

PARTS & WAREHOUSING

Foundation Trades Training for Secondary School Students

Hosted by School District No. 73 and Thompson Rivers University

Program Description:

This course covers all the aspects necessary for the student to function in a warehouse or parts department situation. Topics included are: shipping and receiving, identification of parts, engine, power train, chassis and support systems - fittings and fasteners, tools, catalogue types and application conversions, communication with customers, safety and warehousing, inventory control, business machine operation, basic computer operation, computer inventory control, sales and merchandising.

Topics:

Warehousing	Catalogues	Equipment Operation and
Storage Equipment	Product Knowledge	Maintenance
Receiving Procedures	Basic Vehicular Systems	Administration
Shipping Procedures	Warning and Protective	Back Talk
Safe Work Procedures	Device	
	Human Relations	

Benefits of Attending a SD 73/TRU-hosted Foundation Program:

- Early admission to post-secondary studies while still in secondary school
- **No post-secondary tuition fees while enrolled in a SD 73/TRU-hosted Foundation Program (a savings of over \$1,900).** Students are responsible for some program costs – such as books and/or training guides, personal safety equipment – see page 2 of the application for details.
- Obtain 20 Grade 12 credits for your high school diploma, the TRU Parts and Warehousing Foundation Certificate as well as credit for level one technical training of the Parts and Warehousing Apprenticeship all in one semester (5 months)!
- Get a jump-start into a rewarding trade career

Who is Eligible to Apply for the 2009 SD 73/TRU-hosted Parts & Warehousing Foundation Training Program?

- There are five (5) seats available for secondary school students for the Fall 2010 training option
- Students must be born after September 30, 1991 to allow them to participate in post-secondary training during their Grade 12 school year
- Students attending a SD 27, SD58, SD 73 or SD 74 Secondary School, who are currently in Grade 10, are eligible to apply prior to the **early application deadline of April 9, 2009**. Grade 10 students from other school districts should contact their school counselor to discuss their eligibility. If approved by the local district, the student should then submit an application prior to the early application deadline to be eligible for selection for any seats remaining after the SD 27, SD 58, SD 73 and SD 74 seat assignments are completed.
- Applications received after the April 9, 2009 early application deadline will be assessed on a first-come-and-qualified, first-served basis. Qualifying students will be assigned to any remaining seats or added to program waitlist.

SD 73/TRU-Hosted Parts and Warehousing Foundation Training

What credentials can I earn with this Program?

Upon completion of this program, the student will obtain the TRU Parts and Warehousing Foundation Certificate. The student may be granted up to full credit for the in-school training required for the first year of the Parts and Warehousing Apprenticeship Program.

What further training do I qualify for?

Upon becoming indentured as an apprentice, receiving ITA credit for first level apprenticeship in-school training (see <http://www.itabc.ca> for more info), and fulfilling the first level apprenticeship work experience requirement, the student will be eligible to enter the second level of apprenticeship training in either the Partsperson or Logistics/Distribution Program. Upon successful completion of the second and third levels of the apprenticeship program, the student will be eligible to write the inter-provincial exam to gain journeyman certification.

How do I Apply?

Application forms and brochures are available via the TRU Transitions Webpage:

www.tru.ca/trades/transition

Please contact your local school counselor to assist you with the application process. If you require further information, please contact Leslie Matthews: (250) 828-5109 or email: ljmatthews@tru.ca.

Application Requirements:

- Full Grade 9 background (with no failed core courses) and maintain a passing grade level in current Grade 10 studies
- Interview with secondary school counselor (to select courses and review the SD 73/TRU application)
- All sections of the SD 73/TRU application form must be completed, a copy of the final Grade 9 and current Grade 10 report cards & attendance records.

Note: AFTER reviewing submitted applications, qualifying students may be contacted to arrange an application orientation with a TRU instructor for the applicant and parent/guardian, prior to conditional acceptance into the program.

Prerequisites for the Start of Post-Secondary Training:

Admission Requirements:	<ul style="list-style-type: none">• A full Grade 10 background (no failed core courses)• Students will successfully complete all Grade 11 and 12 core courses during their Grade 11 school year<ul style="list-style-type: none">It is strongly recommended that a student obtain a minimum C average in:<ul style="list-style-type: none">• Applications or Principles of Math 11 <i>see last page of this brochure for more details regarding Math options</i>• English 12 or Communications 12• Student will ensure all Grade 10 and 11 report cards & attendance records are faxed to the TRU Transitions office, attn: Leslie Matthews, (250) 828-5492, as soon as they are available.• Student must write the Accuplacer Exam by March 12, 2010 and must obtain a successful placement no less than 30 days prior to start of training.• A successful medical exam
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SD 73/TRU-Hosted Parts and Warehousing Foundation Training

