeships is grade _____
2. The only exception to this law is a secondary school student taking part in _____
3. Apprenticeship as a combination of in school education _____% and _____% training
4. The Apprenticeship curriculum standards outline the learning that takes place at a _____
5. A PDA (Program Delivery Agent) is traditionally a Community College. (True or False)
6. The Apprenticeship training standards outline the learning that takes place during an _____
7. Purpose of OYAP is to help secondary school students make a smooth transition into an _____
8. An OYAP coop is a co-op placement that has the potential to become an _____
9. Concentrated OYAP not only gives you an OYAP Co-op placement, it also gives you the opportunity to earn additional certifications that will make you more employable. You may also have the opportunity to earn an exemption from the _____ level of apprenticeship training usually taught at a college.
10. Successful OYAP students are expected to do _____ hours of homework every night.
11. Successful OYAP students are expected to be in class _____ day.
12. Successful OYAP students are expected to have _____ attendance in the program.
13. If you are a student in Halton, who should you contact in order to be signed for your apprenticeship or to have questions answered about apprenticeship? *Hint:* Her email address is finanb@hdsb.ca

Check List for Program Application Package

Please check the following boxes when each step is completed, and show this process sheet to your School to Career Guidance Contact as requested. Bring this sheet and the rest of this package with you to your interview.

1) INFORMATION STAGE: (gather information from the following sources)

- Read the brochure for the School to Career program you are interested in.
- Read the Facts sheet available on www.schooltocareer.ca or from your guidance department.
- Visit the www.schooltocareer.ca web site for the specific program.
- Talk to students who have taken the program in the past.
- Go to career fair or parent/student information night (dates will be found on www.schooltocareer.ca under "important dates.")
- E-mail or talk to your School to Career guidance contact at your school.
- E-mail the program teacher if you still have questions on the program you are interested in.

2) APPLICATION STAGE (All of the below requirements must be completed and taken to the program interview).

- Go to www.OnSorts.ca and apply for the program using your OEN number and birth date
- Complete the following:
 - Fact Sheet Assignment
 - Current Credit Counselling Summary & Attendance Profile from your guidance department
 - Registration Form from your guidance department
 - Three References
 - Resume and Cover Letter
 - Proposed Timetable (sit down with your guidance department and work out your schedule and get them to sign it and take a copy for their records)
 - If there is a fee involved for the program, please include a post-dated cheque with this package
Sem. 1 start - June 15, 2010 Sem. 2 start - Nov 15, 2010
(Note: in case of financial hardship, please see your guidance counsellor)
- Book an interview through your guidance department or on www.OnSorts.ca

3) INTERVIEW STAGE (Information Interview with Program Contact)

- Interview with program teacher or designate
- Please make sure you take all of the Application Stage requirements to your interview (see #2 above), and ensure you send any information you do not bring to the interview directly to the program teacher.
- Go onto www.OnSorts.ca to keep up to date on your status in the program.

Resume (Possible Format)

Name
Address
City, Province
Postal Code
Phone/Cell Number
Email

State your career objective:

Education & Training

Year	School Name	Phone Number
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Work Experience (list a maximum of three employers)

Year	Company Name Address & Phone Number	Job Title
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Special Skills (use of trade specific equipment, computer skills, a second language)

Certifications (such as First Aid, CPR, WHMIS, Fall Arrest, propane handler's certificate, Smart Serve, school or work related awards and other qualifications/licenses)

Volunteer Experience

Interests

References (Minimum of two – maximum of four)

Name
Position
Company
Phone Number

(Please note we expect you to bring your reference sheet to the interview)

Cover Letter (Possible Format)

The cover letter should contain all of the most relevant information that you want the employer to know about you. If, at the end of your interview, the employer knows this information, then you have had a good interview.

The cover letter will also help you answer the first question in your OYAP interview, which will ask you to tell the interviewers something about yourself.

Paragraph 1

Introduce yourself

- ◆ why you are interested in this opportunity
- ◆ your long-term education and career goals

Paragraph 2

Summarize your work experience

- ◆ Highlight any related work experience

Paragraph 3

Summarize your qualifications for this opportunity, e.g.,

- ◆ related courses
- ◆ related certifications
- ◆ personal characteristics

Paragraph 4

Indicate why you think you would be an excellent choice for this program.
Indicate that you are willing to attend an interview

Paragraph 5

Concluding statement; Closing



Proposed Timetable

_____ /_____/_____
(name) birth date (D/M/Y)

Home Phone (____) _____ Presently attending _____ High School

I am applying for the _____ program located at _____ High School

My plan is to take the following credits:

Grade 11:

Semester 1 (_____)
School

Semester 2 (_____)
School

1.		
2.		
3.		
4.		
5.		

Grade 12:

Semester 1 (_____)
School

Semester 2 (_____)
School

1.		
2.		
3.		
4.		
5.		

Signature of Guidance at home school: _____

Signature of Parent (if under 18): _____