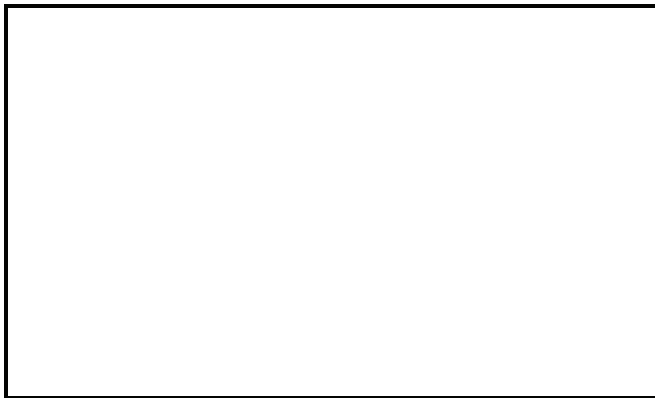




Hastings and Prince Edward
District School Board

Please contact:



Cooperative Education, Ontario Youth Apprenticeship Program (OYAP), and other Experiential Learning Programs



Hastings and Prince Edward
District School Board

156 Ann Street

Belleville, Ontario, K8N 1N9

Phone: 613-966-1170 Toll-free: 1-800-267-4350

www.hpedsb.on.ca

ONTARIO
YOUTH
APPRENTICESHIP
PROGRAM



PROGRAMME
D'APPRENTISSAGE
POUR LES JEUNES
DE L'ONTARIO

What is Experiential Learning?

Experiential Learning integrates a student's academic study with practical work experience. Students enrolled in these programs obtain secondary school credits through supervised work placements with participating host employers. Through these workplace experiences, students apply and expand knowledge and skills learned in the classroom.

Students are placed in settings that provide challenging roles and responsibilities. When they return to their classrooms, students are given opportunities to share experiences with their peers.



What are the Benefits of Experiential Learning?

Benefits to the Host Employer

Experiential Learning:

- provides opportunities to assess and recruit future employees
- provides an opportunity to participate in the education of the students
- provides an opportunity for business and industry to demonstrate community involvement
- gives employees assistance and opportunities to develop supervisory skills



Benefits to the Student

Experiential Learning:

- encourages students to develop skills, knowledge and attitudes required for employment
- helps students identify their capabilities and limitations
- helps students develop interpersonal skills
- provides an awareness of job opportunities and the experience to make more informed career decisions
- provides practice with current systems, procedures and equipment
- helps students learn to recognize the need for flexibility and life long learning to cope with the changes in the workplace



Benefits to the School

Experiential Learning:

- provides an opportunity to develop a working partnership with the community
- helps keep schools abreast of current trends in business and industry for program planning.

Frequently Asked Questions and Answers:



Q: How does the Ontario Youth Apprenticeship Program (OYAP) work with the Cooperative Education Program?

A: The Cooperative Education Program is an integral part of the Ontario Youth Apprenticeship Program. Students participate in a co-operative education placement in a skilled trade area, prior to pursuing an apprenticeship. This gives the employer an opportunity to evaluate the student in a workplace setting and gives the student a chance to explore employability in the trade. If the conditions are such that the employer and the student wish to continue the training in the form of an apprenticeship, the student can be signed as an apprentice. The student can then work for the employer and obtain further secondary school co-operative education credits at the same time.

Q: How are students selected for the program?

A: Students will have expressed an interest in pursuing an apprenticeable occupation. The student will apply for a cooperative education placement in his/her chosen apprenticeship area. The members of the Cooperative Education Department conduct an in-school process for assessing student eligibility in the program. The student is then matched with a prospective employer to pursue an initial co-operative education placement in a skilled trade that could lead to an apprenticeship.

Q: Where will students receive the in-school training for their apprenticeship?



A: In most cases students will receive in-school apprenticeship training after they graduate from secondary school. The training will be conducted at the appropriate location (normally a Community College) with other apprentices in the same trade. Students may have the opportunity to take Level 1 Apprenticeship Training as part of HPEDSB's specialized programs. Through partnerships between local school boards and training providers, students in their graduating year, may have the opportunity to attend a designated training institution as part of their secondary school program, to earn their Level 1 Apprenticeship Training.

Q: What trades can be involved in the program?

A: All trades under the Ministry of Training, Colleges and Universities Apprenticeship Training Acts are eligible to be included in the OYAP program.

Q: How are students evaluated?

A: The student's performance in the co-operative education component of OYAP will be evaluated by the co-operative education teacher in conjunction with the on-site employer or supervisor. When a student is registered as an apprentice, the employer/trainer is required to sign off the acquisition of specific skills according to the Ministry of Training Colleges and Universities Apprenticeship Training Standards. ✓

Ontario Youth Apprenticeship Program (OYAP)

How OYAP Works

OYAP is a **Cooperative Education Program** that includes

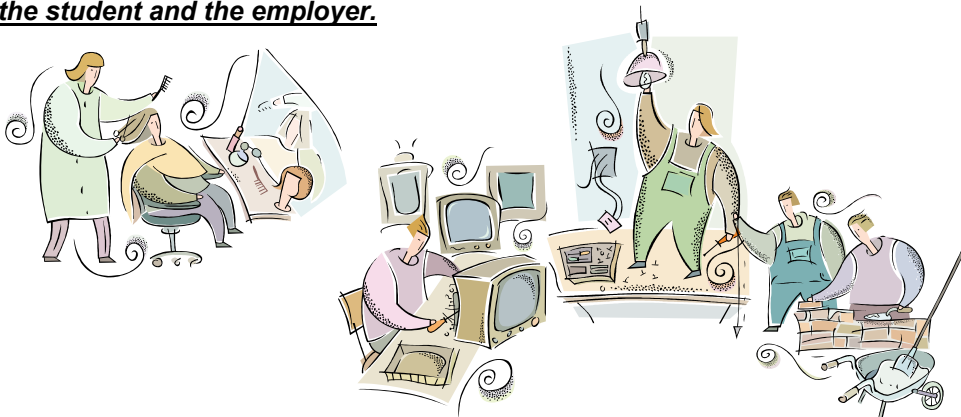
in-school and out-of-school components in an apprenticeable skilled trade. The program provides senior students with an opportunity to complete the requirements for a secondary school diploma and receive apprenticeship training at the same time. The student can earn registered apprenticeship hours and also use those hours toward the credits required for an **Ontario Secondary School Diploma (OSSD)**.

