

Automotive Training
Standards Organization

APPRENTICESHIP INFORMATION

If you are interested in becoming an apprentice, or in registering as an employer of apprentices, you can obtain more information at our website:

www.autoapprentice.com

Or, you can email
Automotive Training Standards Organization at:

info@autoapprentice.com

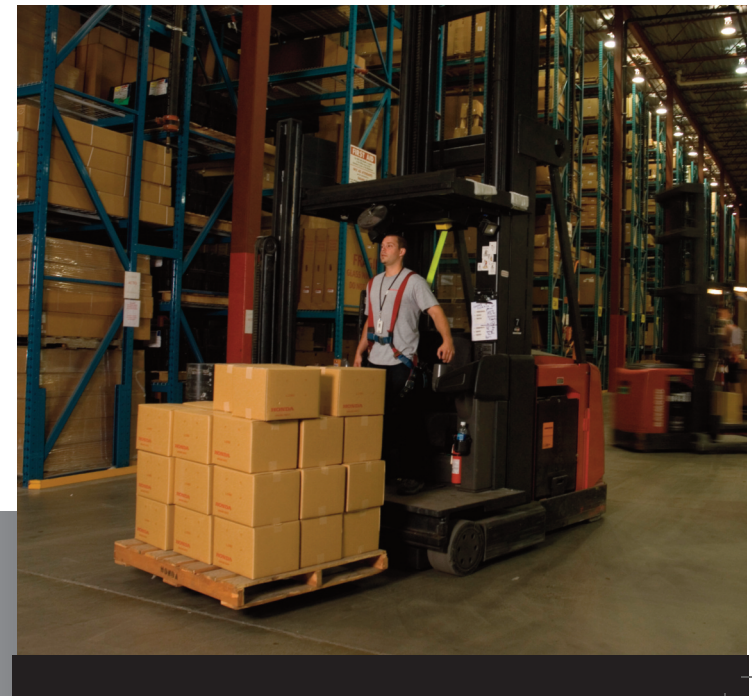
AUTOMOTIVE TRAINING STANDARDS ORGANIZATION
UNIT 1 - 8980 FRASERWOOD COURT
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www.autoapprentice.com

Automotive Apprenticeship... The Way To Go

Profiled Trade

Logistics & Distribution Person





Automotive Training Standards Organization

PARTS AND WAREHOUSING PERSON (LEVEL 1 DESIGNATION)

"Parts and Warehousing Person" refers to an individual who performs basic warehousing functions which include basic materials handling of all warehouse items, including automotive and industrial engines and equipment parts. This is an entry level position in which the trainee practices safety skills and has an introduction to warehouse operations, equipment and technology.

LOGISTICS & DISTRIBUTION PERSON (LEVELS 2 & 3 DESIGNATION)

"Logistics and Distribution Person" refers to an individual who orders, stores, inventories and distributes materials used in various fields that are stored in a warehouse concept.

Credential:

The trade is recognized in B.C. and an Industry Training Authority Certificate will be issued at the completion of each of the three levels.

Duration:

Each level typically takes 1 year to complete.

Program Completion Requirements:

Completion of 1680 hours in the workplace (for each level) and sponsor (employer) attestation.

Successful completion of 90 hours of in-school technical training for each level.

TECHNICAL TRAINING CONTENT

Level 1:

- Overview of Warehouse Operations
- Communications and Comprehension Skills
- Warehouse Safety Skills
- Basic Materials Handling Operations & Procedures
- Materials Handling & Packaging Equipment
- Information Technology in Warehousing

Level 2:

- Transportation and Traffic
- Intermediate Materials Handling Operations Procedures
- Materials Identification
- Customer Service
- Warehouse Business Operations
- Measurements

Level 3:

- Inventory Control Procedures
- Merchandising
- Communication and Customer Care
- Introduction to Parts Business Management
- Financial Management

MORE INFORMATION

Please Note:

This brochure is not meant to replace the official ITA Program Profile. For complete information on the Parts Person Program, including information on:

- Challenge Application
- Prior Work-Based Training Credit Application
- Training Institutions

Please go to the Industry Training Authority Website:

<http://www.itabc.ca/TrainingPrograms.php>

Click on:

Industrial Warehouseperson
(Please note that the name is in the
the process of being changed.)

**To find out about other automotive
apprenticeship trades, go to:**

www.autoapprentice.com