

## CO-OP DIPLOMA APPRENTICESHIP (CODA) PROGRAM Employer Support Letter Template

The Government of Ontario has committed to increasing the number of entrants to the apprenticeship program. This increase will address skilled trade shortages and provide employers with the skills they are seeking in apprentices. The Co-op Diploma Apprenticeship (CODA) Program is one of the initiatives developed in support of this goal. This program offers young people the opportunity to pursue a diploma and apprenticeship training at the same time.

**(College name)** is submitting a proposal to the Ministry of Advanced Education and Skills Development (MAESD) to deliver **(program name)**.

Students are anticipated to begin training in **(month, year)**, and would be available for a co-op placement in **(month, year)** and permanent employment in **(month, year)**.

We are asking you to consider supporting this program by providing a work placement or hiring and training one apprentice, or more.

Please indicate if you are able to support this program by completing the form below.

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### Employer Statement of Support

\_\_\_\_\_ acknowledges that the \_\_\_\_\_ industry is  
(Company Name) (name of industry)  
 facing critical skilled shortages of skilled \_\_\_\_\_ trades people, and we are  
(name of trade)  
 interested in participating in this program by: *(check all that apply.)*

- Participating in the Sponsor Group
- Assisting in the selection of participants.
- Providing a paid work placement for \_\_\_\_\_ participants
- Hiring \_\_\_\_\_ apprentices

Other \_\_\_\_\_

Additional Comments \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**NOTE: All letters of support must be accompanied by a company signature.**