



RELEASE OF UPDATED TRAINING STANDARD LOG BOOK

Trade Name and Code	240P Parts Technician	
Implementation Date of New Standard	February 1 st , 2018	
Implementation Plan	<ul style="list-style-type: none"> ▪ Apprentices who began their apprenticeship on the former 2008 Training Standard can complete their program using that standard. ▪ All apprentices with initial training agreements registered on or after February 1, 2018 must be trained to the new standard. ▪ On or after February 1st, 2018, any apprentice who loses his or her training standard must be trained to and completed with the new standard even if they began their apprenticeship with the 2008 version. 	
Existing Skill Sets:	New Skill Sets:	
<ol style="list-style-type: none"> 1. Workplace Safety and Training / Protect Self and Others 5360.0 2. Provide Customer Support Service 5362.0 3. Operate Computers and Electronic Equipment 5363.0 4. Maintain Inventory 5364.0 5. Perform Shipping and Receiving Operations 5365.0 6. Provide Telephone Service 5366.0 7. Perform Merchandising 5367.0 8. Manage and Process Core Returns 5368.0 	<ol style="list-style-type: none"> 1. Protect Self and Others 9311.0 2. Provide Customer Service 9312.0 3. Operate Computers and Electronic Equipment 9313.0 4. Control and Maintain Inventory 9314.0 5. Perform Shipping and Receiving Operations 9315.0 6. Perform Merchandising 9316.0 	

<p>KEY CHANGES</p>	<p>8 Skill Sets reorganized into 6 Skill Sets</p> <p>9311 Protect Self and Others (formerly 5360):</p> <ul style="list-style-type: none"> ▪ Name change (formerly was referred to both Workplace Safety and Training and Protect Self and Others) ▪ Decreased from 18 Skills to 17 skills <p>9312 Provide Customer Support (formerly 5361):</p> <ul style="list-style-type: none"> ▪ Name change ▪ Former Skill Sets 5361 Provide Customer Support Service and 5365 Provide Telephone Service were amalgamated into 1 Skill Set 9312 Provide Customer Support ▪ Decreased from a total of 30 Skills to 22 skills <p>9313 Operate Computers and Electronic Equipment (formerly 5362):</p> <ul style="list-style-type: none"> ▪ Decreased from 18 skills to 13 Skills <p>9314 Control and Maintain Inventory (formerly 5363):</p> <ul style="list-style-type: none"> ▪ Name change ▪ Former Skill Sets 5363 Maintain Inventory and 5366 Manage and Process Core Returns were amalgamated into 1 Skill Set 9314 Control and Maintain Inventory ▪ Decreased from a total of 19 skills to 18 skills <p>9315 Perform Shipping and Receiving Operations (formerly 5364):</p> <ul style="list-style-type: none"> ▪ Decreased from 17 skills to 14 skills <p>9316 Perform Merchandising (formerly 5366):</p> <ul style="list-style-type: none"> ▪ Decreased from 8 skills to 7 skills
	<ul style="list-style-type: none"> ▪ Rationale: The Working Group Committee determined that there was considerable opportunity for reordering, restructuring and regrouping the Skill Sets due to several inter-related skills and to close gaps. This created a more efficient Apprenticeship Training Standard and ensures optimal flow from one competency to the next for the apprentice. ▪ Major content changes made throughout document driven by industry changes including technological and merchandising/inventory system changes and to also better align with the 2015 Red Seal Partsperson National Occupational Analysis (NOA).
<p>Skill(s) or Skill Set(s) Amalgamated and/or Amended</p>	<p>Within Skill Set 9311 Protect Self and Others (formerly 5360):</p> <ul style="list-style-type: none"> ▪ ‘Perform daily inspections’ replaced ‘Perform circle checks’ ▪ Rationale: This is old terminology and the industry now refers to this as ‘inspections’. This also aligns with the Red Seal Partsperson NOA. <p>Within Skill Set 9312 Provide Customer Support (formerly 5361):</p> <ul style="list-style-type: none"> ▪ Former Skill Sets 5361 Provide Customer Support Service and 5365 Provide Telephone Service were integrated into one 1 SKILL SET and renamed to 9312 Provide Customer Support ▪ Rationale: The Working Group Committee felt that these Skills Sets have many overlapping skills and therefore should be integrated (for example, customer service, whether in-person or via the telephone, require many of the same skills). This change also aligned better with the 2015 Red Seal Partsperson NOA.

