

Ontario Youth Apprenticeship Program (OYAP) Process Guide – Updating the Special Program Outcome of Participants

Introduction

This guide outlines the steps for updating the special program outcome of OYAP participants when they leave high school and are continuing their apprenticeship. 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 and Skilled Trades Ontario (STO).

Process Overview

The process to update the special program outcome involves several key steps, from the participant leaving high school to updating their program status and continuing their apprenticeship. Below are details of each step:

Steps:

1. The OYAP participant leaves high school and either completes or withdraws from OYAP.
 - a. “Complete” means an OYAP participant finished the OYAP placement and graduated with an Ontario Secondary School Diploma (OSSD).
 - b. “Withdrawn” means an OYAP participant did not finish the OYAP placement, or they finished the OYAP placement but left high school without an OSSD.
2. At the end of the school year, the OYAP Provider informs participants who are leaving high school about the next steps for continuing in an apprenticeship. The usual process is that the OYAP Provider updates the OYAP special program outcome of participants that have left high school prior to August 31 in the EOIS-APPR as completed or withdrawn and adds graduation date, if applicable. This is done between October 1 and January 31 each year. See documents on the Employment Ontario Partners’ Gateway (EOPG) for details.
3. If the participants have an active registered training agreement (RTA), or if a participant did not have an RTA while in high school but expects to be hired as an

apprentice after leaving high school, OYAP Provider should advise participants to contact STO for the following:

- a. Had RTA in OYAP, no longer continuing apprenticeship – request to have TA revoked.
 - b. Had RTA in OYAP, continuing apprenticeship with same sponsor – request to have schooling preference added and update any other information.
 - c. Had RTA in OYAP, continuing apprenticeship with new sponsor – request to have new TA registered.
 - d. Did not have RTA in OYAP but will be hired as apprentice shortly after leaving high school – request to be registered with new sponsor.
4. STO verifies academic requirements and program status (i.e., OYAP special program outcome – complete or withdrawn) and adds schooling preference if with same sponsor.
 5. If with new sponsor, STO verifies academic requirements and program status and follows registration process for TA with new sponsor.
 6. If the special program outcome for OYAP is not up to date, STO contacts ministry staff via a ticket through myEOIS to update the outcome. STO includes what proof of academic requirements they were provided by the former OYAP participant, so that ministry staff know whether to select “complete” or “withdrawn.”
 7. The ticket will be directed to the ministry local office (LO) working with the OYAP Provider attached to the participant’s record in the EOIS-APPR.
 8. LO updates the special program outcome for OYAP in the EOIS-APPR. The staff member at the LO who actioned the request responds to the ticket requestor that the special program outcome has been updated and the ticket can be closed.
 9. The myEOIS ticketing unit notifies STO that the request is complete and the ticket is closed.
 10. STO contacts the former OYAP participant and follows the process to register a new TA.