

PARTS AND WAREHOUSING/ PARTSPERSON APPRENTICE: LEVEL 1-3

View on YouTube (<https://www.youtube.com/watch?v=Rx2Jkh7G3Fk>)

A Parts & Warehousing Person is involved in ordering, warehousing and keeping inventory control over parts and accessories for industries like the automotive, commercial transport, heavy duty, marine and warehousing sectors. They are responsible for helping these parts, accessories and warehouse products make their way from manufacturers to consumers, documenting and tracking their progress along the way from factories to warehouses to retail outlets. A Parts & Warehousing Person is often responsible for receiving goods and sorting incoming parts, supplies and materials in a warehouse atmosphere. They maintain shipping and receiving records on the amount, kind and location of parts and supplies shipped or received and process purchases and reconcile inventories with physical counts.

CMTN offers three levels (270hrs) of Parts and Warehouse/Partsperson Apprenticeship technical training.

Parts and Warehousing Level 1 [PDF] (<https://skilledtradesbc.ca/sites/default/files/2023-01/parts-and-warehousing-1-program-profile-december-2018.pdf>)

Parts Person Apprenticeship Level 2 [PDF] (<https://skilledtradesbc.ca/sites/default/files/2023-01/partsperson-2-program-profile-august-2014.pdf>)

Partsperson Apprenticeship Level 3 [PDF] (<https://skilledtradesbc.ca/sites/default/files/2023-01/partsperson-3-program-profile-august-2020-current.pdf>)

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Visit Apply to CMTN (<https://www.coastmountaincollege.ca/admissions/apply-to-cmntn/>) for an Admissions Checklist and to apply online.

Our Educational Advisors (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) are here to help if you have any questions or need guidance along the way.

Dates and locations

| Intake | Location |
|--------|----------|
| TBD | |

Parts & Warehousing 1

Line A Overview of Warehouse Operations

- A1 Describe ethical behavior in a warehouse environment
- A2 Describe the human rights statutes in British Columbia
- A3 Describe basic warehouse terminology and operations

- A4 Describe warehouse skill requirements
- A5 Describe warehouse technology
- A6 Describe the relationship of the warehouse to other divisions within an enterprise

Line B Communications and Comprehension Skills

- B1 Describe effective verbal communication skills
- B2 Describe basic written communication skills
- B3 Utilize various warehouse calculations

Line C Warehouse Safety Skills

- C1 Define basic first aid
- C2 Describe a safe work environment
- C3 Describe regulations and procedures for the transporting of dangerous goods
- C4 Review WHMIS
- C5 Describe safe lifting, carrying and repetitive strain injury
- C6 Define applicable environmental protection for the recycling of
- C7 Describe fire and emergency response procedures
- C8 Describe the components of a safety meeting

Line D Basic Handling Operations and Procedures

- D1 Describe receiving and related documentation
- D2 Analyze the distribution/stocking of incoming materials
- D3 Describe materials storage
- D4 Describe filing orders from stock
- D5 Describe the allocation of products
- D6 Describe packaging for the transportation of goods
- D7 Describe correct stock maintenance
- D8 Describe processing returned items

Line E Material Handling & Packaging Equipment

- E1 Describe appropriate small tools for package handling
- E2 Describe manual handling equipment
- E3 Describe forklift truck operation and safety
- E4 Describe narrow isle forklift truck operation and safety
- E5 Describe the safe operation of cranes and required rigging

Line F Information Technology In Warehousing

- F1 Describe information technology for warehousing
- F2 Describe ethical use of work computers

Parts Person 2

Line A Part Identification

- A1 Utilize common measuring tools
- A2 Identify engine components



- A3 Identify fuel and induction system parts
- A4 Identify common engine lubrication systems
- A5 Identify engine cooling and heating systems
- A6 Identify common engine exhaust system components
- A7 Identify various bearings and seals
- A8 Identify common power-train components
- A9 Identify common suspension and steering components
- A10 Identify common break system components
- A11 Identify components of common motive power industry electrical systems
- A12 Identify autobody parts and repair materials
- A13 Identify air-conditioning system components and safe handling procedures
- A14 Identify hydraulic system components
- A15 Discuss the implications of aftermarket accessories

Line B Standard Stock Recognition

- B1 Describe standard stock motive power items
- B2 Describe core return procedures

Line C Catalogues

- C1 Utilize catalogue information sourcing
- C2 Discuss cost quotation and selling related parts

Line D Communication and Professionalism

- D1 Discuss effective oral communication skills
- D2 Analyze effective oral communication skills
- D3 Describe professional appearance and conduct

Line E Sales Representative Characteristics

- E1 Describe the traits of an effective sales representative
- E2 Describe methods of effective salesmanship

Parts Person 3**Line A Inventory Control Procedures**

- A1 Describe inventory control systems
- A2 Describe inventory record keeping
- A3 Describe record entering
- A4 Describe stock classifications
- A5 Describe turn-over analysis
- A6 Describe effective inventory management
- A7 Analyze the factors that affect inventory
- A8 Analyze pricing structures

Line B Merchandising

- B1 Describe Merchandising
- B2 plan an efficient parts department

Line C Communication and Customer Care

- C1 Utilize effective written communication skills
- C2 Describe effective oral communication skills

Line D Introduction to Parts Business Management

- D1 Describe business types
- D2 Describe responsibilities of a department manager

Line E Financial Management

- E1 Describe the terms and functions of budgeting
- E2 Describe the accounting cycle
- E3 Analyze profitability data
- E4 Describe cash flow needs and forecasting
- E5 Describe risk management and safety procedures

Students entering Apprenticeship classes must be registered as an apprentice and submit a Trades Worker Identification (TWID) number upon application.

Recommended

- Grade 12 OR mature student
- Four credits of English at a Grade 10 level or equivalent AND
- Workplace Mathematics 10 (MWPM-10/WPM 10) or higher
- All levels must be completed in sequence

All apprentice levels

| Fees | Domestic | International |
|--------------------|----------|---------------|
| Full Time | 3 weeks | 3 weeks |
| Tuition | \$327.36 | |
| Mandatory Fees | \$108.06 | |
| Student Union Fees | \$56.38 | |
| Total Program Cost | \$491.80 | |

Fees effective August 1, 2025 for the 2025/26 academic year.

Career opportunities

Parts and Warehouse people work in a variety of different environments ranging from warehouses, repair facilities, dealerships, etc. Most work is done indoors and shift work is common. Good physical condition is important because the work often requires considerable standing, bending, lifting, pulling and reaching.

