

## **PARTSPERSON 2**

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### **Occupation Description**

"Partsperson 2" 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.

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 Partsperson 2 by completing the Partsperson 2 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.

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

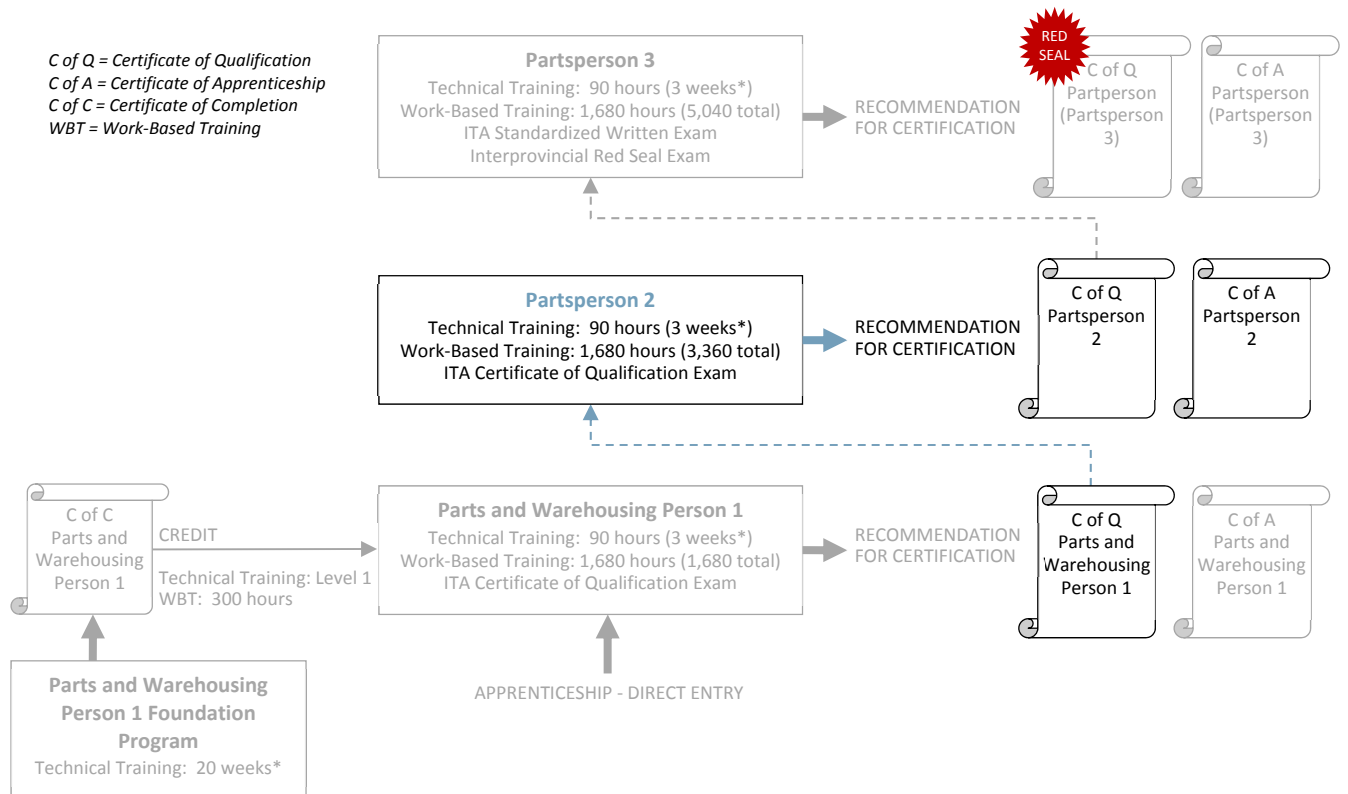
### **ITA Registration**

Individuals who wish to begin an apprenticeship in this program must register, along 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 Partsperson 2 certification must complete the Partsperson 2 Challenge Application and submit it to 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 Partsperson 2 apprenticeship pathway.



