

PARTS TECHNICIAN

First-year Apprentice Learning Plan

Please indicate in the appropriate course column the skills to be focused on in this 125-hour course.
Feel free to add skills specific to your work site.

Trade Skills and Tasks	RAP 15 125 hrs	RAP 25A 250 hrs	RAP 25B 375 hrs	RAP 25C 500 hrs	RAP 35A 625 hrs	RAP 35B 750 hrs	RAP 35C 875 hrs	RAP 35D 1000 hrs
	RAP 1655	RAP 2655	RAP 2656	RAP 2657	RAP 3655	RAP 3656	RAP 3657	RAP 3658
Demonstrates basic calculation and measurement specific to trade (metric/imperial)								
Handles the delivery, receipt and inspection of parts and freight								
Packages parts for shipping and schedules pickups and deliveries								
Advises staff of rates and schedules								
Identifies product makes, models and years								
Determines the location of a part on a vehicle or on equipment								
Checks cross-reference guides								
Accesses the automated parts system								
Interprets on-screen parts inquiry information								
Creates back orders and special orders								
Accesses the computerized cataloguing system								
Prepares part price estimates								
Enters a part to the work order								
Greets customers								
Demonstrates effective telephone techniques								
Identifies customer needs								
Initiates credit applications								
Maintains security in the stock area								
Takes physical inventory								
Has knowledge of basic inventory control								
Assists other parts staff								

Note: These skills and tasks are taken directly from the *Apprenticeship and Industry Training Record Book* (Blue Book) as a general guideline of the training required for a first-year RAP student.

Employer's Signature

Student's Signature

Off-campus Coordinator's Signature