

Parts & Warehousing: Citation (Foundation)

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	Fixed term
Enrolment Type	Limited enrolment
Program Type	Vocational
Credential Granted	Citation
Offered At	Cloverdale
Format	Full-time
How to Apply	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 are 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.

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.