

PARTS TECHNICIAN APPRENTICESHIP

2022/23



SCHOOL OF SKILLED TRADES

PARTS TECHNICIAN APPRENTICESHIP

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nwpolytech.ca/trades

PARTS TECHNICIAN APPRENTICESHIP

Parts technicians manage and dispense parts inventories, which may include automotive, heavy duty, farm implement, industrial, recreational vehicle, jobber, plumbing, electrical, etc. Parts technicians may be responsible for stock handling, identifying and cataloguing parts and assemblies as well as ordering, receiving, inspecting, sorting, pricing and selling, depending on business areas.

The specific duties a parts technician performs depend upon the size of the wholesale, retail or warehouse distribution business and the types of parts involved. Some businesses specialize in one line of equipment such as a particular line

of automotive parts; others stock parts for several makes of machinery as well as a wide variety of hardware supplies. In general, a parts technician sells supplies and parts, orders parts and keeps inventories, receives supplies and stores them according to a prearranged system, organizes and ships exchange parts and returns, keeps price lists and catalogues updated, prepares statements, submits bills, maintains records, and receives payments.

Parts technicians must be knowledgeable in the use of all in-house equipment, including computers, calculators, facsimile (fax) machine and materials handling equipment and be able to contribute to the operation and principles of operation of the business.

ADMISSION REQUIREMENTS

- ▶ At least 16 years old
- ▶ Meet the educational requirements for the trades:
 - English 10-2
 - Math 10-3
 - Or, a passing grade in all 5 GED tests

* Students should be aware that some employers may require a high school diploma as a prerequisite for employment.

** Mature students lacking the educational requirements may also be admitted with a successful Entrance Exam.

ATTEND TRAINING

Once enrolled at NWP, you must attend on the start date specified. If you cannot attend on this date, contact NWP immediately.

PROGRAM LENGTH

The Parts Apprenticeship term is 3 years (three 12-month periods) including a minimum of 1500 hours of on-the-job training for each year, 6 weeks of technical training in the first and third years and 8 weeks of technical training in the second year.

THE PROCESS

Once hired you will enter a contract with your employer. This contract is then registered with the Apprenticeship and Industry Training (AIT) branch of Alberta Advanced Education and Technology. AIT will issue you an apprenticeship record book. A mytradesecrets (MTS) account can be set up via the Tradesecrets website (tradesecrets.alberta.ca). A MyAlberta Digital ID is required to set up your MTS account and apply for AIT programs. The Tradesecrets website is where you can print your ID card, view the training opportunities available for your chosen trade for the academic year (July 1 to June 30), and apply for your preferred intake. Full tuition fees are due and payable at the time of application.

GRADUATION

When all training has been completed, provincial examinations may be set by industry and the Government of Alberta. Upon completion of the program, you will be certified by the province as a qualified tradesperson or Journeyperson. You may also write your Interprovincial Exam to receive Journeyperson Red Seal Status and continue with NWP to pursue your Blue Seal designation.

TO APPLY OR REGISTER

Apply to be a registered apprentice with Apprenticeship & Industry Training (AIT). Register with Northwestern Polytechnic for the course; the application and tuition fees must be paid prior to your application being processed.

CONTACT STUDENT SERVICES:

TF 1-888-822-2250

E apprenticeship@nwpolytech.ca nwpolytech.ca/apply

FOR FURTHER INFORMATION:

T 780-539-2066

E experience@nwpolytech.ca