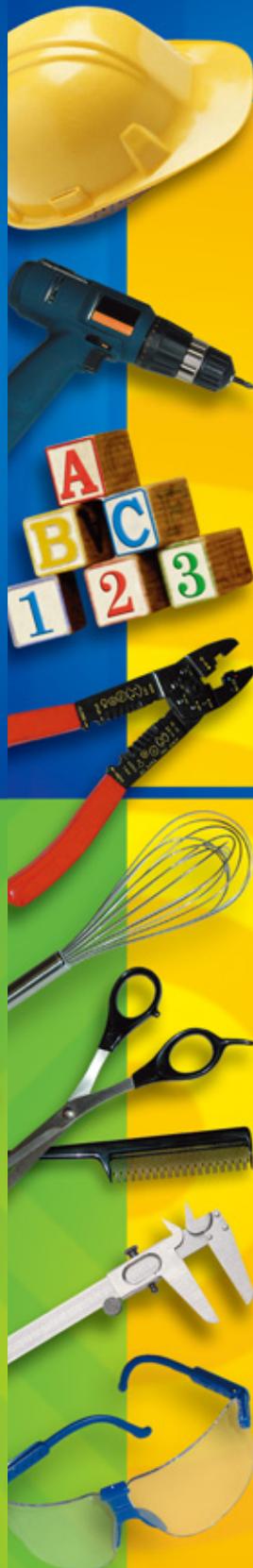


# ROLE OF THE EMPLOYER

- Interviewing and accepting the appropriate student.
- Providing real work experience in a safe learning environment free from discrimination and harassment.
- Committing to sign the student to an apprenticeship agreement if appropriate.
- Providing site specific health and safety training including WHMIS policies and procedures.
- Clearly outlining expectations for the student (e.g. dress, attendance, conduct) and keeping the student informed of his/her progress.
- Working with a co-op teacher to develop Personalized Placement Learning Plan.
- Teaching the student specific tasks, relevant skills and appropriate attitudes toward work by giving clear instructions and supervising a wide variety of learning experiences.
- Recording the student's apprenticeship hours by signing the weekly logs and signing the Apprenticeship Training Standards booklet where appropriate.
- Allowing the co-op teacher to visit the workplace regularly to monitor the student's progress and assist in the performance assessment.
- Contacting the school immediately if a problem or concern should arise.



## Where can I get more information?

### At a secondary school:

Cooperative education teachers  
Technological studies teachers  
Guidance counsellors

### At the Hamilton-Wentworth Catholic District School Board:

OYAP Coordinator  
905-525-2930 ext. 2886  
<http://fc.hwcdsb.ca./oyap/>

### At the Ministry of Training, Colleges and Universities:

[www.edu.gov.on.ca/eng/training/apprenticeship/](http://www.edu.gov.on.ca/eng/training/apprenticeship/)



Hamilton-Wentworth Catholic Schools  
*150 years of 'Believing, Achieving, Serving'*



## OYAP is for YOU!



Hamilton-Wentworth Catholic Schools  
*150 years of 'Believing, Achieving, Serving'*



## INFORMATION FOR EMPLOYERS

## What is OYAP?

**OYAP**, the **Ontario Youth Apprenticeship Program** allows students to acquire both apprenticeship hours and high school credits at the same time. This allows secondary school students to “try on” a potential career choice by going to work for part of a school day, semester or year. Typical co-op programs have students working two to four periods a day, (1/2 or full day). Each student has a personalized placement learning plan (PPLP) which provides the framework for this learning opportunity. While students spend most of their time at the workplace, they do complete an in-school pre-placement session and participate in integration days throughout the semester.

## Who is eligible?

### Students who

- Are at least 16 years of age
- Are enrolled in school full time
- Have at least 16 credits
- Make a commitment
- Demonstrate a genuine interest

## Why participate in OYAP?

- Access keen students who want to jump start their careers.
- Build a readily available pool of young, motivated workers to fill current and future vacancies.

*NOTE: The employer may terminate the placement if the student's work performance is unacceptable. If this occurs, please contact the school **immediately**.*

## How does OYAP work?

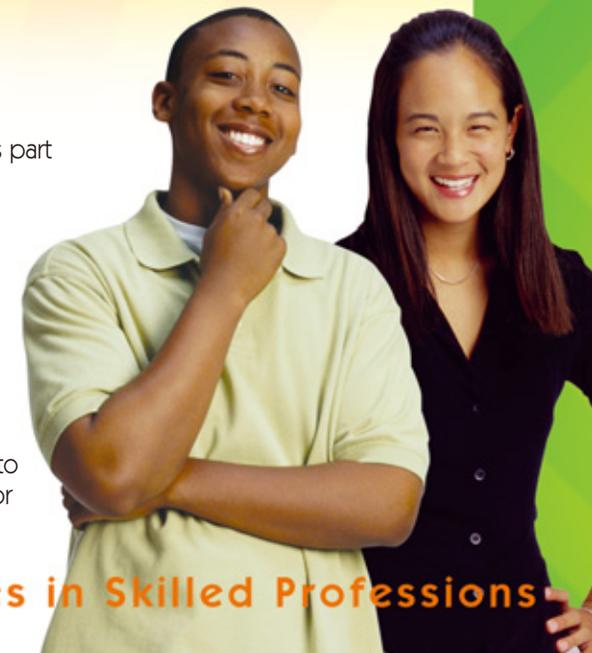
An employer interviews and selects the appropriate student for the placement. Once the student and employer are in agreement that this program is acceptable, an agreement of apprenticeship can be signed with the Ministry of Training, Colleges and Universities. This form requires parental consent if the student is under 18 years of age. Once submitted, the hours worked as part of the Cooperative Education credits will count towards the apprenticeship as well as the secondary school graduation diploma (OSSD).

## How are students selected for Cooperative Education?

- Students apply for cooperative education when they make their course selections each year.
- Students requesting **OYAP** placements must have completed grade 10.
- The cooperative education teacher interviews all student applicants to confirm that they have the appropriate number and type of credits and to ensure an appropriate placement is available to meet their needs and interests.
- Students receive instruction as part of their pre-placement in:
  - health and safety
  - importance of attitude
  - employability skills
  - school and workplace expectations
  - interpersonal skills and confidentiality
- Each student must be interviewed by the employer to ensure that they are suitable for the work placement.

## BENEFITS TO THE EMPLOYER

- Excellent source of young, enthusiastic and skilled apprentices.
- Allows employer to take a student/potential employee on a TRIAL basis before commitment to register as an apprentice (thus ensuring they will be trained to your expectations and standards).
- Directs young people into the skilled trades at an earlier age.
- Helps your journeyman employees to further develop their supervisory skills.
- Promotes positive attitudes toward your organization and career education.
- Helps to build a skilled workforce by increasing student awareness of your company within the community.
- Promotes awareness of job opportunities while helping reduce youth unemployment.
- Employers have the option to continue or stop the apprenticeship training at the end of the co-op placement.
- Employers may qualify for a wage subsidy through Job Connect when they employ **OYAP** graduates and summer students.



**Connecting Students to Opportunities in Skilled Professions**