

TRADE: PARTSPERSON 2 (0315)**PACKAGE INFORMATION:**

Please review the entire contents of this package prior to completing.

This package contains all of the information and forms you need to apply for *Credit of Prior Work-Based Experience hours* toward your apprenticeship for the trade of **Partsperson 2**. The purpose of this package is to assist you to submit the information your Current Sponsor must approve for ITA to credit you for prior work-experience.

As an apprentice, you may be granted credit for your previous relevant work-based practical experience with the approval of your current sponsor. There are two ways in which to obtain this credit:

- For previous work experience you gained with a different employer (or multiple employers), please have your Prior Employer(s) complete and sign a Prior Work Experience Declaration Form (Part B) detailing the hours and type of experience. You must then take this form(s) to your Current Sponsor for approval and signature.
- If your Prior Employer can no longer be contacted, you may complete an affidavit (*Statutory Declaration Form*) detailing the duration and type of experience for approval *by your Current Sponsor*.

Forms:

1. **Prior Work-Based Experience Declaration** (pages 2 & 3 of this package). *Note:* A Prior Work Experience Declaration form must be completed and signed by any Prior Employers where you have acquired work experience hours you want credited toward your current apprenticeship hours, and must be approved by your Current Sponsor.
2. **Statutory Declaration** (pages 4 and 5 of this package) to be completed by applicant *if required* and approved by your Current Sponsor. See page 4 for additional information on Statutory Declarations.
3. If you are submitting a Statutory Declaration Form, you must **mail** the *original* approved Prior Work-Based Experience Declaration Form to the ITA. Faxed or photocopies of the Declaration Form will not be accepted.

Process:

- Step 1:** Complete **Part A** on page 2 of the enclosed Prior Work Experience Declaration Form.
- Step 2:** Have each Previous Employer (Prior Employer) complete and sign a separate **Part B** (on page 3) of the Prior Work Experience Declaration Form. This will provide your Current Sponsor/Employer with your prior work experience history.
- Step 3:** Have your Current Sponsor/Employer sign **Part C** (on page 2) of the Prior Work Experience Declaration Form to approve the hours to be credited toward your current apprenticeship.
- Step 4:** Return the signed, completed form (**Parts A, C, and where applicable B**) to the Industry Training Authority at the above address.

If you have any questions regarding the completion of this prior work-based training hours credit application, contact **ITA Customer Service** (see above contact information) or send an email to: customerservice@itabc.ca

Please print clearly and return to the address noted above.

Prior Work-Based Experience Declaration Form

Part A. Apprentice's Information (To Be Completed by Applicant)

| | | |
|---|--------------------|---|
| Registration Number (TWID): | Apprenticeship ID: | Industry Training Program (Trade) Name: |
| Legal Last Name: | Legal First Name: | Legal Middle Name (s): |
| Current Apprenticeship Start Date (YYYY/MM/DD): | | |

Instructions to Apprentice:

Please complete **Part A** of the enclosed Prior Work-Based Experience Declaration form. Part B of the form must be then completed by each Prior Employer where you are requesting a credit of prior work-based experience hours toward your current apprenticeship training program. The completed form must then be signed off by your Current Sponsor for approval of your prior work-based experience hours. You must **mail** the *original* approved Prior Work-Based Experience Declaration Form to the ITA. Faxed or photocopies of the Declaration Form will not be accepted.

Instructions to Prior Employers:

Please complete **Part B** of the enclosed Prior Work-Based Experience Declaration form. The information you provide will be used to identify the applicant's work experience with your organization for review and approval by the applicant's Current Sponsor/Employer for the trade of **Partsperson 2**. The Declaration will provide the Current Sponsor with details on the hours and experience the applicant has performed with your organization related to the Trade of **Partsperson 2**.

Instructions to Current Sponsors for Prior Work Experience:

As outlined in the Industry Training Authority policy on *Credit for Prior Related Practical Experience*, apprentices who want credit for prior work-based training experience must submit to you (the Current Sponsor) for your approval documentation detailing the hours they have worked related to their apprenticeship.

