

# Logistics & Distribution: Apprenticeship

Faculty of Trades and Technology	kpu.ca/trades
Parts & Warehousing	kpu.ca/trades/ automotive_warehousing
Implementation Date	01-Sep-2011
Start Date(s)	Varies
Admission Type	Apprenticeship
Enrolment Type	Limited enrolment
Program Type	Vocational
Credential Granted	No Credential
Offered At	Cloverdale
Format	Full-time
How to Register	www.kpu.ca/apprentice

## DESCRIPTION

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

In BC, an individual can become certified Logistics or Distribution Technician by completing the Logistics & Distribution 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).

Logistics and Distribution involves the investigation of complaints regarding supply chain issues, the administration and maintenance of a customer complaints program, and the coordination of a customer feedback program. KPU delivers in-school technical training; apprentices complete Parts & Warehousing level 1 followed by Logistics & Distribution apprenticeship levels 2 and 3. The in-school technical training for each level is 3 weeks in duration. Upon each level completion apprentices with sufficient work-based training hours will be eligible to write the Certificate of Qualification (CoQ) exam. This is not a Red Seal program. Additional information is available at: [http://www.kpu.ca/trades/automotive\\_warehousing.html](http://www.kpu.ca/trades/automotive_warehousing.html).

Also see: Parts and Warehousing 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.

## GENERAL PREREQUISITES

The following 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 enrolling (Level 1 through to 4). To determine your eligibility please consult with the Industry Training Authority.

**Note:** International student enrolment requires approval of the Dean.

## PROGRAM REQUIREMENTS

Students complete either the Parts and Warehousing foundation program or the level 1 Partsperson (via employer sponsorship) in order to proceed to Logistics and Distribution levels 2 and 3 or Partsperson levels 2 and 3.

### 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

### 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

## OTHER INFORMATION

### Special Equipment

Students will require appropriate safety wear in conformance with WorkSafeBC regulations. A list of required tools will be provided by Admissions prior to starting this program.

## 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.