

Best Practices

The success of the OYAP Program depends to a great extent on the quality of the work experience placement, employer support, commitment from students and the support and guidance of school administrators, counsellors, teachers and parents. The following is intended as a guideline in our efforts to increase opportunities for students interested in the skilled trades. Reference has been made to the Co-operative Education and Other Forms of Experiential Learning Policies and Procedures for Ontario Secondary School Document.

Best Practices for Co-op

Co-op teachers are encouraged to:

- Provide the OYAP Project Leader with the names of all students in work experience placements related to the skilled trades
- Provide the OYAP Project Leader with Work Education Agreements and OYAP participant applications at the beginning of the semester
- Advise the OYAP Project Leader of the names of student who have the potential to register as apprentices. **Note: Registration as an apprentice is not automatic**
- Incorporate components of the training standard or schedule of training into the personalized placement learning plan (PPLP)
- Ensure OYAP students receive trade specific safety training
- Ensure OYAP students refer to the training standard or schedule of training during an integration day

The OYAP Project Leader works in partnership with the co-operative education teacher and is available to provide support at the request of the co-operative education teacher.

Best Practices for Employers

The employer is asked to provide the OYAP student with:

- Work orientation including specific workplace safety training
- A well-rounded practical trade experience
- A safe working and learning environment
- Fair and equitable treatment
- A qualified employee (journey person) who works with the co-op teacher in the training, supervision and evaluation of OYAP students during the work experience placement.

Best Practices for Journey Persons

The journey person is asked to provide the OYAP student with:

- Appropriate supervision
- Clear expectations
- Practical trade experience through the sharing of his or her expertise
- A breakdown of tasks into manageable components
- Constructive feedback and recognition of a students' progress

Best Practices for OYAP Students

The OYAP student is expected to:

- Meet all of the requirements of the co-operative education program
- Learn what is involved in the trade
- Know what tools are required for the trade
- Become familiar with and exercise safe work practices
- Show initiative
- Learn and apply skills to the best of his or her ability
- Be conscientious and reliable
- Practice good attendance
- Accept constructive criticism as a learning experience
- Demonstrate interest and ask questions related to the trade
- Conscientiously record details and time spent on tasks
- Take responsibility to enhance career awareness
- Participate as a team member
- Inform the supervisor and co-op teacher if he or she is unable to report to the work experience placement.