

## **PARTS AND WAREHOUSING PERSON 1**

---

### **Occupation Description**

"Parts and Warehousing Person 1" 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.

For detailed information on the scope of knowledge and skills taught and assessed in this program refer to the Program Outline, available on the ITA website.

### **Pathways to Certification**

In BC, an individual can become certified as a Parts and Warehousing Person 1 by completing the Parts and Warehousing Person 1 program or by challenging the certification. Apprenticeship programs are for individuals who have an employer to sponsor them and challenge programs are for individuals who have extensive experience working in the occupation and wish to challenge the certification.

Youth can begin an apprenticeship in high school through the Youth Train in Trades or Youth Work in Trades programs. The Youth Work in Trades program is available for any trade if an employer is willing to sponsor the student. Trades offered through the Youth Train in Trades vary by region; contact your local school district to find out which technical training programs are being offered through the Youth Train in Trades program in your region.

Foundation programs, where available, provide adults and youth who do not have work experience or employer sponsorship with an opportunity to gain the knowledge and skills needed to enter the occupation. Individuals who wish to enroll in a Foundation program must register directly with the training provider.

### **Recommended Education**

The following education is recommended for apprentices entering this occupation. These are not prerequisites, but rather a desired level of skill or knowledge that will contribute to success in the industry.

- Grade 10 or equivalent including English 10, Mathematics 10 and Science 10
- Preferred: Grade 12

