

Assignment 1 Fact Sheet Assignment

Read the OYAP Facts sheet found in your OYAP folder or download it from the internet @ <http://www.schooltocareer.ca/oyap/oyaprocess.shtml> and then answer the following questions and add them to your OYAP folder.

1. The minimum educational requirement for most apprenticeships is grade _____
2. The only exception to this law is a secondary school student taking part in _____
3. Apprenticeship as a combination of in school education _____% and _____% training
4. The Apprenticeship curriculum standards outline the learning that takes place at a _____
5. A PDA (Program Delivery Agent) is traditionally a Community College.
6. Name 2 more PDA's _____ and _____
7. The Apprenticeship training standards outline the learning that takes place _____
8. Purpose of OYAP is to help secondary school students make a smooth transition into an _____
9. An OYAP coop is a co-op placement that has the potential to become an _____
10. Concentrated OYAP not only gives you an OYAP Co-op placement, it also gives you the opportunity to earn additional Certifications that will make you more employable. You may also have the opportunity to earn an exemption from the _____ level of apprenticeship training usually taught at a college.
11. Successful OYAP students are expected to do _____ hours of home work ever night
12. Successful OYAP students are expected to do be in class _____ every day.
13. Successful OYAP students are expected to have _____ attendance in the program.

Assignment 2 Registration Form

Part A: Personal Information: Please print neatly and provide the information below:

Legal Name: _____
Surname
First Name
Middle Name

Gender: Male ___ Female ___ Date of Birth: _____ Present Age: _____ Present Grade: _____
YYYY
MMM
DD

Home Address: _____
Number/Street
Apt/Unit #
City/Township
Postal Code

Home Phone # _____ Cell # _____ email _____

Home School _____ School Phone # _____

Part B: OYAP Program

Please indicate the OYAP program you wish to register for: _____

Name of the OYAP school you wish to attend in order to take this program: _____

Assignment 3 Letter of Recommendation

Please provide three (3) references willing to recommend you for the program. Ask your reference to sign the form and make a short 1 or 2 sentence comment. The student should complete the rest of the form. (Print name, position, and phone number)

Reference Name (Print)	Reference Signature	Position	Phone #
1.			
Comment:			
2.			
Comment:			
3.			
Comment:			

Assignment 4

Resume (Possible Format)

Please note we expect you to bring your reference sheet to the interview

Name
Address
City, Province
Postal Code
Phone/Cell Number
Email

State your career objective:

Education & Training

Year	School Name	Phone Number
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Work Experience (list a maximum of three employers)

Year	Company Name Address & Phone Number	Job Title
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Special Skills (use of trade specific equipment, computer skills, a second language)

Certifications (such as First Aid, CPR, WHMIS, Fall Arrest, propane handler's certificate, Smart Serve, school or work related awards and other qualifications/licenses)

Volunteer Experience

Interests

References (Minimum of two – maximum of four)

Name
Position
Company
Phone Number

(Please note: you are expected to bring your reference sheet to the interview)

Assignment 5 Cover Letter (Possible Format)

The cover letter should contain all of the most relevant information that you want the employer to know about you. If, at the end of your interview, the employer knows this information, then you have had a good interview.

The cover letter will also help you answer the first question in your OYAP interview, which will ask you to tell the interviewers something about yourself.

Paragraph 1

Introduce yourself

- ◆ why you are interested in this opportunity
- ◆ your long-term education and career goals

Paragraph 2

Summarize your work experience

- ◆ Highlight any related work experience

Paragraph 3

Summarize your qualifications for this opportunity

e.g.

- ◆ related courses
- ◆ related certifications
- ◆ personal characteristics

Paragraph 4

State when you are available to work

- ◆ the number of hours per day you can work
- ◆ preferences (or lack of preferences) for shifts, overtime, weekends
- ◆ preferences (or lack of preferences) for part or full time

Paragraph 5

Indicate why you think you would be an excellent choice for this program.

Indicate that you are willing to attend an interview

Paragraph 6

Concluding statement; Closing

Assignment 6 & 7 Credit Counselling Summary & Attendance Profile

Please include the follow documents to complete your OYAP folder

- **(6) a current Credit Counselling Summary** – please see Student Services
- **(7) a current Attendance Profile** – please see the Attendance Office

Assignment 9 Book your Information Interview

1. Go to Guidance / Student Services and ask the School to Career Guidance contact to book you an information interview.
2. Remember priority in the selection process is give to those students that complete the process and book and attend an early interview.
3. Bring your folder with you to the interview with all assignments complete if possible.
4. If for some reason you did not get a chance to complete all the assignments before the interview, please attend the interview and you can forward incomplete assignments afterward.
5. Again remember priority in the acceptance process will be given to those students that complete all assignments as soon as possible.

Assignment 10 Bring your post-dated deposit cheque with you.

Please bring a post-dated cheque for \$ 250 as a deposit fee.

For programs that begin in February 2007 your cheque should be post-dated to November 15th 2006

For programs that begin in September 2007 your cheque should be post-dated to June 15th 2007.

This deposit cheque will confirm your intent to attend this program. This value added fee helps to pay for your Text Book, OYAP uniform, it also helps to cover the cost of Standard First Aid, CPR, and WHIMS Training and Certification.

Please note:

No student shall miss participating in a Concentrated OYAP program due to financial need. If you have any concerns around this value added fee please bring a note with your personal contact information instead of the cheque to the interview.

Cheques will NOT be cashed before the posted date. If a student changes their mind before that date there will be a full refund.