



The OYAP Student's 10 Step Blueprint for Success

Procedures may vary slightly from school board to school board. For more information contact your school's Co-op Dept. or your school board's OYAP consultant:

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The following checklist is a guideline for students participating in OYAP work placements. It is intended to assist students who are considering pursuing the trade as a career to take the proper steps while in high school and working at an OYAP placement.

Step 1: Acceptance into your school OYAP Program

You apply to take on a Co-op placement in an apprenticeable trade by completing the *COOP* application form and by making an appointment with your co-op teacher. Once accepted into OYAP, your co-op teacher will take you through the procedures in obtaining a co-op placement.

Step 2: Preparing for the Workplace

Complete pre-placement training at school, including relevant safety classes such as those delivered by the Young Worker Awareness Program. Inquire with your teacher to discover if there is any additional training available to you that is relevant to your trade (i.e. Fall Prevention, Safe Food Handling). Sign the Safety Agreement form and ensure you understand the safety requirements of your trade, and know what personal protection equipment (PPE) you will need before starting work.

Step 3: Going to work

Ensure that you have prepared yourself for the first day of work. Ensure that you have the proper safety equipment and clothing; you know exactly where the placement is and how long it takes to get there. Make sure you have spent some time researching what the company does and are familiar with the company. On the first day or two, map out the safety related facilities at your workplace. Always remember to carry your OYAP Identification card and your photo ID.

Step 4: Completing your credit requirements

Ensure that you understand all that is required of you. Complete your log sheets each week and have them signed by your supervisor and submit them to your co-op teacher. Submit all of your assignments to earn your credits!

Steps 5-10 describe the procedure for being officially signed as an apprentice in Ontario. Depending on circumstances, you may be completing your placement as a pre-apprentice or apprentice.

Step 5: Signing on as an official Apprentice

Once you have completed 2 -3 weeks at your work placement, it is time to decide if you are interested in pursuing the trade as a career. If it is, it is in your best interest to become fully registered as an apprentice. Discuss becoming an official apprentice with your employer, your guardians and your co-op teacher. Registration involves a visit by a representative from MTCU (Ministry of Training, Colleges and Universities) to officially register you as an apprentice. They will establish an appointment to register you and to register the employer as your first training delivery agent. Speak to your teacher and ask them to send the OYAP Participant form to the school board OYAP Consultant to be forwarded to MTCU.

Step 6: Meeting with the MTCU representative

The MTCU training agent will explain the procedures in registering as an official apprentice. You can expect to receive a Training Standards Book that details all the skills that you must complete during your apprenticeship. Following the meeting, you must send in the required paperwork to the MTCU in order to obtain a Proof of Apprenticeship Card.

Step 7: Signing off acquired skills

Set up regular meetings with your supervisor to discuss the completion of skills outlined in the Training Standards Book. Request at least two other meetings - three months into placement and at the end of placement- when the employer can sit down with you and "sign off" on skills that you have demonstrated during your work placement. (You may arrange more sit-down meetings). **Remember to be prepared before the meetings by highlighting the skills you believe you have completed.**

Step 8: Planning and maintaining your apprenticeship

Be sure to discuss with your employer your intentions to pursue an apprenticeship and potential future employment with the company. Request a letter of reference from the supervisor and ask if you can use them as a reference on future jobs. Gather all relevant documentation to be filed together (Evaluations, Letters of Reference, Training Standards Booklet, Proof of Apprenticeship Card, MTCU contact numbers, and any other relevant information that may related to the OYAP experience). Update your own resume and possibly your Career Portfolio.

Trade Tip: After graduation, it is your responsibility to maintain contact with MTCU and to update them on your progress. Most apprenticeships require 2-5 years of work in order to complete all requirements and to write the exam to become a certified journey person. You may be continuing your training with different employers and keeping your records and portfolio up-to-date will help you in obtaining jobs and successfully completing your apprenticeship.

Step 9: Maintaining contact

Plan to contact MTCU on a regular basis as you continue in your training after graduating from high school. If you change employers, move, change contact info, or your status changes, contact your local MTCU Apprenticeship office and have them update your records. Contact your school's co-op office at 6 months and 1 year after graduation to let them know your status.

Step 10: Writing the provincial exam

After several years of working through all of the apprenticeship requirements and after you have all of the tasks outlined in your Training Standards signed by employers/supervisors, you are then eligible to write the provincial certification exam for your trade. Contact your local MTCU Apprenticeship office to arrange to write the exam.

Congratulations! It will be a long journey, but well worth it in the end. Along the way you will obtain transferable skills and knowledge that you can use anywhere. Keep your eyes open, always ask questions, always work safe, show your enthusiasm and employers will recognize your positive attitude and strong work ethic. Enjoy the journey!

Acknowledgements: The OYAP Apprenticeship Toolkit – Step by Step document.