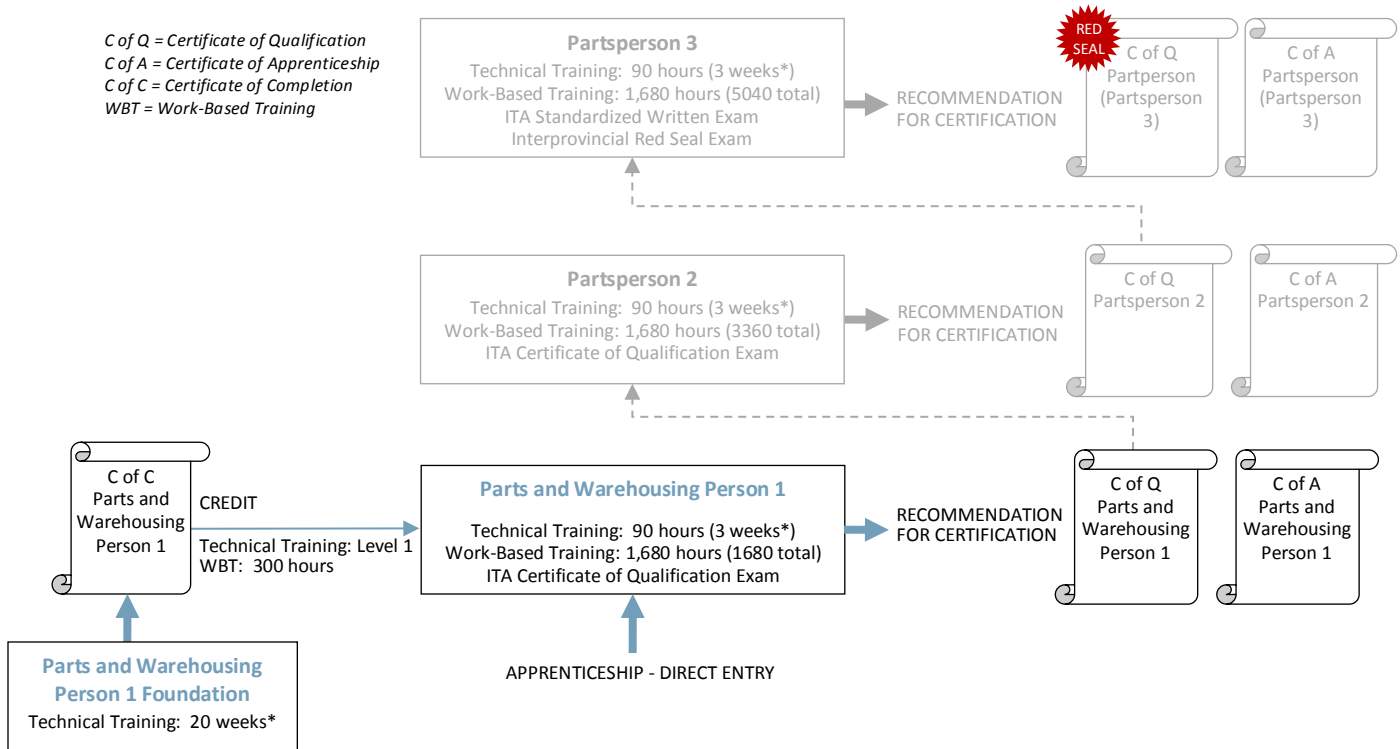
### **ITA Registration**

Individuals who wish to begin an apprenticeship in this program must register with ITA along with their sponsor. Application forms for all programs are available from the ITA website. Online registration is also available for most programs through the ITA website.

Those who wish to challenge the Parts and Warehousing Person 1 certification must complete the Parts and Warehousing Person 1 Challenge Application and submit it to the ITA. Challenge applications are assessed for proof of workplace hours and scope of experience prior to acceptance of the individual into the Challenge pathway.

**Apprenticeship Pathway**

This graphic provides an overview of the Parts and Warehousing Person 1 apprenticeship pathway illustrating a pathway to Red Seal certification as a **Partsperson (Partsperson 3)**.



*\*Suggested duration based on 30-hour week*

**CROSS-PROGRAM CREDITS**

*Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program*

None

**Apprenticeship Program Standards**

**Credentials Awarded**

- Partsperson (Parts and Warehousing Person 1) – Certificate of Qualification
- Partsperson (Parts and Warehousing Person 1) – Certificate of Apprenticeship

**Note:** Parts and Warehousing Person 1 Certificate of Qualification is a mandatory prerequisite for registration in Partsperson 2

**ITA Registration Prerequisites**

- Agreement signed by the employer to sponsor the apprentice

**Completion Requirements**

Certification as a Parts and Warehousing Person 1 is awarded upon successful completion of:

Requirement	Level of Achievement Required
Technical Training	Minimum 70% in technical training: <ul style="list-style-type: none"> <li>▪ 90 hours (or 3 weeks*)</li> </ul>
ITA Certificate of Qualification Exam	<ul style="list-style-type: none"> <li>▪ Minimum 70%</li> </ul>
Work-Based Training	<ul style="list-style-type: none"> <li>▪ 1,680 hours</li> </ul>
Recommendation for Certification	<ul style="list-style-type: none"> <li>▪ Recommendation for certification signed by the Sponsor and an individual holding credentials eligible for sign-off authority.</li> </ul>

(\*Assuming 30 hours in school per week)

**Program Duration**

Duration varies depending on how training is delivered, but the program generally takes 1 year to complete.

The technical training requirement is typically met through block-release training (full-time, at school) delivered by an ITA-approved training provider. It can also be met through approved alternative training models (e.g., distance education, online, part-time) and/or level challenge where these options are available.

**Sign-off Authority**

- Credentials eligible to sign-off on the Recommendation for Certification:
- Partsperson 3 – Certificate of Qualification
  - Partsperson – Certificate of Qualification
  - Partsperson – Interprovincial Red Seal endorsement
  - Industrial Warehouseperson – Certificate of Qualification
  - Industrial Engines and Equipment Partsperson – Certificate of Qualification
  - ITA-issued letter authorizing supervision and sign-off of apprentices in this occupation

**Challenging a Level**

- The following levels of technical training can be challenged for advanced placement in this program
- None

**Cross-Program Credits**

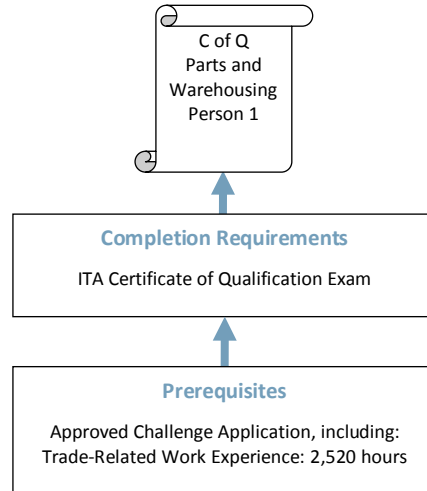
Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program

Credential	Credit(s) Granted
None	<ul style="list-style-type: none"> <li>▪ None</li> </ul>

### Challenge Pathway

This graphic provides an overview of the Parts and Warehousing Person 1 challenge pathway.

