

Parts & Warehousing: Apprenticeship

Faculty of Trades and Technology	kpu.ca/trades
Program Type	Vocational
Credential Granted	No Credential
Offered At	Cloverdale
Start Date(s)	Varies
Intake Type	Apprenticeship
Format	Full-time
Instructional Cycle	Fixed-term
Curriculum Effective Date	01-Sep-2011
How to Register	www.kpu.ca/apprentice

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. Upon completion of level 3 students will be eligible to write both the level 3 exam and Red Seal Parts exam. Additional information is available at: kpu.ca/trades/automotive-warehousing.

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.

Training Schedules

KPU apprentice training schedules and waitlists are published on Kwantlen Course Search. Additional apprenticeship training opportunities are listed on Trades Training BC; this is the hub for BC's Public Trades Training Programs & Services.

Financial Supports for Apprentices

Apprentices may be eligible for financial support for the in-class portion of their training through the EPBC Apprentice Program Financial Supports. Application to this program must be made four to six weeks prior to the start of technical training. Information is available through WorkBC.

Apprentices must apply separately for Employment Insurance (EI) Benefits no later than the last week of work, or during the first week of training, or they will not be eligible to receive EPBC

Apprentice Program Financial Supports. EI information can be obtained by visiting Service Canada.

The Canada Apprentice Loan is an initiative of the Government of Canada. As of January 2015, apprentices can apply for up to \$4,000 in interest-free loans per period of in-school technical training. Information is available at the Canada Apprentice Loan Service Centre.

GENERAL PREREQUISITES

The following requirements apply:

- Completed KPU Apprentice Registration
- Active apprentice registration in the BC Apprenticeship system.
- 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) 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.

CURRICULAR REQUIREMENTS

Note: KPU Tech does not permit students to register in Apprenticeship Levels out of sequence.

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.