

★ OFFICIAL PROGRAM STANDARDS NOTIFICATION ★**Issued: October 9, 2009****Programs: Parts & Warehousing 1, Partsperson 2 & Partsperson 3**

To: ITA Training Providers
Automotive Training Standards Organization (ATSO)
Automotive Service Technician Articulation Committee
ACE IT School Districts

RE: **REF: 2009 015.1**
IMPLEMENTATION OF NEW PARTSPERSON APPRENTICESHIP PROGRAMS

Timing: Effective: Immediately

Information: Please be advised that program standards for the new Parts & Warehousing 1, Partsperson 2 and Partsperson 3 apprenticeship programs have been approved by the ITA. Program profiles and program outlines are available on the ITA website at www.itabc.ca.

Training delivery based on the new program outlines is effective immediately.

Background

The review process has involved extensive consultation with industry and training providers. The new standards are a result of a two-year review conducted by the Automotive Training Standards Organization (ATSO) and include:

- two new distinct apprenticeship programs (Parts & Warehousing 1 and Partsperson 2, each resulting in a provincially recognized Certificate of Qualification;
- content that represents the current needs of the parts industry; and
- a modification and name change for the current accredited Partsperson apprenticeship program to Partsperson 3. The inter-provincial (Red Seal) endorsement will be affixed to the Partsperson 3 program.

The new standards also include changes to work-based training. Apprentices registered in Parts & Warehousing 1, Partsperson 2 or Partsperson 3 are required to complete 1,680 work-based training hours per program.

Individuals may progress from one program to another immediately after completing all of the program requirements and receiving their Certificate of Qualification (e.g., registration in Partsperson 2 is permitted after the apprentice has received a

Certificate of Qualification for Parts & Warehousing 1). Individuals are required to complete and submit a new Apprentice and Sponsor registration form for each program.

Transition of Current Apprentices

The ITA, in cooperation with ATSO, has developed an implementation plan to transition apprentices registered in the Partsperson program to the new programs. Apprentices will be transitioned to the appropriate program based on the level of in-school training they have completed to date.

A letter will be sent to all registered Partsperson apprentices and their sponsors informing them of the changes to the program and the transition process. The transition is scheduled to begin immediately.

Assessment

In-school Training

Training providers delivering Parts & Warehousing 1, Partsperson 2 or Partsperson 3 in-school training are required to enter the following assessment result for each apprentice in ITADirectAccess:

- An in-school mark in the form of a percentage (min. 70% is required for a pass)

The in-school mark is a combined theory and practical assessment determined on the basis of:

- Theory and practical subject competencies. A table showing the competencies, theory and practical percentage weightings for each competency is provided in the attached Assessment Guidelines document.
- The theory subject competency mark is calculated based 100% on accumulated competencies.
- The practical subject competency mark is calculated based 100% on accumulated competencies.
- The final in-school mark for entry in ITA DirectAccess is calculated by applying a weighting of 50% to the final theory result and a weighting of 50% to the practical result and then adding the two results together. Refer

to the Assessment Guidelines document.

Successful completion of the in-school training for each program is defined as a final score of 70% or greater.

ITA Standardized Level Examinations

There are no ITA standardized level exams for either the Parts & Warehousing 1 or Partsperson 2 programs. Apprentices in these programs are however, required to write a Certificate of Qualification exam (see below).

Apprentices registered in the Partsperson 3 program are required to write an ITA standardized level examination. A score of 70% or greater is required for a pass.

An ITA standardized level exam for the Partsperson 3 program has been developed and is currently being field tested. Once finalized, this exam will replace the proprietary theory level exam being used by training providers.

Designated private training providers would ordinarily be expected to arrange an ITA invigilated exam for each level of in-school training. An exception is being made to allow private training providers to use a proprietary exam during the field testing of the ITA standardized level exams.

ATSO is responsible for the administration and invigilation of exams being field tested. Field testing is being conducted by ATSO at a limited number of training provider sites. Training providers will be notified when the ITA standardized exam is ready for use.

Questions regarding the administration of field testing should be directed to: Lloyd Stamm at the Automotive Training Standards Organization (ATSO) at Lloyd@autoapprentice.com or (604)-419-3626.

Certificate of Qualification (C of Q) Exam

Parts & Warehousing 1 and Partsperson 2 apprentices are required to write a C of Q exam and achieve a mark of 70% or greater after completing their in-school training, in order to be certified.

C of Q exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the C of Q exam and score and record exam results in ITADirectAccess.

Interprovincial (Red Seal) Examination

Partsperson 3 apprentices are required to write the Partsperson Inter-provincial (Red Seal) exam in order to be certified. A score of 70% or greater is required for a pass.

Inter-provincial (Red Seal) exams may be requested by training providers via the usual ITA procedure.

The ITA will administer and invigilate the Inter-provincial (Red Seal) exam and score and record exam results in ITADirectAccess.

Parts & Warehousing 1 Foundation program

Training providers are requested to submit results for students completing the Parts & Warehousing 1 Foundation program via the usual ITA process for submitting Foundation program results.

Additionally, students who successfully complete the Parts & Warehousing 1 Foundation program are eligible to write the Parts & Warehousing 1 Certificate of Qualification exam for credit towards an apprenticeship program in the future. A score of 70% or greater is required for a pass.

Certificate of Qualification exams may be requested by training providers via the usual ITA procedure. Training providers are also requested to have students complete an ITADirectAccess Registration form available at www.itabc.ca. These forms should be submitted together with the Exam Request Form to the ITA six weeks prior to the scheduled exam date.

The ITA will administer and invigilate the C of Q exam and score and record exam results in ITADirectAccess.

**For more
information
contact:**

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