



## Ontario Youth Apprenticeship Program

# EMPLOYERS & OYAP 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 school students who are interested in exploring career options in the 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 a full-day (four credit) work experience placement in a skilled trade;
- must complete the course requirements of the cooperative education program (pre-employment, orientation, integration days and assignments);
- receive and follow a personalized placement learning plan that is linked to a MTCU approved Training Standard or Schedule of Training;
- are regularly monitored by a cooperative education teacher while at the work experience placement.

### HOW DO EMPLOYERS BENEFIT FROM PARTICIPATING IN OYAP?

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

You will have the opportunity to:

- build a pool of young qualified workers in the skilled trades;
- raise awareness of apprenticeship as a career option for students;
- 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 standards and company philosophy;
- observe a student before making a decision to hire him/her as an employee.

### WHAT IS THE EMPLOYER'S ROLE?

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 cooperative education teacher and student in developing a personalized placement learning plan;
- assess student's 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 of any type occurs;
- consider signing the student to an apprenticeship agreement if the student meets the criteria.

*Please note:*

An OYAP student is not factored into apprenticeship ratios.

## CAN STUDENTS BE REGISTERED AS APPRENTICES DURING OYAP?

If the employer is pleased with the student's work ethic and abilities, and the student has serious intentions of working in the trade, the Co-op teacher can facilitate the "registration" of the student as an apprentice at any time during their Co-op/OYAP placement. Registering a student allows him/her to work towards completing competencies, be credited for hours, and gain access to

## WHAT IS THE PROCESS FOR REGISTERING AN OYAP STUDENT AS AN APPRENTICE?

The Co-op teacher will discuss a possible registration with the student and the employer. With the employer's permission, the Co-op teacher will submit a referral to the school Board's OYAP contact who will forward the form to the area MTCU office. A training consultant from that office will contact the employer to arrange a workplace meeting to register the student. The student will receive a copy of the appropriate training standard and the employer/sponsor will be asked to validate any competencies and verify accumulated hours the student achieves during the placement.

## AM I REQUIRED TO KEEP A REGISTERED STUDENT FOR THE DURATION OF THEIR APPRENTICESHIP?

The commitment to the student is for the duration of the Co-op/OYAP placement only. Registering a student as an apprentice is not a guarantee of employment and the employer is not obligated to extend this agreement beyond the placement. If registered with 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 apprentice to find another employer in order to continue with the apprenticeship.

## SHOULD AN OYAP STUDENT BE PAID?

Pay is the discretion of the employer. You do not have to pay the student once they are registered as an apprentice through the Ontario Youth Apprenticeship Program. Students continue to earn credits while gaining apprenticeship hours and all cooperative education course requirements must continue to be met.

## WHO PAYS WSIB PREMIUMS?

WSIB Premium is paid by Ministry of Education if:	WSIB Premium is paid by the employer if:
<ul style="list-style-type: none"> <li>Student is not paid for working the hours indicated on the Work Education Agreement Form or for hours indicated on Amendment Forms</li> </ul>	<ul style="list-style-type: none"> <li>Student is paid for hours indicated on the Work Education Agreement Form</li> <li>Student works hours outside those indicated on the Work Education Agreement or Amendment Forms</li> <li>Student is hired to work part-time or during the summer</li> </ul>

*Please note:* If the student is hired to work hours outside those outlined on the Work Education Agreement, all normal trade regulations apply.

## ARE THERE ANY EMPLOYER INCENTIVES?

### Federal Government Incentive Programs

The **Apprenticeship Job Creation Tax Credit (AJCTC)** is offered by Canada Customs and Revenue Agency. For more information, call 1-800-959-5525 or visit the website [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

### Provincial Government Incentive Programs

Call the Employment Ontario Hotline at 1-800-387-5656

A refundable **Apprenticeship Training Tax Credit (ATTC)** is available to businesses employing apprentices in certain skilled trades during the first 36 months of their apprenticeship program if the student receives wages. Visit the website:

<http://www.edu.gov.on.ca/eng/tcu/employers/taxcredit.html> for more information as well as the tax bulletin and the instructions on the application process.

To contact the Ministry of Revenue, Tax Advisory Services, by phone, dial (905) 837-3814.

A \$2,000 **Employer Signing Bonus** encourages employers in the trades to hire and register new apprentices who are under 25 years of age and have not completed high school. For more information, visit the website:

[http://www.edu.gov.on.ca/eng/tcu/employers/emp\\_bonus.html](http://www.edu.gov.on.ca/eng/tcu/employers/emp_bonus.html)

## ARE THERE OTHER RESOURCES AVAILABLE?

If you are interested in continuing to train a graduating OYAP student, but need assistance to offset the cost of training, contact a Job Connect agency to inquire about a **training subsidy** before you place this individual on your payroll.

If you are interested in hiring the OYAP student for summer employment, you may be eligible to receive a **wage subsidy** of \$2.00/hour per student. This is a provincially-funded training initiative designed to help businesses meet their **summer hiring needs**. Contact the agency in your area for more information.

In the **Cambridge/North Dumfries** area, call Cambridge Career Connections at 519-622-0815 extension 227

In the **Kitchener** area, call Lutherwood Youth Employment Centre at 519-743-2460 extension 229

In the **Waterloo** area, call Conestoga College at 519-885-0300 extension 5606

OYAP is funded by the Ministry of Training, Colleges and Universities. If you have any questions, contact:

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Waterloo Catholic District School Board



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