

# APPRENTICESHIP IN PARTS & WAREHOUSING

## At a Glance

### Faculty

kpu.ca/trades (<http://kpu.ca/trades/>)

### Area of Study:

### Academic Level:

Vocational

### Credential Granted:

### Intake Type:

- Open

## Description

In BC, an individual can become certified as a Partsperson by completing the Parts apprenticeship 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 SkilledTradesBC (<https://skilledtradesbc.ca/>).

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](http://kpu.ca/trades/automotive-warehousing) (<http://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](http://red-seal.ca) (<https://www.red-seal.ca/eng/w.2lc.4m.2.shtml/>).

## Training Schedules

KPU apprentice training schedules and waitlists are published on Kwantlen Course Search (<http://kpu.ca/registration/timetables/>). Additional apprenticeship training opportunities are listed on Trades Training BC (<https://www.tradestrainingbc.ca/>); 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 (<https://www.workbc.ca/discover-employment-services/apprentice-services/training-supports/>).

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 (<https://www.canada.ca/en/employment-social-development/corporate/portfolio/service-canada.html>).

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 (<https://www.pca-cal.ca/en/Home/>).

## Requirements

### General Prerequisites

The following requirements apply:

- Completed KPU Apprentice Registration (<http://kpu.ca/trades/apprenticeship-registration/>).
- Active apprentice registration in the BC Apprenticeship system.
- Valid Trade Worker Identification number from SkilledTradesBC. If you do not have a SkilledTradesBC ID, you will need to complete an apprenticeship registration form through SkilledTradesBC ([www.skilledtradesbc.ca](http://www.skilledtradesbc.ca)) (<https://skilledtradesbc.ca/>) prior to enrolling (Level 1 through to 4). To determine your eligibility please consult with SkilledTradesBC.

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.

Code	Title	Credits
APRT 1010	Partsperson Level 1	0
APRT 1020	Partsperson Level 2	0
APRT 1030	Partsperson Level 3	0

## Credential Awarded

KPU will report your in-school technical training completion information to SkilledTradesBC in order for SkilledTradesBC to determine credit towards your designated apprenticeship.

## Courses

### **APRT 1010 0 credits**

#### **Partsperson Level 1**

In this level, apprentices will complete the learning objectives as defined in the Industry Training Authority Program Outline (August 2009) for Parts and Warehousing. Topics include: Trade Science, Warehouse Operations, Communications and Comprehension Skills, Warehouse Safety Skills, Handling Operations and Procedures, Material Handling and Packaging Equipment, and Information Technology in Warehousing. Employment Insurance (EI) Eligibility Provincial program financial supports must be applied for online through the Apprentice Online Portal at [apprenticeonline.gov.bc.ca](http://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.

Level: VO

Prerequisite(s): 1. Valid Trade Worker ID Number (ITA ID #) 2. Active apprentice registration in the BC Apprenticeship system 3. Additional requirements mandated by the Industry Training Authority may be required, contact Apprenticeship Services for information.

### **APRT 1020 0 credits**

#### **Partsperson Level 2**

Topics include: Parts Identification, Standard Stock Recognition, Catalogues, Communication and Professionalism, and Sales Representatives Characteristics. Employment Insurance (EI) Eligibility Provincial program financial supports must be applied for online through the Apprentice Online Portal at [apprenticeonline.gov.bc.ca](http://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.

Level: VO

Prerequisite(s): 1. Valid Trade Worker ID Number (ITA ID #) 2. Active apprentice registration in the BC Apprenticeship system 3. Parts & Warehousing Foundation or Level 1 Technical Training

### **APRT 1030 0 credits**

#### **Partsperson Level 3**

Topics include: Inventory Control Procedures, Merchandising, Communication and Customer Care, Introduction to Parts Business Management, and Financial Management. Also see: Logistics & Distribution Apprenticeship. Employment Insurance (EI) Eligibility. Provincial program financial supports must be applied for online through the Apprentice Online Portal at [apprenticeonline.gov.bc.ca](http://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.

Level: VO

Prerequisite(s): 1. Valid Trade Worker ID Number (ITA ID #) 2. Active apprentice registration in the BC Apprenticeship system 3. Additional requirements mandated by the Industry Training Authority may be required, contact Apprenticeship Services for information