The Ontario Youth Apprenticeship Program (OYAP) offers students a chance to attend school and train as registered apprentices at the same time. Through OYAP, students complete their credits for an Ontario Secondary School Diploma (OSSD) and gain apprenticeship training leading to a Certificate of Apprenticeship and journey person status.

The OYAP program is available to full time students who are **at least 16 years of age** and who have completed the credit requirements for grade 10. A carefully planned yet flexible program begins after grade 10. In grade 11 students participate in a cooperative education placement in an apprenticeable trade in order to determine their suitability for registration as an apprentice. At the end of the cooperative education placement, the employer may choose to employ the student as a paid registered apprentice. Employers may choose to formally register students as apprentices while on co-op placement. At the end of the cooperative education placement, the employer may choose to employ the student as a paid registered apprentice.

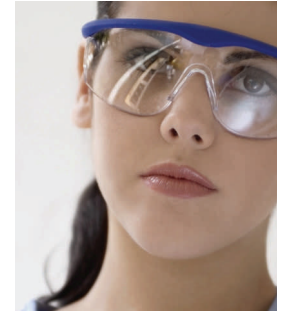
In Grade 12, the student may continue at the workplace on a cooperative education placement, earning credits towards the OSSD and completing the training standards for the apprenticeship program.

Note: The time period spent in the workplace can vary to meet the needs of the student and the employer.



What are the Responsibilities of the Host Employer?

- provides a safe working and learning environment
- designates one employee to be responsible for supervising and evaluating each student
- helps identify and develop workplace expectations
- provides students with written or oral feedback after an employment interview as part of the learning experience
- provides orientation and workplace health and safety training
- provides challenging learning experiences that will encourage personal growth and develop career goals
- helps students function as an integral part of a team



What are the Responsibilities of the Supervisor?

- provides placement-specific safety training
- signs the Work Education Agreement (WEA) to identify who provides Workplace Safety insurance student coverage
- is familiar with and follows accident reporting procedures
- assists the teacher in developing realistic and challenging Personalized Placement Learning Plans for their students
- becomes familiar with the student's strengths and the areas in which improvement is needed
- directs and guides the student's learning through on-site supervision
- acquaints the student with company personnel and procedures
- reports student absences to the teacher immediately
- contacts the teacher when concerns arise
- works with the student and the teachers to ensure that any problems are dealt with immediately
- reviews student logs at the end of each week
- shares their expertise with student
- helps student function as an integral part of a team
- jointly assesses student progress with teachers, and provides written performance appraisals
- completes the program effectiveness survey



What are the Responsibilities of the Student?

- works in a courteous, responsible, and business-like manner and shows appropriate initiative
- observes and complies with the rules and regulations of the placement and the school, including confidentiality requirements
- complies with all company rules as to dress, safety codes, work schedules, and policies
- complies with school attendance policies in both the placement and classroom sessions
- submits assignments as required
- informs the placement supervisor and the cooperative education teacher in advance if they are unable to report to their placement
- participates in the development and implementation of their Personalized Placement Learning Plans or Work Experience Learning Plans
- works with teachers and supervisors to ensure that problems are dealt with immediately
- immediately reports any workplace accidents to the employer and the co-op teacher
- completes their course requirements
- participates with their supervisors and teachers in the assessment of their own performance



What are the Responsibilities of the Experiential Learning Teacher?

- promotes cooperative education and other experiential learning programs to students, parents, staff, School Councils, and potential employers
- develops pre-course counseling and interviewing procedures for all students who wish to participate
- interviews and selects students for community-based learning programs
- follows Hastings and Prince Edward District School Board's (HPEDSB) placement procedures for all community-based learning programs
- identifies and secures suitable placements in which students will be able to achieve the course expectations, experience growth, and develop career goals
- informs employers of their roles and responsibilities and of the responsibilities of the partnership prior to student placement



- organizes and conducts pre-placement orientation sessions to prepare students
- develops a Personalized Placement Learning Plan or Work Experience Learning Plan for each student with the assistance of the student, the supervisor, the teacher of the related course, and special education staff (for identified students)
- consults regularly with students, employers, supervisors, employees, and other teachers
- makes regular on-site learning assessments of students at their placements
- keeps dated, anecdotal records on student placement learning assessment and evaluation visits
- Assesses and evaluates student performance
- updates and adjusts students' placement learning plans as required
- assesses whether placement supervision is appropriate
- organizes and conducts regular integration activities (a minimum of seven hours per cooperative education credit)
- manages the day-to-day administrative tasks associated with cooperative education and work experience programs (including reporting to the school administration or to the Ministry of Education)
- helps students arrange appropriate transportation to their placements
- provides health and safety instruction regarding insurance coverage
- follows Workplace Safety and Insurance Board and HPEDSB procedures for accident reports
- liaises with guidance counsellors, and school administrators, teacher-advisers, special education staff, and parents
- works with students and supervisors to ensure that any problems are dealt with immediately

