

**Ministry of Advanced  
Education and Skills  
Development**

**Ministère de l'Enseignement  
supérieur et de la Formation  
professionnelle**



Program Delivery Support  
Branch

Direction du soutien à la prestation  
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**MEMORANDUM TO:** Colleges of Applied Arts and Technology  
Offering CODA Programs

**FROM:** Jacqueline Cureton  
Director, Program Delivery Support Branch

**DATE:** February 23, 2017

**SUBJECT:** **Co-Op Diploma Apprenticeship (CODA) Program:  
2017- 2020 Statement of Revenue and Expenditure  
Report (SRER) and Notice of Collection of Personal  
Information and Consent**

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The following two forms referred to in the 2017-2020 CODA Agreement have been posted on the EOPG:

1. Notice of Collection of Personal Information and Consent: in accordance with Article 10.3 i) of Schedule B; and
2. The 2017-2020 Statement of Revenue and Expenditure Report (SRER): in accordance with Article 4a) of Schedule H.

**Next Steps:**

All CAATs delivering CODA should ensure that all CODA participants have signed the Notice of Collection of Personal Information and Consent form and retain a signed copy of the Consent is available to the Province, upon request, for a period of seven (7) years.

All CAATs delivering CODA for fiscal 2017-2018, 2018-2019 and if applicable, 2019-2020 should use the SRER form to meet the reporting requirements outlined in their 2017-2020 Agreement.