

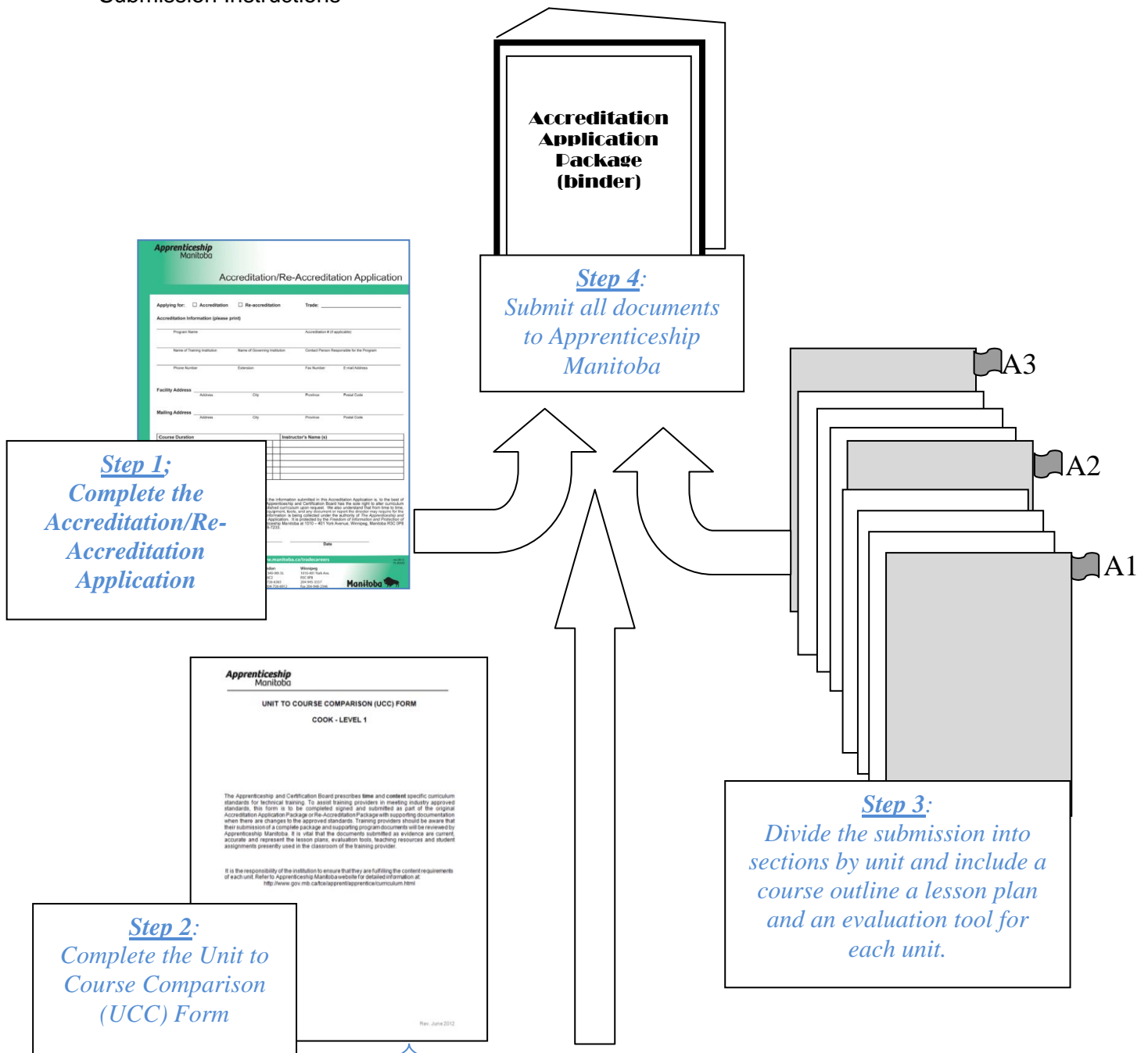
**UNIT TO COURSE COMPARISON (UCC) FORM**

**MARINE AND OUTDOOR POWER EQUIPMENT TECHNICIAN  
LEVEL 1**

The Apprenticeship and Certification Board prescribes **time** and **content** specific curriculum standards for technical training. To assist training providers in meeting industry approved standards, this form is to be completed signed and submitted as part of the original Accreditation Application Package or Re-Accreditation Package with supporting documentation when there are changes to the approved standards. Training providers should be aware that their submission of a complete package and supporting program documents will be reviewed by Apprenticeship Manitoba. It is vital that the documents submitted as evidence are current, accurate and represent the lesson plans, evaluation tools, teaching resources and student assignments presently used in the classroom of the training provider.

