



APPRENTICESHIP TOOLKIT

<http://oyap-resource-toolkit.cgtat.org/Index.html>

The Apprenticeship Toolkit provides students, and their parents, along with employers, educators and OYAP program administrators with relevant and current information about OYAP Level 1 Dual Credit Programs.

The toolkit was originally created to provide school board and college OYAP Level 1 Dual Credit Program Coordinators with resources that could be downloaded, modified and adapted to suit their organizational needs.

As the toolkit grew in scope, it expanded to provide relevant information to all stakeholders: students/parents, employers, teachers and administrators.

The toolkit allows stakeholders to:

- Discover the opportunities and pathways available to students to get involved with apprenticeship while still in high school
- Learn the specifics about preparing for and going through the OYAP Level 1 Dual Credit Program application process.
- Review sample forms that will need to be completed and submitted for this program.
- Become aware of "Next Steps" upon completion of an OYAP Level 1 Dual Credit Program.
- Review a typical OYAP Level 1 Dual Credit Program student calendar, program flow and program requirements.
- Have resources readily available to download, edit, revise and/or help guide organizational practices and procedures.



Scan to Link to the Toolkit or go to <http://oyap-resource-toolkit.cgtat.org/>

RESOURCES IN THE APPRENTICESHIP TOOLKIT

LEGEND

SECTIONS: STUDENTS (S) EMPLOYERS (E) TEACHERS (T) ADMINISTRATION (A)

NOTE: RESOURCES MAY BE FOUND IN SOME OR ALL OF THE FOUR SECTIONS IN THE TOOLKIT

[What Are Apprenticeships & Dual Credits?](#) (S) (E) (A)

This file provides basic introductions to Ontario Youth Apprenticeship Programs (OYAP), Dual Credit programs, Specialist High Skills Major (SHSM) programs and ways to get started in an apprenticeship. Information about the [Ontario College of Trades \(OCOT\)](#), “The College”, including current legislation and loans available is provided.

[Secondary School Opportunities Leading to Apprenticeship](#) (S) (T) (A)

This file provides examples of what is available to secondary school students who wish to explore the apprenticeship pathway. Students and parents are encouraged to contact their home school Guidance Department during the early high school years to learn about, and plan for, the best opportunities leading to apprenticeship.

[Typical Process and Critical Path for Applying](#) (S)

This file contains information of particular interest to students and parents. It outlines the commitment required, and provides a list of typical forms and a typical critical path to follow when applying for an OYAP Level 1 program.

[Sample Calendar](#) (S) (T) (A)

This file, in *M-S Word* format, provides a sample semestered calendar for an OYAP Level 1 dual credit program. This sample is dated February through June, and shows the scheduled days for each of the components that make up the OYAP Level 1 program. Students will note that days for cooperative education program, Level 1 apprenticeship program (dual credit college program) and the co-op placement have all been indicated. The number of required hours for each aspect of the program are met, and students will be eligible to earn the program credits as well as Level 1 of the apprenticeship program if they meet the day/hour requirements as set out on the sample calendar.

[Statement of Understanding re Protection of Privacy Act](#) (S)

A Statement of Understanding provides a summary of the rights and responsibilities that students must comply with when they are part of the Dual Credit program. Along with other points of information, (e.g., transportation, attendance, behaviour, passing grade levels, etc.), it may also outline how and when student information may be shared. Students and parents/guardians of students under 18 years of age must sign a Statement of Understanding before they begin a dual credit program of any kind. This sample statement, in *MS-Word* format, was provided by the [Avon Maitland District School Board](#). Each school board will have its own version of this form. Students must ensure that they are using the form provided by their own school board.

[Guide for Graduating Apprentices](#) (S)

This *Adobe PDF* file gives nine steps to follow for those interested in continuing an apprenticeship beyond high school. Information regarding: subsidies for employers who hire apprentices, typical process leading to certification, and financial support for apprentices is included in this section.

[Exit Resource Package](#) (S) (T) (A)

This 7-page resource package, in *MS-Word* format, is intended for all students exiting Ontario Youth Apprenticeship Programs (OYAP).

[A Guide for Employers and Sponsors](#) (E)

This PDF document from Employment Ontario guides employers through the apprenticeship-training program in Ontario. The guide pays particular attention to the employer’s roles and responsibilities to the apprentice and the program, as well as the benefits of the program to the employer.

[Similarities and Differences](#) (T) (A)

This chart compares the similarities and differences between a Dual Credit based on a **College-Delivered College Course** and a Dual Credit based on **College-Delivered Level 1 Apprenticeship In-School Training**. It compares entry into the programs, course codes and credits, transferability of college credits and long-term student planning, what's on a college campus, and cost. The chart can be edited to suit your particular situation.