\*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



**INDUSTRY TRAINING PROGRAM PROFILE**  
**RECOGNIZED PROGRAM**

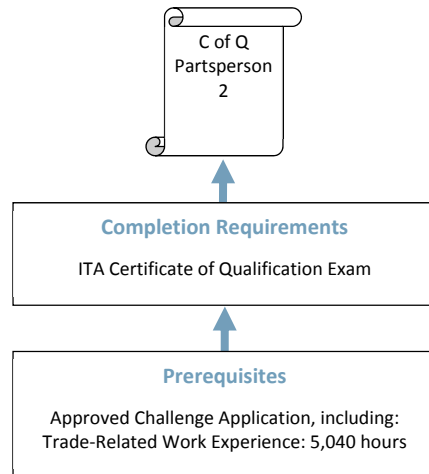
**Apprenticeship Program Standards**

Credentials Awarded	<ul style="list-style-type: none"> <li>▪ Partsperson 2 – Certificate of Qualification</li> <li>▪ Partsperson 2 – Certificate of Apprenticeship</li> </ul>										
ITA Registration Prerequisites	<ul style="list-style-type: none"> <li>▪ Agreement signed by the employer to sponsor the apprentice</li> <li>▪ Parts and Warehousing Person 1 – Certificate of Qualification</li> </ul> <p><b>Note:</b> Individuals with a Parts and Warehousing Person 1 Certificate of Qualification have also met the prerequisites to register in Logistics and Distribution 2</p>										
Completion Requirements	<p>Certification as a Partsperson 2 is awarded upon successful completion of:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Requirement</th> <th style="text-align: left;">Level of Achievement Required</th> </tr> </thead> <tbody> <tr> <td>Technical Training</td> <td>           Minimum 70% in technical training:           <ul style="list-style-type: none"> <li>▪ 90 hours (or 3 weeks*)</li> </ul> </td> </tr> <tr> <td>ITA Certificate of Qualification Exam</td> <td> <ul style="list-style-type: none"> <li>▪ Minimum 70%</li> </ul> </td> </tr> <tr> <td>Work-Based Training</td> <td> <ul style="list-style-type: none"> <li>▪ 1,680 hours</li> </ul> </td> </tr> <tr> <td>Recommendation for Certification</td> <td> <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> </td> </tr> </tbody> </table> <p>(*Assuming 30 hours in school per week)</p>	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>
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Program Duration	<p>Duration varies depending on how training is delivered, but the program generally takes 1 year to complete.</p> <p>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.</p>										
Sign-off Authority	<p>Credentials eligible to sign-off on the Recommendation for Certification:</p> <ul style="list-style-type: none"> <li>▪ Partsperson 3 – Certificate of Qualification</li> <li>▪ Partsperson – Certificate of Qualification</li> <li>▪ Partsperson – Interprovincial Red Seal endorsement</li> <li>▪ Industrial Engines and Equipment – Certificate of Qualification</li> <li>▪ ITA-issued letter authorizing supervision and sign-off of apprentices in this occupation</li> </ul>										
Challenging a Level	<p>The following levels of technical training can be challenged for advanced placement in this program:</p> <ul style="list-style-type: none"> <li>▪ None</li> </ul>										
Cross-Program Credits	<p>Individuals who hold the credentials listed below are entitled to receive partial credit toward the completion requirements of this program:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Credential</th> <th style="text-align: left;">Credit(s) Granted</th> </tr> </thead> <tbody> <tr> <td>None</td> <td> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul> </td> </tr> </tbody> </table>	Credential	Credit(s) Granted	None	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>						
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### Challenge Pathway

This graphic provides an overview of the Partsperson 2 challenge pathway.

*C of Q = Certificate of Qualification*



**CREDIT FOR PRIOR LEARNING**

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

None

### Challenge Program Standards

**Credentials Awarded**      Partsperson 2 – Certificate of Qualification

**ITA Registration Prerequisites**    An approved Challenge Application, which includes:

- 5,040 documented hours of directly related experience working in the occupation
- Parts and Warehousing Person 1 – Certificate of Qualification

**Credit for Prior Learning**      Individuals who hold the credentials listed below are considered to have met, or partially met, the prerequisites for challenging this program:

Credential	Credit(s) Granted
None	▪ N/A

**Completion Requirements**      Certification as a Partsperson 2 is awarded upon successful completion of:

Requirement	Level of Achievement Required
ITA Certificate of Qualification Exam	▪ Minimum 70%



### **Supporting Documents**

Partsperson (Partsperson 2) 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

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