

MEMORANDUM TO: ES Service Providers

FROM: Director

DATE: September 12, 2013

SUBJECT: **Co-op Diploma Apprenticeship (CODA) and Second Career (SC)**

MEMO #: **SC2013-01**

OBJECTIVE:

The purpose of this bulletin is to provide your organization with information about clients who opt to pursue a CODA Program and want to explore SC.

BACKGROUND:

When an EI eligible CODA client becomes an apprentice, they are not eligible to receive the same EI Part II benefit considerations as 'traditional' apprentices.

CODA clients may only be eligible for SC funding for the first two semesters of the program. CODA training programs generally follow a 4-semester academic model with a paid apprenticeship work placement following the second semester.

After the work placement, participants are no longer eligible for SC funding and do not receive the same benefits as 'traditional' apprentices. Local offices managed this by terminating the SC agreement after the first two semesters of skills training.

Effective September 2nd 2013, CODA clients are excluded from the current apprenticeship policy, allowing them to be considered for approval under SC for the full duration (not to exceed 2 years or 24 months) of their skills training program ***if they are determined to be eligible and most suitable as described by Second Career.***

Colleges of Applied Arts and Technology (CAATs), who are also ES Service Providers, shall not receive any other funding from the Ministry as per Schedule A of their Second Career College Tuition Differential (SC CTD) agreement. In other words, CAATs should not claim a SC client under both CODA funding and SC CTD.

NEXT STEPS:

Provide advice and guidance to individuals who may wish to pursue a CODA Program ensuring that they are considered through SC, if it is determined that they are eligible and most suitable as described in the SC Guidelines.

Continue to follow the existing CODA guidelines and incorporate the change for those individuals who will be commencing a CODA program on or after September 2nd, 2013.

If your organization has any questions regarding clients who opt to pursue a CODA Program and want to explore SC, please contact your Employment and Training Consultant (ETC).