

ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP) GUIDELINES FOR MEETING WITH TRAINING CONSULTANT

Attention OYAP student:

Once you have completed the OYAP application form given to you by the Co-op teacher, it is your responsibility to hand it into the Co-op office. Your employer will be contacted by the training consultant and a meeting will be arranged by them at your placement. The sooner you bring in the school OYAP application the sooner this meeting can be arranged. Once the meeting date has been set, please advise your Co-op teacher.

OYAP Training Consultant Meeting:

The following information will be given at the meeting where a training consultant, the employer, the student, a parent and possibly the co-op teacher will be present.

1. The official OYAP apprenticeship registration form will be filled out. To complete this form you will need your S.I.N. number and the start and stop dates of your Co-op placement. Your log/journal book will show these dates. The rest of the information needed will be taken from the OYAP application form which the training consultant will have with them.
2. The TRAINING AGREEMENT will be filled out in triplicate. You will be given a copy of this at the meeting. DO NOT LOSE IT!!! In the top right hand corner of this form will be your certification number. Use this number whenever dealing with the Ministry of Training, Colleges and Universities from now on.
There is a \$40.00 fee to have your registration processed but since you are doing it through the school system you will not have to pay this fee.
 - If you complete a two credit Co-op and sign on for more credits in the same trade area you will continue with this agreement for the second Co-op experience.
 - If you graduate from high school at the end of the Co-op experience and start your paid apprenticeship hours with an employer the ministry will keep in touch with you through this training agreement.
 - If you aren't graduating from high school at the end of this Co-op experience they will hold your training agreement for about a year and make follow up contact with you.
 - Once you have graduated from high school you can be signed on as a full apprentice.
 - Along with the copy of the Training Agreement you will receive a card with your certification number on it. You could make a photo copy of this and keep it in your wallet. KEEP THE ORIGINAL IN A SAFE PLACE. DO NOT LOSE IT! (This card will be mailed to you about four weeks after the meeting.)

3. Completing the APPRENTICESHIP HOURS involves the following:

You will be given a TRACKING SHEET where you can record your apprenticeship hours worked. Proof of the hours must be in your log/journal book and your "Co-op certificate of hours" given to you at the end of the semester.

- If you work additional hours through a paid job in the trade area you must provide proof through a letter from your employer on business letterhead. Pay stubs are not accepted as proof.
- If you leave the place of employment and earn hours at another business it is your responsibility to contact the Ministry of Training with this information. This tracking sheet is very important. DO NOT LOSE IT!

You will be given a booklet called the APPRENTICESHIP TRAINING STANDARDS for your trade. This book outlines all the skills you will have to master before taking the exam to be certified.

- It is divided into units. A summary of the units is in the front of the book represented by a series of boxes. You should keep track of the skills you have mastered by checking off the skill boxes. The shaded boxes indicate voluntary skills. You don't necessarily need to get these signed off, however, all skills will be represented in the exam.
- Once you have MASTERED a skill have the certified employer sign off and date that you have accomplished this skill. You should review this book monthly and keep it up to date.
- Having skills signed off while at your Co-op placement is very important.
- If you are not hired on as a paid apprentice at your Co-op placement YOU TAKE THIS BOOK WITH YOU and present it to your new employer so that they can continue where the last employer left off with signing your skills.
- When most of the skills are signed off and you have completed the required number of apprenticeship hours, you are ready to take the test for your certification.

4. Completing the SCHOOLING to achieve your certification involves the following:

- *You must attend courses, usually held at a college, and complete the required number of hours of schooling to be ready to write your certification test. You must be a high school graduate in order to take these courses. You don't have to be signed on as an apprentice to start the schooling component but it is to your advantage if you are.

There are different ways to take the courses depending on the trade you are in. They are as follows:

A. **Night School** - Two nights a week - Mon/Wed or Tues/Thurs. This will continue for three years. If you miss more than six evenings you are out of the program.

B. **Day release** - One day a week of school - lasts three years - start-up date is usually Sept. If you miss three days you are out of the program.

C. **Block instruction** - This is a 60 day instruction time lasting 10 weeks. Not all trades offer this option of doing the courses.

- When you apply to take the courses you will receive a letter THREE MONTHS BEFORE the course starts asking for a fee of \$400.00 + GST. You (or your employer if they are kind!!) must pay this amount AS SOON AS YOU GET THE LETTER. This payment will put your name on the list for the upcoming course. This payment is for ONE YEAR. Therefore three years of schooling will cost \$1200.00

In order to apply for courses you must provide:

- -high school graduation certificate
- -Social Insurance Number on a document or the actual card. (Can't use a photo copy)
- -Photo identification

This can be brought to the office at the Ministry of Training, Colleges and Universities- Workplace Training Branch:

301 St. Paul St., 9th floor
St. Catharines, ON, L2R-7R4
Phone: 905 704 2991
Fax: 905 704 2985

5. Information on the LOANS FOR TOOLS program:

- Obtain a pamphlet on this program from your Co-op teacher.
- This is an **interest free** loan given to an apprentice to purchase tools for the trade they seek certification in.
- It can be used to pay for the schooling component as well.
- If you quit the program this must be paid back immediately.
- If you complete the program and obtain your certification you have to pay back the money at the end of the program.

KEEP THIS PACKAGE OF INFORMATION FOR FUTURE REFERENCE

THIS INFORMATION WILL HELP YOU STAY ON TRACK WHILE OBTAINING YOUR CERTIFICATION IN A TRADE.

GOOD LUCK!!