	<p>Within Skill Set 9314 Control and Maintain Inventory (formerly U5363):</p> <ul style="list-style-type: none"> ▪ Former Skill Sets 5363 Maintain Inventory and 5366 Manage and Process Core Returns were amalgamated to form 1 SKILL SET and renamed to 9314 Control and Maintain Inventory ▪ Rationale: The Working Group Committee determined that Controlling, Maintaining and Managing/Processing returns are now part of the same process and thus fit well together in one Skill Set. Managing and processing core returns used to be an independent process however now the Parts Technician is doing this task as part of the inventory management function. There were also some overlapping skills that were eliminated due to redundancy. This change also aligned better with the 2015 Red Seal NOA. <p>Within Skill Set 9316 Perform Merchandising (formerly 5366):</p> <ul style="list-style-type: none"> ▪ ‘Assist company sales strategies’ and ‘Contribute to the development of purchasing plans, sales strategies’ were integrated into 1 Skill ‘Contribute to the development of purchasing plans and sales strategies’ ▪ Rationale: These were originally two separate skills but they overlapped therefore the Working Group Committee determined that it should only be one skill to eliminate redundancy.
<p>Skill Sets or Skills Added (NEW)</p>	<p>Within Skill Set 9315 Perform Shipping and Receiving Operations (formerly 5365):</p> <ul style="list-style-type: none"> ▪ 9315.10: ‘Fill order ’ ▪ Rationale: This skill is vital to the job function of a Parts Technician and therefore needs to be added. This also aligns with the Red Seal Partsperson NOA.
<p>Skill(s) or Skill Set(s) Deleted</p>	<p>Within Skill Set 9311 Protect Self and Others (formerly 5360):</p> <ul style="list-style-type: none"> ▪ ‘Prevent fires’ ▪ Rationale: ‘Prevent fires’ is now integrated into Skill 9311.06 (Identify health and safety hazards within the workplace) and .07 (Operate emergency safety equipment) therefore the Working Group Committee determined that it does not need to be a standalone skill. <p>Within Skill Set 9313 Operate Computers and Electronic Equipment (formerly 5363):</p> <ul style="list-style-type: none"> ▪ ‘Utilise various information systems to access the specific data required to retrieve parts’ ▪ ‘Produce a customer invoice’ ▪ ‘Input shop requisition, inputting customer and sale information’ ▪ ‘Check pricing and the availability of parts’ ▪ ‘Operate in-house automated parts system’ ▪ Rationale: The Working Group Committee determined that some of these skills were no longer practiced in this trade while others were integrated into other skills within this Skill Set. Many systems are outdated and replaced by newer technology. Also, there duplicity was eliminated. <p>Within Skill Set 9314 Control and Maintain Inventory (formerly 5364):</p> <ul style="list-style-type: none"> ▪ ‘Complete and process core documentation return’ ▪ Rationale: This skill was deleted because it is already part of the skill ‘Process core returns’ and therefore it is redundant. <p>Within Skill Set 9315 Perform Shipping and Receiving Operations (formerly 5365):</p> <ul style="list-style-type: none"> ▪ ‘Locate parts’ ▪ ‘Verify outgoing parts’

	<ul style="list-style-type: none"> ▪ 'Calculate tariff and taxes for shipment of parts' ▪ 'Package parts for domestic and export shipping' ▪ Rationale: The skills of 'locating and verifying parts' is already accomplished in prior Skill Sets and therefore don't need to be included here. 'Calculating tariff/taxes' is part of the inventory management system and therefore calculated automatically. 'Packaging parts for shipping' is integrated into skill 9315.10 Fill orders.
General Notes	<ul style="list-style-type: none"> ▪ Ontario/Provincial trade name (Parts Technician) differs from the Red Seal trade name (Partsperson)