

Ontario Youth Apprenticeship Program (OYAP)

Process Guide – Level 1 In-Class Training

Introduction

This guide outlines the steps for participants to attend Level 1 In-Class training. It is intended for use by OYAP Providers (District School Boards, First Nations secondary schools in the pilot program, Edvance Christian Schools Association), the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) and Skilled Trades Ontario (STO).

Process Overview – MLITSD-funded OYAP Level 1

The process involves several key steps, from verifying the participant's training agreement (TA) status to scheduling them in the class. All participants attending MLITSD-funded OYAP Level 1 in-class training must have a registered training agreement (RTA) prior to the class start date. Below are details of each step:

Steps in the Level 1 In-Class Training Enrollment Process

1. OYAP Provider creates a list of participants that will be attending Level 1 in-class training.
2. OYAP Provider verifies that the OYAP participant has an active RTA. The status of the training agreement shows as “registered” in the Employment Ontario Information System-Apprenticeship (EOIS-APPR).
3. If the OYAP participant does not have an active RTA, OYAP Provider follows the process to request a training agreement for an OYAP participant.
4. When the participant has an active RTA, OYAP Provider adds participant to class list and sends the list via secure email to the Training Delivery Agent (TDA) that is offering the Level 1 class.
5. The TDA creates a final class list with OYAP participants from all schools and emails the list via secure email to the local ministry office working with the TDA.
6. Ministry staff manually schedule the participants to the Level 1 class in the EOIS-APPR.

7. The OYAP participant starts the Level 1 class.
8. Upon completion of Level 1, the TDA updates the results (pass/fail) in the EOIS-APPR.

Process Overview – School College Work Initiative (SCWI) Dual Credit-funded Level 1

These classes are not recorded in the EOIS-APPR.

For more information, OYAP Providers should speak to their SCWI Regional Planning Teams (RPTs) about OYAP Level 1 delivery models, and primary target student (PTG) eligibility for these classes.

Students who complete and pass these classes and later, after leaving high school, register a training agreement, should inform STO and provide this documentation so their Level 1 is recognized:

- Ontario Student Transcript (OST) indicating completion of a Dual Credit Level 1 class
- Certificate or letter from the Training Delivery Agent (TDA) showing successful completion (i.e., pass)