



#### 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](http://www.autoapprentice.com)

Or, you can email  
Automotive Training Standards Organization at:

[info@autoapprentice.com](mailto:info@autoapprentice.com)

AUTOMOTIVE TRAINING STANDARDS ORGANIZATION  
UNIT 1 - 8980 FRASERWOOD COURT  
BURNABY, BC V5J 5H7

[www.autoapprentice.com](http://www.autoapprentice.com)

## Automotive Apprenticeship... The Way To Go

*Profiled Trade*

**Partsperson**



## **PARTSPERSON**

"Partsperson" refers to an individual who orders, warehouses, merchandises, controls inventory and dispenses repair and replacement parts for the automotive, commercial transport, heavy duty, marine and related trades, involving internal combustion engines and drive trains, both at the wholesale trade and retail levels.

### **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, and upon successful completion of third level and the Red Seal Examination, an Inter-Provincial Red Seal Endorsement will also be issued.

### **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 and Procedures
- Materials Handling and Packaging Equipment
- Information Technology in Warehousing

### **Level 2:**

- Parts Identification
- Standard Stock Recognition
- Catalogues
- Communication and Professionalism
- Sales Representatives Characteristics

### **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:

[Partsperson](#)

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

[www.autoapprentice.com](http://www.autoapprentice.com)