Two-Year Training Schedule:

- **September 2009 – June 2010:**
 - Complete all Grade 11 and 12 core courses required for graduation, plus the electives of your choice
- **By March 11, 2010:**
 - Obtain satisfactory score on Accuplacer exam(see next page)
- **Spring 2010:**
 - IF Accuplacer scores are not acceptable, student has the option to take the necessary Math or English upgrading courses during the spring of 2010 – student must commit in writing to this upgrading by April 17, 2010 to maintain his/her seat in the program. Student is responsible for booking and paying for any Accuplacer rewrites necessary. A successful Accuplacer rewrite is required no later than 30 days prior to the start of Post Secondary training.
- **June 2010:**
 - Prior to the start of post-secondary training, student and parent/guardian must attend a Parts & Warehousing program orientation session
 - During the orientation session, the instructor will confirm the list of materials the student will need to purchase i.e. Learning guides and manuals, calculator, etc. (Approximate cost: \$500.00)
 - Student will be required to pay the TRU \$25 application fee at this time – see page 2 of the SD 73/TRU application for more details on program costs that the student must be responsible to pay.
 - Student will require a successful medical exam prior to start of class
- **September 2010 – January 2011:**
 - Complete SD 73/TRU-hosted Parts and Warehousing Foundation program at TRU Kamloops (student is responsible for transportation/accommodations costs)
 - Student will receive twenty Grade 12 credits upon completion of the TRU Parts & Warehousing Program

February – June 2011:

- Complete four Grade 11/12 courses of your choice at your local secondary school (or, if you have met all grad requirements – make sure you confirm this with your high school counselor - see Summer 2011 plan and get a head start on your apprenticeship work experience hours!)
- **Summer 2011:**
 - Find an employer who will hire and indenture you as their Parts & Warehousing apprentice, submit a copy of your TRU Parts & Warehousing Foundation Certificate with your apprenticeship application to the Industry Training Authority, and request confirmation from the ITA that they will grant you credit for the first level of in-school training for Parts & Warehousing apprenticeship.

NOTE: Final funding & scheduling decisions may affect seat availability, training length (which may affect start/end dates). Delivery of all programs is subject to funding approval by the Industry Training Authority and TRU.

Entrance Requirements for: SD 73/TRU – Hosted Foundation Mechanical Programs

“bridging secondary and post-secondary education”

The TRU Mechanical Trades Faculty has set the entrance requirements for secondary school students who are applying for any of the 2009 SD73/TRU-hosted Foundation Mechanical programs. The following information provides details of these requirements:

- **Accuplacer Exam:** Applicants for all 2009 SD73/TRU hosted Foundation programs must write the Accuplacer exam. Applicants must obtain the minimum placement level on the Accuplacer exam, as indicated below.
- **Writing the Accuplacer Exam:**
Applicants will write the Accuplacer exam prior to March 11, 2010. Students write the Accuplacer exam at the TRU Assessment Centre. Booking is done through the TRU Assessment Centre Coordinator, Cindy James - phone: (250) 828-5471 or email cjames@tru.ca. Applicants are responsible for the Accuplacer exam fee (currently \$30). Detailed information about Accuplacer testing at TRU is available on the TRU Assessment Centre website at:

www.tru.ca/staffairs/assmnt/testservice/accuplacer.html

SD 73/TRU-hosted Foundation Mechanical Trade Entrance Standards

• Required Placements for the Accuplacer Exam:	Math*	English*
Automotive Service Technician	050	050
Heavy Duty/Commercial Transport Mechanic	050	050
Parts and Warehousing	050	050
Power Sports and Marine Equipment Technician	050	050
Welding Level C	050	050

*(*050 is approximately equivalent to Grade 11)*

- **Math Requirement:**
 - **Applications of Math 11 or Principles of Math 11 are strongly recommended** for these programs.
 - Essentials of Math 11 will be accepted under the following conditions:
 - The student should obtain a **minimum 65%** final mark for Essentials of Math 11 **plus** obtain a minimum 60% average for all other Grade 11 & 12 core courses.
 - The student must obtain a minimum 050 Math placement on the Accuplacer exam
- **Grade 12 Requirement:** Applicants must complete their Grade 11 and 12 core courses during their Grade 11 school year.

Note: Effective April 10, 2009, any remaining seats for the 2009 SD 73/TRU-hosted Foundation programs will be assigned on a first-come-and-qualified, first-served basis... so completed applications should be submitted to TRU Transitions, attn: Leslie Matthews (250) 828-5109 fax 828-5492, ASAP!