



Ontario

SCHOOL WORKPLACE **APPRENTICESHIP PROGRAM**

PROGRAM PROPOSAL **APPLICATION PACKAGE**

MINISTRY OF EDUCATION AND TRAINING
ONTARIO TRAINING AND ADJUSTMENT BOARD
1994

SCHOOL WORKPLACE APPRENTICESHIP PROGRAM

STAGE 1 - PREPARATION PROCESS

Preparation of the draft and final application must involve:

- ▶ school representative
- ▶ school board and or section representative
- ▶ regional office training consultant for OTAB
- ▶ regional office education officer for MET

The application must include information under the headings listed under Proposal Contents.

A completed application must include **Parts A, B, C and D.**

Part A: to be completed by school board and/or section, school representative in consultation with representatives for OTAB and MET.

Part B: Apprenticeship Requirements Checklist is to be completed by Training Consultant in OTAB regional office.

Part C: Education Requirements Checklist is to be completed by Education Officer in MET regional office.

Part D: Monitoring Fund Application Form is to be completed by school board and/or section representative and signed by the Director of Education in the final stage of this exercise.

STAGE 2 - APPROVAL PROCESS

- ▶ Once the draft application has been finalized, school boards/sections are asked to obtain a signature for regional approval for:

Part B - Training Consultant in OTAB regional office;

Part C - Education Officer in MET regional office.

- ▶ Once regional recommendations for approval have been obtained the school board/section is requested to send one completed School Workplace Application package for final approval, together with a covering letter from the Director of Education to:

Kay Eastham
Team Leader
Access and Equity Team
Ministry of Education and Training
900 Bay Street
10th Floor, Mowat Block
Toronto, Ontario
M7A 1L2

- ▶ If successful, a copy of the application and a covering letter will be prepared by MET at Mowat and sent to OTAB in Toronto for approval and authorization for transfer of funds.
- ▶ Inform Regional Offices: MET will inform MET regional office, OTAB will inform OTAB regional office.

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PROPOSAL CONTENTS

The proposal is to include information under the following headings:

- PART A:**
1. Assessment of Local Needs
 2. Project Goals including Equity Goals
 3. Partners Involved in the Preparation of the Proposal
 4. Proposed Program:
 - a. School(s) in which program will be offered
 - b. Proposed Trade(s)
 - c. Student Selection and Recruitment Process
 - d. Education Portion
 - e. Work Portion
 - f. Timetable Model (including course codes)
 - g. A copy of the school calendar for each school that will offer the program
 - h. Board Contact
 5. Monitoring and Evaluation of Students (including proposed budget)
 6. Monitoring and Evaluation of Program
 7. Evidence of Employer Long-Term Commitment (Signed letters indicating employer willingness to participate in apprenticeship training)
- PART B:**
1. Apprenticeship Requirements Checklist
- PART C:**
1. Education Requirements Checklist
- PART D:**
1. Monitoring Fund Application
 2. Signature of the Director of Education

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PART B: APPRENTICESHIP REQUIREMENTS CHECKLIST

To be completed by Industrial Training Consultant (OTAB)

	Yes/No
a. Eligibility of students (minimum 16 years, successful completion of Grade 9 and at least 7 high school credits)	<input checked="" type="checkbox"/>
b. Employer support included (see Part 'A', item 7)	<input checked="" type="checkbox"/>
c. Apprenticeship commitment indicated (students to be signed as apprentices no later than the beginning of second cooperative education work experience)	<input type="checkbox"/>
d. Apprenticeable trade identified	<input type="checkbox"/>
e. Existing regulated trade	<input type="checkbox"/>
f. Existing employer established schedule of training	<input type="checkbox"/>
g. Board applying for exemption from the basic in-school apprenticeship program	<input type="checkbox"/>
h. Monitoring of apprenticeship component.	<input type="checkbox"/>

Recommended For Approval By: _____
Training Consultant

Apprenticeship Office Address: _____

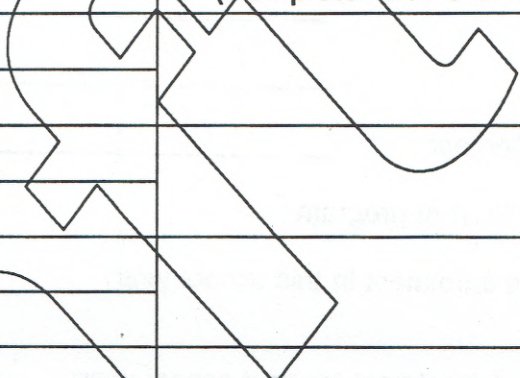
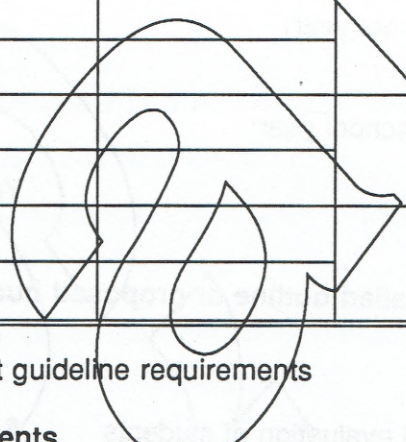
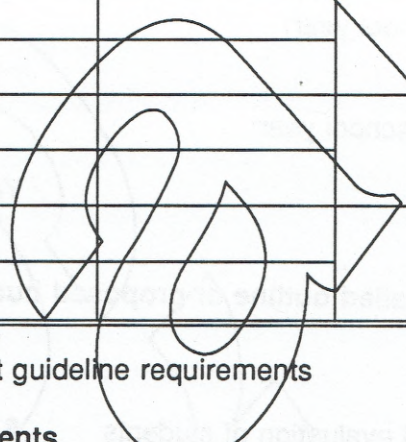
Date _____

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PART C: EDUCATION REQUIREMENTS CHECKLIST

To be completed by the Regional Office (MET)

Co-operative Education: Policies and Procedures Requirements

	GRADE/SUBJECT NAME	NUMBER AND CODE OF CREDITS	Co-op TIMETABLED Concurrently (C) or Following (F) (Complete With C or F)
a.	In-School Course		
	Co-op course		
	In-School Course		
	Co-op Course		
	In-School Course		
	Co-op Course		
	In-School Course		
	Co-op Course		
	In-School Course		
	Co-op Course		

b. Monitoring and evaluation strategies meet guideline requirements

Yes__ No__

Ontario Secondary School Diploma Requirements

The program must fulfil diploma requirements as set out in articles 4.9 and 4.10 of Policy/Program Memorandum No. 115. Each school calendar submitted must define the equivalent credit value of the Grade 9 program for the school.

I have reviewed the proposal and confirm that the above criteria are contained in the submission.

Recommended For Approval By:

Education Officer

Regional Office

Date

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PART D: MONITORING FUND APPLICATION FORM

School boards may apply for a one-time grant when submitting their original proposal.

Board _____

Address _____

Board Contact _____

Telephone _____

Date of Start of program _____

Program enrolment in this school year:

Year _____

Students _____

Projected enrolment for next school year:

Year _____

Students _____

PROPOSED BUDGET

Part A: Attach a detailed outline of proposed budget

Part B: Summary

a. Monitoring and evaluation of students

\$ _____

b. Monitoring and evaluation of program

\$ _____

TOTAL

\$ _____

THE UNDERSIGNED CERTIFIES THE INFORMATION IN THIS PROPOSAL TO BE TRUE AND COMPLETE

Director of Education

Date

Once this application has been approved, modifications require consultation, review and approval of MET and OTAB Regional Offices (i.e., time table change, different trade).