



DESIGNATION COURSE OUTLINE FORM

Industry Training Authority
800 - 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Toll Free: 1-866-660-6011
designation@itabc.ca

To ensure ITA training provider delivery and program specific standards are met - Please complete the table below.

A. Contact Information

Name and Title of Person Responsible for developing curriculum at institution		
Telephone Number: ()	Fax Number: ()	E-mail address:

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Telephone Number: ()	Fax Number: ()	E-mail address:

Name and Title of Person Responsible for developing curriculum at institution		
Telephone Number: ()	Fax Number: ()	E-mail address:

B. Institute Information

Name of Institution or School (please provide both the operating and legal names if different) and mailing address		
Street Address:		
City:	Province:	Postal Code:
Location of campus(s) including community based and/or satellite: <input type="checkbox"/> Same as Above		
City:	Province:	Postal Code:
Telephone Number: ()	Fax Number: ()	Website Address:
PTIB Registration No:	How long has the Institution been providing Industry Training?	



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ITA, Designation
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C. Curriculum Details

Name of ITA Accredited (Red Seal), Recognized (Provincial) or Foundation training program(s):					
Week	Lesson Objectives and Activities	Course Materials	ITA OAC	Evaluation and Teaching Methods	Aligns with ITA Program Outline
	Lesson objectives follow the format of an action verb, and then describe something observable or measurable. It will describe the knowledge and skills that a student will achieve by the end of the program.	List of materials (textbook, equipment, etc) that are needed to successfully complete the lesson.	Refer to the ITA Program Outline Occupational Analysis Chart (OAC) to determine the competencies covered	Description of the method(s) the institution and/or instructor is using to evaluate and assess a student's performance in the course. Please list all the teaching methods used. Example: lecture format, laboratory, shop class	(to be filled out by Training Designation Advisor)
Sample	<p style="color: red;">Describe the basic types of soup Identify & select ingredients for soup Prepare clear soups Prepare cream soups Prepare puree soups</p> <p style="color: red;">Activities: In class lecture – basic types of soups In kitchen – identify and select ingredients In kitchen – prepare as a class the 3 types of soups In kitchen – demo a consomme</p>	<p style="color: red;">On Cooking – pages 222-273</p> <p style="color: red;">Totara Videos</p>	<p style="color: red;">B3 Soups</p>	<p style="color: red;">Students will demonstrate the preparation of 3 basic types of soups to industry standard of quality and time</p> <p style="color: red;">Teaching methods:</p> <ul style="list-style-type: none"> - Self-test - Written exam - Totara quiz 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 1	Theory _____% Practical _____%				<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 2	Theory _____% Practical _____%				<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 3					<input type="checkbox"/> Yes



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Theory _____% Practical _____%					<input type="checkbox"/> No
Week 4 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 5 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 6 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 7 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 8 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 9 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No



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Week 10 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 11 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 12 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 13 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 14 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 15 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 16 Theory _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No



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Practical ____%					
Week 17 Theory ____% Practical ____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 18 Theory ____% Practical ____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 19 Theory ____% Practical ____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 20 Theory ____% Practical ____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 21 Theory ____% Practical ____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 22 Theory ____% Practical ____%					<input type="checkbox"/> Yes <input type="checkbox"/> No



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Week 23 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 24 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 25 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 26 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 27 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 28 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 29					<input type="checkbox"/> Yes



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Theory _____% Practical _____%					<input type="checkbox"/> No
Week 30 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 31 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 32 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 33 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 34 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No



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Week 35 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 36 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 37 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 38 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 39 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 40 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 41					<input type="checkbox"/> Yes



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Theory _____% Practical _____%					<input type="checkbox"/> No
Week 42 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 43 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 44 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 45 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 46 Theory _____% Practical _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No
Week 47 Theory _____%					<input type="checkbox"/> Yes <input type="checkbox"/> No

