

Ontario Youth Apprenticeship Program (OYAP) 2026-2027 First Nations Secondary Schools Budget - Eligible Expenditures

Funding for the Ontario Youth Apprenticeship Program (OYAP) must be solely applied to costs directly related to the delivery of the program. Wherever possible, efforts should be made to identify opportunities for collaborating and sharing costs. Those shared costs must be accurately apportioned to your OYAP budget.

OYAP funding must be used to support the creation and enhancement of labour market partnerships, market the program, and provide student resources and supports.

The OYAP Recruiters Provincial Affiliation (ORPA) is the group of all OYAP Recruiters that oversees province-wide activities such as the annual OYAP conference, promotional materials, and the OYAP website. ORPA must:

- Ensure that expenditures align with these budget guidelines;
- Obtain ministry approval for changes to public-facing content (e.g., OYAP website); and
- Submit a year-end activity and financial report to the ministry.

Notes:

1. Funding cannot be used to lease space, purchase/lease non-safety equipment, or purchase equipment for classroom use or for use related to special events. Funding cannot be used to purchase safety equipment which is the responsibility of employers to purchase and make available to their employees or apprentices for use at the work site.
2. After approval of the business plan, any movement between categories requires prior written approval of the ministry.
3. Travel outside Ontario must have prior written approval of the ministry.

1) Administration

Costs incurred by the First Nations secondary school in its general administrative operation of OYAP.

- Office supplies, stationery, printing, telephone, postage
- Travel costs

Staff travel within Ontario, where the expenditure represents a reimbursement of actual travel expenses incurred in conducting business related to delivery of OYAP, including food and accommodation. (For student travel costs related to events, see “Special Events”; for staff travel costs related to professional development, see “Professional Development”; for student transportation costs to and from work placement sites, see “Transportation”.)

Note: Total administrative costs not to exceed 15% of the total budget.

2) Salaries/Wages/Benefits (OYAP Recruiter and Administrative Support)

Salaries and benefits for staff involved in the delivery of OYAP.

OYAP Recruiter

Each school must have an OYAP Recruiter.

The percentage of the recruiter's salary and benefits apportioned to OYAP must align with time spent on OYAP delivery and performance targets. OYAP funds may not be used to supplement salary costs related to other programs/roles (e.g., Co-operative Education).

Note: To effectively deliver and administer OYAP, provide information and oversight to school staff, and coordinate with local MLITSD staff, the ministry expects OYAP Recruiters to have previous experience and knowledge related to the trades/apprenticeship. For example, the person may be a journeyman or tradesperson, may have taught a trade in a co-operative education program, or may have managed co-op or other trade-related programs.

Administrative Support

Note: Total salaries and benefits may be up to 55% of the total budget.

3) Professional Development

Events / Conferences

Costs for events and conferences to provide professional development directly related to OYAP to First Nations secondary school staff, teachers and guidance counsellors, including travel and accommodation.

Professional Memberships

Costs for professional memberships / annual dues to associations such as regional OYAP Recruiters' associations.

Note: Professional development costs not to exceed 10% of total budget.

4) Program Support

In business plans and reports, First Nations secondary schools must clearly indicate the direct impact on the success of OYAP for communications/marketing expenditures and special events.

Communications/Marketing Costs

All communications and marketing costs associated with the program such as advertising (print, radio, web-based, etc.), information or in-service sessions (e.g., Employment Ontario Information System-Apprenticeship [EOIS-APPR] training), newsletters, websites, etc.

Note: Costs for promotional merchandise (e.g., pens, mugs, t-shirts, jackets, tote bags, etc.) not to exceed 3% of the total budget.

Special Events (Students & Employers)

Costs related to special events such as student and employer recognition events, skills competitions or demonstrations (e.g., Skills Canada-Ontario), workshops and tours, including travel, accommodation, meals and registration/affiliation fees.

Note: Use of OYAP funding to provide financial awards to students is not permitted.

5) Student Support

Safety Equipment and Safety Training

Purchase of safety equipment for OYAP students' use at the work placement site. Equipment must be required by regulation or by the employer where the employer has set additional health and safety standards (e.g., personal protective equipment such as hard hats, safety glasses and safety boots).

Costs for safety training must be directly related to OYAP students' work placements. Training must be safety related (for the safety of the student at the work placement site).

Note: Costs are only for students enrolled in OYAP (as indicated in the EOIS-APPR).

Transportation

Where there is a demonstrated need, First Nations secondary schools may include costs for OYAP students' transportation to and from work placement sites.

First Nations secondary schools may also include costs for OYAP students' transportation and to and from a Level 1 in-class training site. First Nations secondary schools must ensure that transportation costs for in-class training are not already funded by the Dual Credit Program.

First Nations secondary schools should make efforts to arrange for the most affordable means of transportation (i.e., public transit) where possible, and should make efforts to reduce costs where possible (e.g., provide single-day transit tickets instead of monthly passes when the student is attending class one day per week).

First Nations secondary schools in rural or remote areas may need to make special transportation arrangements; if so please provide a brief description in the business plan.

Exemption Test Fees

Any applicable fees for students to write apprenticeship Level 1 exemption tests (see program guidelines for more details).

6) Special Transportation Request for Ministry Career Fair

Additional transportation funding for student transportation to a ministry career fair. Transportation costs may include accommodation and meals; consideration will be given to First Nations secondary schools that travel more than 200km to a career fair. Additional information will be provided by ministry Employment and Training Consultants (ETCs).

This funding is in addition to First Nations secondary schools' total allocation.

Note: Funding in this category may not be moved to other categories.