It is the responsibility of the institution to ensure that they are fulfilling the content requirements of each unit. Refer to Apprenticeship Manitoba website for detailed information at:  
[manitoba.ca/tce/apprent/apprentice/curriculum.html](http://manitoba.ca/tce/apprent/apprentice/curriculum.html)

# Submission Instructions



**Step 1:**  
Complete the Accreditation/Re-Accreditation Application

**Apprenticeship Manitoba**  
Accreditation/Re-Accreditation Application

Applying for:  Accreditation  Re-accreditation Trade: \_\_\_\_\_

Accreditation Information (please print)

Program Name: \_\_\_\_\_ Accreditation # (if applicable): \_\_\_\_\_

Name of Training Institute: \_\_\_\_\_ Name of Governing Institution: \_\_\_\_\_ Contact Person Responsible for the Program: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Facility Address: Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing Address: Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Course Duration: \_\_\_\_\_ Instructor's Name (s): \_\_\_\_\_

The information submitted in this Accreditation Application is, to the best of the Applicant's knowledge and belief, true and correct. The Applicant warrants that the information is being submitted under the authority of the Apprenticeship and Certification Board of the Province of Manitoba and that the information is accurate and represents the lesson plans, evaluation tools, teaching resources and student assignments presently used in the classroom of the training provider.

**Manitoba.ca/education**

**Step 2:**  
Complete the Unit to Course Comparison (UCC) Form

**Apprenticeship Manitoba**

UNIT TO COURSE COMPARISON (UCC) FORM  
COOK - LEVEL 1

The Apprenticeship and Certification Board prescribes time and content specific curriculum standards for technical training. To assist training providers in meeting industry approved standards, this form is to be completed signed and submitted as part of the original Accreditation Application Package or Re-Accreditation Package with supporting documentation when there are changes to the approved standards. Training providers should be aware that their submission of a complete package and supporting program documents will be reviewed by Apprenticeship Manitoba. It is vital that the documents submitted as evidence are current, accurate and represent the lesson plans, evaluation tools, teaching resources and student assignments presently used in the classroom of the training provider.

It is the responsibility of the institution to ensure that they are fulfilling the content requirements of each unit. Refer to Apprenticeship Manitoba website for detailed information at: <http://www.gov.mb.ca/trade/apprenticeship/curriculum.html>

Rev. June 2012

**Step 3:**  
Divide the submission into sections by unit and include a course outline, a lesson plan and an evaluation tool for each unit.

A3 Trade Safety Awareness	Included in A3:		
	__ Lesson Plan	__ Evaluation Tool	__ Course Outline
Course names	Course credit codes/numbers	Program Allotted Hours	
WS&H Issues and their Importance	Trade Safety Binder	55 minutes	
WS&H Legal rights and Responsibilities	Trade Safety Binder	70 minutes	
Unit total (hours): ►			

It is the responsibility of the institution to demonstrate full coverage of the content requirements of each unit. Refer to Apprenticeship Manitoba website for detailed information at: [manitoba.ca/tce/apprent/apprentice/curriculum.html](http://manitoba.ca/tce/apprent/apprentice/curriculum.html)

Demonstration of coverage of the Apprenticeship Manitoba technical training standard must include:

- Fully completed columns with course name(s), course credit code(s)/number(s) and the time allocated to the standards by the applicant.
- Submission of all Course Outlines.
- Supporting program documents: Lesson Plans, Evaluation Tools within the specific Apprenticeship Manitoba unit.

Submissions must include a balanced variety of supporting documentation to demonstrate adequate scope of technical training.

**Tip:** We do not require duplicates of supporting program documents within a submission package. If one of your Course Outlines is referenced more than once, place the one (1) copy in the first reference. For every other unit that refers to that Course Outline, include a note to indicate where the outline is located.

<b>A1 Orientation I: Structure and Scope of Marine and Outdoor Power Equipment Technician Trade Learning</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours):▶			

<b>A2 Trade Safety Awareness</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours):▶			

<b>A4 Tools and Equipment</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours):▶			

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[manitoba.ca/tce/apprent/apprentice/curriculum.html](http://manitoba.ca/tce/apprent/apprentice/curriculum.html)*

<b>A5 Communication and Computer Skills</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

<b>A6 Fluids and Lubricants</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

<b>A7 Fasteners, Bearings and Sealants</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

<b>A8 Unit Assembly and Seasonal Preparation</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names (attach Course Outline(s))	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

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<b>A9 Trade Related Documents</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours):▶			

<b>B1 Trade Mathematics I</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours):▶			

<b>C1 Fundamentals of Engines</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours):▶			

<b>D1 Primary Drive Systems</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours):▶			

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<b>E1 Fuel Systems I</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

<b>E3 Exhaust Systems I</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

<b>F2 Steering Systems I</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

<b>F6 Wheels/Tracks and Undercarriages</b>		<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
Course names	Course credit codes/numbers	Time Allocated (Hours) Theory and Practical	
Unit total (hours): ►			

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<b>G1 Electrical Principles I</b>	<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
	Course names	Course credit codes/numbers
Unit total (hours):▶		

<b>G3 Batteries</b>	<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
	Course names	Course credit codes/numbers
Unit total (hours):▶		

<b>G7 Electrical Accessories</b>	<b>Include:</b> __ Lesson Plan __ Evaluation Tool __ Course Outline	
	Course names	Course credit codes/numbers
Unit total (hours):▶		

*It is the responsibility of the institution to demonstrate full coverage of the content requirements of each unit. Refer to Apprenticeship Manitoba website for detailed information at:  
manitoba.ca/tce/apprent/apprentice/curriculum.html*