

★ OFFICIAL PROGRAM STANDARDS NOTIFICATION ★**Issued: November 5, 2009**

**Programs: Parts & Warehousing 1 Apprenticeship
Logistics & Distribution 2 Apprenticeship
Logistics & Distribution 3 Apprenticeship
Parts & Warehousing Person 1 Foundation**

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

**RE: REF: 2009 018
IMPLEMENTATION OF NEW LOGISTICS AND DISTRIBUTION PROGRAMS**

Timing: Effective: Parts & Warehousing 1 – Immediately
Logistics & Distribution 2 – January 1, 2010
Logistics & Distribution 3 – January 1, 2010
Parts & Warehousing Person 1 Foundation - Immediately

Information: Please be advised that program standards for the new Parts & Warehousing 1, Logistics & Distribution 2 and Logistics & Distribution 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 Parts & Warehousing 1 program outline is effective immediately; training delivery based on the new Logistics & Distribution 2 & 3 program outlines is effective January 1, 2010.

Background

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

- two new, distinct apprenticeship programs (Parts & Warehousing 1 and Logistics & Distribution 2), each resulting in a provincially recognized Certificate of Qualification;

- a name change of the current Industrial Warehousing apprenticeship program to Logistics & Distribution 3; and,
- program content which represents the current needs of the warehousing industry.

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

Individuals may progress from one program to another after completing all of the credential program requirements. The Certificate of Qualification for each program requires apprentices to successfully complete the in-school training, the C of Q exam and the 1680 work-based hours (e.g., registration in Logistics & Distribution 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 current Industrial Warehousing apprenticeship 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 Industrial Warehousing apprentices and their sponsors informing them of the changes to the program and the transition process. The transition is scheduled to begin in November 2009

Assessment

In-school Training

Training providers delivering Parts & Warehousing 1, Logistics & Distribution 2 or Logistics & Distribution 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 the Parts & Warehousing 1 and the Logistics & Distribution 2 and 3 programs. Apprentices in these programs are however, required to write a Certificate of Qualification exam (see below).

Certificate of Qualification (C of Q) Exam

Apprentices registered in Parts & Warehousing 1 and Logistics & Distribution 2 & 3 are required to write a C of Q exam and achieve a mark of 70% or greater after completing each level of 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.

Parts & Warehousing Person 1 Foundation program

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

Additionally, students who successfully complete the Parts & Warehousing Person 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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ASSESSMENT GUIDELINES

Programs: **Parts & Warehousing 1 Apprenticeship**
 Logistics & Distribution 2 Apprenticeship
 Logistics & Distribution 3 Apprenticeship
 Parts & Warehousing Person 1 Foundation

Requirements: **In School Training**

Training providers delivering Parts & Warehousing 1, Logistics & Distribution 2 or Logistics & Distribution 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 Grading Sheet section.
- 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 the Parts & Warehousing 1 and the Logistics & Distribution 2 and 3 programs. Apprentices in these programs are however, required to write a Certificate of Qualification exam (see below).

Certificate of Qualification (C of Q) Exam

Apprentices registered in Parts & Warehousing 1 and Logistics & Distribution 2 & 3 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.

Parts & Warehousing Person 1 Foundation program

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

Additionally, students who successfully complete the Parts & Warehousing Person 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.

Grading Sheet: Subject Competencies and Weightings Tables

Program:		Parts & Warehousing 1 apprenticeship	
In-school Training:		Parts & Warehousing 1	
ITADirectAccess Code:		0314PW01	
Line	Subject Competencies	Theory Weighting	Practical Weighting
A	Overview of Warehouse Operations	20%	10%
B	Communications and Comprehensive Skills	20%	30%
C	Warehouse Safety Skills	10%	10%
D	Basic Materials Handling Operations & Procedures	30%	40%
E	Materials Handling and Packaging Equipment	15%	10%
F	Information Technology in Warehousing	5%	0%
	Total	100%	100%
	Parts & Warehousing 1 in-school mark weighting	50%	50%
	Parts & Warehousing 1 in-school mark	X%	

Program:		Logistics & Distribution 2 apprenticeship	
In-school Training:		Logistics & Distribution 2	
ITADirectAccess Code:			
Line	Subject Competencies	Theory Weighting	Practical Weighting
A	Transportation and Traffic	10%	5%
B	Intermediate Materials Handling Operations and Procedures	20%	0%
C	Materials Identification	25%	20%
D	Customer Service	25%	30%
E	Warehouse Business Operations Management	10%	20%
F	Communication and Professionalism	10%	25%
	Total	100%	100%
	Logistics & Distribution 2 in-school mark weighting	50%	50%
	Logistics & Distribution 2 in-school mark	X%	

Program: In-school Training: ITADirectAccess Code:		Logistics & Distribution 3 apprenticeship Logistics & Distribution 3	
Line	Subject competencies	Theory Weighting	Practical Weighting
A	Fundamentals of Warehouse Management	40%	40%
B	Fundamentals of Purchasing Procedures	10%	10%
C	Fundamentals of Inventory Control Procedures	15%	5%
D	Fundamentals of Quality Management	10%	5%
E	Fundamentals of workplace Supervisory Skills	25%	40%
	Total	100%	100%
	Logistics & Distribution 3 in-school mark weighting	50%	50%
	Logistics & Distribution 3 in-school mark	X%	