*C of Q = Certificate of Qualification*



**CROSS-PROGRAM CREDITS**

*Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program*

None

### Challenge Program Standards

<b>Credentials Awarded</b>	Parts and Warehousing Person 1 – Certificate of Qualification				
<b>ITA Registration Prerequisites</b>	An approved Challenge Application, which includes: <ul style="list-style-type: none"> <li>2,520 documented hours of directly related experience working in the occupation</li> </ul>				
<b>Credentials Entitled to Challenge</b>	Individuals who hold the credentials listed below are considered to have met the prerequisites for challenging this program. <ul style="list-style-type: none"> <li>None</li> </ul>				
<b>Completion Requirements</b>	Certification as a Parts and Warehousing Person 1 is awarded upon successful completion of: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Requirement</th> <th style="text-align: left;">Level of Achievement Required</th> </tr> </thead> <tbody> <tr> <td>ITA Certificate of Qualification Exam</td> <td> <ul style="list-style-type: none"> <li>Minimum 70%</li> </ul> </td> </tr> </tbody> </table>	Requirement	Level of Achievement Required	ITA Certificate of Qualification Exam	<ul style="list-style-type: none"> <li>Minimum 70%</li> </ul>
Requirement	Level of Achievement Required				
ITA Certificate of Qualification Exam	<ul style="list-style-type: none"> <li>Minimum 70%</li> </ul>				



## Foundation Program

Refer to the Apprenticeship pathway diagram for this program to see how the Parts and Warehousing Person 1 Foundation program fits into apprenticeship.

### Foundation Program Standards

Credentials Awarded	Parts and Warehousing Person 1 – Certificate of Completion				
Enrollment Prerequisites	Contact training provider. Prerequisites vary between training institutions				
Completion Requirements	A Certificate of Completion in this program is awarded upon successful completion of: <table><thead><tr><th>Requirement</th><th>Level of Achievement Required</th></tr></thead><tbody><tr><td>Technical Training</td><td>▪ Minimum 70%</td></tr></tbody></table>	Requirement	Level of Achievement Required	Technical Training	▪ Minimum 70%
Requirement	Level of Achievement Required				
Technical Training	▪ Minimum 70%				
Program Duration	Duration varies depending on how training is delivered, but program generally takes 20 weeks to complete, assuming 30 hours in school per week				
Credit toward Apprenticeship	Individuals who complete the Parts and Warehousing Person 1 Foundation program will receive the following credit toward completion of the Partsperson apprenticeship program: <ul style="list-style-type: none"><li>▪ Technical Training: Level 1</li><li>▪ Work-Based Training: 300 hours</li></ul>				



### **Supporting Documents**

Partsperson (Parts and Warehousing Person 1) Program Outline 2009 – Defines the full scope of knowledge and skills required to competently perform the occupation in BC. Available from the ITA website.

Partsperson National Occupational Analysis 2009 – Prepared by industry experts, under the guidance of the federal government, for Red Seal trades to define the national standard of competence for the trade. Available from the Red Seal website: [www.red-seal.ca](http://www.red-seal.ca).

### **Contacts**

The **Industry Training Authority** (ITA) manages B.C.'s industry training and apprenticeship programs. Contact ITA Customer service if you have any questions regarding registration, examinations or certification for this program.

Telephone: 778-328-8700  
Toll Free (within BC): 1-866-660-6011  
Website: [www.itabc.ca](http://www.itabc.ca)

Fax: 778-328-8701  
Email: [customerservice@itabc.ca](mailto:customerservice@itabc.ca)

### **Revision History**

The standards for this program were reviewed and/or updated on the dates below.

Program Standards Approved: May 2007  
Updated: May 2009  
Updated: July 2017  
Updated: October 2018

Program Profiles are updated regularly. Visit [www.itabc.ca](http://www.itabc.ca) for the most current version.