Please review the contents of the completed Prior Work Experience Declaration form for this apprentice and complete **Part C** (below) of the form to indicate the number of work-based experience training hours you are approving for this applicant. Note: It is the responsibility of the Current Sponsor to decide how many hours of prior work experience will be approved toward this applicant's apprenticeship.

Part C. Current Sponsor – Approval of Prior Work-Based Experience Hours (To Be Completed by Current Sponsor/Employer)

| | | |
|--|---|-------------------------------|
| Date of Approval: | Total Number of Prior Work-Based Experience Hours Approved: | |
| Dates of Approved Prior Work Experience From: _____ To: _____ | | |
| Name of Current Sponsor: | Sponsor Registration No. | Signature of Current Sponsor: |

Please print clearly and return to the applicant.

Part B. Prior Work-Based Experience Description
(Important: To Be Completed by Prior Employer and returned to Applicant)

| | | | |
|---|----------------------------|---------------------------------------|--|
| Apprentice's Last Name: | | Apprentice's First Name: | |
| Name of Organization/Employer/Business: | Name of Reporting Sponsor: | Position / Title: | |
| Telephone Number: () | Fax Number: () | E-Mail Address: | |
| Dates of Prior Work-Based Training Experience (YYYY/MM/DD): | | Hours of Prior Work-Based Experience: | |
| Start Date: | End Date: | | |

| By checking "yes" or "no", indicate in the "Declaration Response" column whether the applicant performed the following tasks during the period of employment with the organization indicated on Part 1 of the Statutory Declaration. <i>Cross out any tasks that were not performed.</i> | Declaration Response |
|--|---|
| Parts Identification Recognize common measuring tools, engine components, fuel and induction system parts, common engine lubrication components, engine cooling and heating components, exhaust system components, bearing and seals, power train components, suspension and steering system components, breaking system components, motive power industrial electrical components, auto body parts and repair materials, air conditioning system components and handling, hydraulic system components, and implications of aftermarket accessories. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Standard Stock Recognition Recognize standard stock motive power items and core return procedures. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Catalogues Recognize catalogue information sourcing, cost quotation and selling related parts. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Communication and Professionalism Recognize effective oral communication skills, written communication skills, professional appearance, and conduct. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Sales Representative Characteristics Recognize traits of an effective sales representative, and methods of effective salesmanship. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |

I certify that the information I have provided is accurate. *(To be signed by Prior Employer.)*

| | |
|-------------|--------------------------|
| Date Signed | Prior Employer Signature |
|-------------|--------------------------|

Please print clearly and return to the address noted above.

Statutory Declaration – Part 2

| By checking “yes” or “no”, indicate in the “Declaration Response” column whether the applicant performed the following tasks during the period of employment with the organization indicated on Part 1 of the Statutory Declaration. <i>Cross out any tasks that were not performed.</i> | Declaration Response |
|--|---|
| Parts Identification Recognize common measuring tools, engine components, fuel and induction system parts, common engine lubrication components, engine cooling and heating components, exhaust system components, bearing and seals, power train components, suspension and steering system components, breaking system components, motive power industrial electrical components, auto body parts and repair materials, air conditioning system components and handling, hydraulic system components, and implications of aftermarket accessories. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Standard Stock Recognition Recognize standard stock motive power items and core return procedures. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Catalogues Recognize catalogue information sourcing, cost quotation and selling related parts. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Communication and Professionalism Recognize effective oral communication skills, written communication skills, professional appearance, and conduct. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |
| Sales Representative Characteristics Recognize traits of an effective sales representative, and methods of effective salesmanship. | Yes: <input type="checkbox"/> No: <input type="checkbox"/> |

I solemnly declare that the information provided in this Declaration, to the best of my knowledge, is true.

| | |
|------------------------|--------------------|
| Applicant's Signature: | Date: (YYYY/MM/DD) |
|------------------------|--------------------|

| This section to be completed by: | | Declaration of Official | |
|----------------------------------|---|--|---------------------------------|
| Last Name: | First Name: | | |
| Occupation: | <input type="checkbox"/> Commissioner for Oaths | <input type="checkbox"/> Notary Public | <input type="checkbox"/> Lawyer |
| Address: | | | |
| Telephone Number: () | Declared before me on Date: (YYYY/MM/DD) | | |
| Signed at: (City, Province) | Signature of Official: | | |