[Board's College-Delivered Level 1 Apprenticeship In-School Training](#) (T) (A)

This model of a chart can be edited and used to show how a **Dual Credit College-Delivered Level 1 Apprenticeship In-School Training Program** looks in a particular board. A board's chart should cover:

- Program Delivery Approach
- Codes and Programs
- Secondary School Credit Values
- Selection Criteria for Admission to Dual Credit Programs
- Instructions for Recording Final Achievement
- Policy, and
- Program Requirements

[Chart of Secondary School Opportunities Leading to Apprenticeship](#) (T) (A)

This chart, in PDF format, provides educators with a graphical representation of many opportunities that may be provided to students from grades 7 through 12+ so they may learn about apprenticeship trades. The chart also provides information on how secondary school level students may take part in apprenticeship training while they are still in high school. This file is graphical and cannot be edited.

[Setting Up Dual Credits on Student Information Systems](#) (T) (A)

This sample document, from [TDSB](#), shows, step-by-step, how to set up Dual Credits in the [Trillium](#) Student Information System (SIS), including the scheduling of individual courses.

[Applying to Apprenticeship Programs](#) (T) (A)

This file contains information of particular interest to Cooperative Education teachers, OYAP Coordinators, guidance counsellors, board level Coordinators, and college partners. It outlines the commitments required by each. The file also provides links to a **List of Forms and Critical Path**, a sample of a typical **College Application Form**, and a sample of a typical **Secondary School Application Form**; plus additional links to further information about apprenticeship.

[Sample Questions for OYAP Level 1 Student Interviews](#) (T) (A)

This document lists sample questions that can be asked at interviews of students, at both the secondary school and college levels. This file can be edited.

[Sample Calendar](#) (T) (A)

This file, in *M-S Word* format, provides a sample semestered calendar for an OYAP Level 1 dual credit program. This sample is dated February through June, and shows the scheduled days for each of the components that make up the OYAP Level 1 program. Students will note that days for cooperative education program, Level 1 apprenticeship program (dual credit college program) and the co-op placement have all been indicated. The number of required hours for each aspect of the program are met and students will be eligible to earn the program credits as well as Level 1 of the apprenticeship program if they meet the day/hour requirements as set out on the sample calendar

[MFIPPA and PHIPA Resource Document](#) (T) (A)

This extensive document (8 pages), in *MS-Word* Format, provides information about the **(Municipal) Freedom of Information and Protection of Privacy Act (MFIPPA)** and the **Personal Health Information Protection Act (PHIPA)**, and how the acts govern the sharing of information between the boards and the Ministry of Education, the Ministry of Training Colleges and Universities, and the colleges. The document includes many samples of typical statements and forms.

[Pre-Assessment in Mathematics - A Case Study](#) (T) (A)

This file presents a case study, composed by mary.davis@dpcdsb.org, of a Professional Learning Community (PLC) that was structured to determine the reasons why students who had completed a trade-related technology course in junior secondary grades were not adept at completing placement activities that involved spatial Mathematic skills, and to develop a Pre-Assessment Tool that would allow students to gather new skills while applying for a Level 1 OYAP Dual Credit program.

["Math in the Skilled Trades" Workshop](#) (T) (A)

This 7-page document, in *MS-Word* format, outlines the development and components of professional development days for secondary school teachers focusing on the importance of math in the trades. The file includes several examples of aspects of mathematics being applied in various trades. The file is largely graphical and cannot be edited.

[Planning at a Glance - SECONDARY SCHOOL](#) (A)

Similar to *Planning at a Glance - College*, this editable *Excel* spreadsheet provides information for planning *SECONDARY SCHOOL Level OYAP Level 1 Dual-Credit Apprenticeship Programs*. The file includes Actions to take; Times to Start and Complete Actions; Who Might be Involved; and Comments.

[Planning at a Glance – COLLEGE](#) (A)

Similar to *Planning at a Glance - Secondary School*, this editable *Excel* spreadsheet provides information for planning *COLLEGE Level OYAP Level 1 Dual-Credit Apprenticeship Programs*. The file includes Actions to take; Times to Start and Complete Actions; Who Might be Involved; and Comments.

[Sample Acceptance Letter](#) (A)

This file can be edited and copied onto your own letterhead.

[Calendar Template](#) (A)

This file provides a sample template for a semester calendar for OYAP Level 1. This sample is dated February through June 2015, and shows the PA Days, March Break days, holidays, and other special days for that period. The file is in HTML format and can be edited.

[Calendar Template - Information to be Entered](#) (A)

This file provides the information that should be entered into the blank template, including critical program dates, time commitments, and subject specific credits that students can earn. The file is in HTML format and can be edited.

[Planning Guide for Information Meeting](#) (A)

A document which provides a list of all the tasks that need to be planned/completed in order to prepare for the information meeting. The web page can be saved and then edited (with *MS-Word*, etc.)

[Apprenticeship and You](#) (A)

A *PowerPoint* slideshow (12 slides) to be presented on an orientation day for students who have chosen apprenticeship. It reminds students why they have chosen this route; gives an overview of the next five years; the importance of the Training Agreement; the role of the Training Consultant (TC); things to do before the end of June; things to do after graduation; and advice for success.