

# Parts & Warehousing: Apprenticeship

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

## DESCRIPTION

The Parts and Warehousing apprenticeships require apprentices to complete three levels of technical training, each 3 weeks in length, and 5040 hours of work-based training.

A Parts & Warehousing Person is involved in ordering, warehousing and keeping inventory control over parts and accessories for industries like the automotive, commercial transport, heavy duty, marine and warehousing sectors. They are responsible for helping these parts, accessories and warehouse products make their way from manufacturers to consumers, documenting and tracking their progress along the way from factories to warehouses to retail outlets.

See also: Logistics & Distribution Apprenticeship.

## PROGRAM ADMISSION REQUIREMENTS

In addition to Kwantlen's General university admission requirements, the following program admission requirements apply:

- An ITA Individual ID number (ITA-ID) is required. 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).

**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

### Logistics and Distribution Level 2 (ALOD 1020)

- Transportation and Traffic
- Intermediate Materials Handling Operations and Procedures
- Materials Identification
- Customer Services
- Warehouse Business Operations Measurements
- Communication and Professionalism

### Logistics and Distribution Level 3 (ALOD 1030)

- Fundamentals of Warehouse Business Management
- Fundamentals of Purchasing Procedures
- Fundamentals of Inventory Control Procedures
- Fundamentals of Quality Management
- Fundamentals of Workplace Supervisory Skills

## CREDENTIAL AWARDED

Upon successful completion of an apprenticeship level, Kwantlen will report your technical training completion information to the Industry Trade Authority (ITA) in order for the ITA to determine credit towards your designated apprenticeship.