

# Parts & Warehousing: Citation (Foundation)

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|-----------------------------------------|------------------------------------------|
| <b>Faculty of Trades and Technology</b> | kpu.ca/trades                            |
| <b>Parts &amp; Warehousing</b>          | kpu.ca/trades/<br>automotive_warehousing |
| <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>               | Citation                                 |
| <b>Offered At</b>                       | Cloverdale                               |
| <b>Format</b>                           | Full-time                                |
| <b>How to Apply</b>                     | www.kpu.ca/admission                     |

## DESCRIPTION

This 20 week program prepares students for employment in the parts and service industry. Utilizing various computerized software applications, students will become knowledgeable in various techniques in inventory management, ordering, billing, identification, processes, and customer service skills. Students will be provided opportunities to apply the practical skills taught throughout the program supporting the Cloverdale campus Auto Service Parts Department.

At the end of the Foundation program students will write the Parts & Warehouse Level 1 Certificate of Qualification (COQ) exam. Students who complete the Foundation program and COQ exam may be eligible for credit in Parts or Logistics Level 1 apprenticeship program and 300 work-based training hours.

Taking a foundation program can build the skills that employers are looking for. To progress as an apprentice you will need to find an employer who will sponsor your apprenticeship and register with the Industry Training Authority (ITA). When you are ready for career advancement; KPU delivers Parts Apprentice or Logistics Apprentice in-school technical training levels 2 and 3.

## STUDENT PROFILE

This program is suited for individuals who enjoy working with computers, inventory controls, automobiles, commercial or industrial equipment. Additional information is available at: [kpu.ca/trades/automotive\\_warehousing](http://kpu.ca/trades/automotive_warehousing).

## CAREER OPPORTUNITIES

Supply chain career opportunities can include manufacturing companies, warehouses, retail and wholesale establishments, mining, forestry and construction companies, repair shops, hospitals and other establishments. Progression to supervisory positions is possible with additional training and experience.

## PROGRAM ADMISSION REQUIREMENTS

In addition to KPU's General university admission requirements including the vocational-level English Proficiency Requirement, the following program admission requirements apply.

- English:
- Mathematics:
- Interview by an instructor

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

Recommend satisfactory physical health. Prior to applying, prospective students with mental or physical impairments, who may require program accommodations, should contact the Office of the Dean of Trades and Technology to discuss required skills and competencies, and a Disability Advisor at 604.599.3233 to ensure appropriate accommodations can be arranged.

## PROGRAM REQUIREMENTS

This program is offered Monday through Friday on a fixed intake basis. The program content encompasses:

- Stock handling procedures (shipping, receiving and inventory control)
- Office procedures and communications
- Standard stock and materials
- Parts Identification (Mechanical)
- Support systems (Mechanical)
- Support systems (Electrical)
- Frames and chassis
- Catalogue types and applications (Electronic, Paper and Fiche)
- Power trains

**Note:** Students must achieve 70% (B-) or better in practical exams and assignments.

### Required Courses:

|           |                                             |           |
|-----------|---------------------------------------------|-----------|
| PRTS 1100 | Parts Trade: Introduction and Safety        | 2 credits |
| PRTS 1110 | Warehousing Tasks and Parts Catalogues      | 3 credits |
| PRTS 1120 | Counter Duties and Basic Vehicular Systems  | 4 credits |
| PRTS 1130 | Mechanical Parts Introduction               | 3 credits |
| PRTS 1140 | Standard Stock, Lubricant and Shop Supplies | 2 credits |
| PRTS 1150 | Catalogues and Engine Components            | 2 credits |
| PRTS 1160 | Engine Support Systems                      | 3 credits |

## OTHER INFORMATION

### Special Equipment

Students will require appropriate steel-toed safety shoes or boots.

# CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Citation in Parts and Warehousing**.

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.