

# Parts & Warehousing: Apprenticeship

Faculty of Trades and Technology	kpu.ca/trades
Implementation Date	01-Sep-2011
Start Date(s)	Varies
Admission Type	Fixed term
Enrolment Type	Limited enrolment
Program Type	Vocational
Credential Granted	No Credential
Offered At	Cloverdale
Format	Full-time
How to Apply	www.kpu.ca/admission

## DESCRIPTION

### *Get the skills that pay the bills!*

In BC, an individual can become certified as a Partsperson by completing the Parts apprentice program. Apprenticeship programs are designed to provide students the full scope of knowledge and applied skills necessary to perform the occupation. Apprentices have an employer to sponsor them and are registered with the Industry Training Authority (ITA).

KPU delivers in-school technical training; apprentices complete Parts & Warehousing level 1 followed by Parts apprenticeship levels 2 and 3. The in-school technical training for each level is 3 weeks in duration. Upon completion of level 1 and level 2 apprentices with sufficient work-based training hours will be eligible to write the Certificate of Qualification (CoQ) exam.

Additional information is available at: [http://www.kpu.ca/trades/automotive\\_warehousing.html](http://www.kpu.ca/trades/automotive_warehousing.html).

The pathway to becoming a certified Partsperson generally takes 3 years to complete the in-school technical training and 5040 work-based training hours. Apprentices will be eligible to write the Red Seal Inter-provincial Examination upon successful completion of all in-school technical training and work-based hour requirements. The Red Seal endorsement is recognized in all jurisdictions across Canada; additional information is at: [red-seal.ca](http://red-seal.ca).

Also see: Logistics & Distribution Apprenticeship.

## Employment Insurance (EI) Eligibility

Provincial program financial supports must be applied for online through the Apprentice Online Portal at <http://www.apprenticeonline.gov.bc.ca/>. It is recommended that apprentices apply for these supports four weeks in advance of the start of their technical training and application must be made no later than the first day of technical training.

## PROGRAM ADMISSION REQUIREMENTS

The following program admission requirements apply:

- Active apprentice registration in the BC Apprenticeship system.

- A valid Trade Worker Identification number from the Industry Training Authority (ITA-ID). If you do not have an ITA-ID, you will need to complete an apprenticeship registration form through the ITA ([www.itabc.ca](http://www.itabc.ca)) prior to admission (Level 1 through to 4). To determine your eligibility please consult with the Industry Training Authority prior to applying for admission.

**Note:** International student Application for Admission requires approval of the Dean.

## PROGRAM REQUIREMENTS

### Partsperson Level 1 (APRT 1010)

- Overview of Warehouse Operations
- Communications and Comprehensive Skills
- Warehouse Safety Skills
- Basic Materials Handling Operations and Procedures
- Materials Handling and Packaging Equipment
- Information Technology in Warehousing

### Partsperson Level 2 (APRT 1020)

- Parts Identification
- Standard Stock Recognition
- Catalogues
- Communication and Professionalism
- Sales Representatives Characteristics

### Partsperson Level 3 (APRT 1030)

- Inventory Control Procedures
- Merchandising
- Communication and Customer Care
- Introduction to Parts Business Management
- Financial Management

## CREDENTIAL AWARDED

KPU will report your in-school technical training completion information to the Industry Training Authority (ITA) in order for the ITA to determine credit towards your designated apprenticeship.