



B.C. Class 1 Mandatory Entry-Level Training (MELT) Course Outline

DRIVER TRAINING SCHOOL NAME AND ADDRESS		DTC NUMBER
NAME OF PERSON COMPLETING THIS FORM	PHONE NUMBER	FORM COMPLETION DATE
EMAIL ADDRESS		

MELT Course Outline Instructions

Please provide an outline and description of how you intend to deliver the theory and in-yard portions of training. If you have your own course outline, you may submit that for review instead of using this form, provided that all of the required information is clearly contained in your outline.

You do not need to list topics or learning outcomes that are only touched on.

All MELT course outlines are to be submitted digitally and cannot be handwritten. Do not submit photocopies, scans, or photographs of printed outlines — original digital copies only.

Instructions for each column:

- **Day:** Note the day of each lesson. Use a separate line for different modules taught on the same day.
- **Lesson title:** insert the name of the lesson. If you are using a lesson provided by ICBC, put the title and “ICBC” after the title.
- **Main topics and activities:** list the main topic or activities taught, demonstrated, and practiced. If conducting in-yard lessons in small groups, insert “Group activity”.
- **Learning outcome number:** referring to the MELT framework, list the main learning outcome numbers covered in the lesson. If you’re using a lesson plan provided by ICBC, the learning outcomes are listed at the beginning of the lesson.
- **Est. time (minutes):** insert the estimated time for the lesson, not including breaks. It is acknowledged that actual time for lessons will vary slightly.

Planning your course: When planning your theory classes, up to three (3) hours of the Mandatory Theory Training can be reserved for the administration and review of written theory exams. For this reason, the theory portion of your course, not including written tests, can be a minimum of 44 hours. Ensure the administration/review of exams is included in this outline.

In the example below, the course has been planned with combination of theory and practical lessons, with the exception of air brakes single unit theory which is all in one day. The integration of theoretical and practical learning is mandatory.

Example: In-Class Theory Units

Day	Lesson title	Main topics and activities	Learning outcome numbers	Est. time (minutes)
1	Course introduction	Course requirements, overview of the trucking industry	1.1, 1.4	150
1	Vehicle components and systems	Function and relationship between various vehicle systems and components	2.1	150
2	Air brakes single unit (ICBC)	Single unit air brakes theory	10.1	420
3	Vehicle components review	Review of components and systems	2.1	45
3	Vehicle inspections (ICBC)	Inspection regulations and requirements, vehicle defects, inspection procedures for single unit and inspection reports	7.1, 7.2	120
3	Logbooks	Introduction to logbooks and hours of service	8.1	45
		...and so on...		

Example: In-Yard Practical Units

Day	Lesson title	Main topics and activities	Learning outcome numbers	Est. time (minutes)
1	Vehicle components and systems (ICBC)	Students explore various components of a tractor-trailer. Group activity.	2.1	120
3	Vehicle inspections including air brakes (ICBC)	Introduction to single unit vehicle inspections including air brakes. Instructor demo and student practice. Group activity.	7.1, 7.2, 10.1, 10.2	210
		...and so on...		

MELT Outline: (School Name) _____

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