

BC designated Automotive Trades:

Automotive Service Technician 1
 Automotive Service Technician 2
 Automotive Service Technician 3
 *Automotive Service Technician 4
 Logistics and Distribution 3
 *Auto Collision
 Partsperson 2
 Recreation Vehicle Service Technician

Auto Glass Technician
 *Auto Painter
 Auto Refinishing Prep Technician
 Logistics and Distribution 2
 *Motorcycle Mechanic
 Parts and Warehousing 1
 *Partsperson 3

*Denotes Red Seal trade

Section 1: Contacts and Supports

- **Automotive Sector Advisory Group**

The Automotive Sector Advisory Group will provide advice to the Industry Training Authority (ITA) and Government on matters key to ensuring an effective and responsive skills training system for the automotive sector in British Columbia. These include:

1. Advice to government on automotive labour market data, including planning assumptions
2. Advice to ITA on the best training strategies to meet the automotive sector demand
3. Advice to government on policy issues related to skills training for the automotive sector

The Automotive Sector Advisory Group is currently in development and is scheduled to be in place before the end of March 2015.

- **Industry Relations Manager**

The Industry Relations Manager (IRM) is the key point of contact with ITA's industry 'clients'. The IRM acts as the face of ITA to the industry 'client', and seeks to understand and respond to the needs of the industry and employers with regard to industry training and apprenticeship.

Contact: Diane Evans | 778-785-2418 | devans@itabc.ca

- **Apprenticeship Advisors**

The Apprenticeship Advisors provide guidance to both local trades apprentices and local employer sponsors and are part of the Industry Training Authority's increased efforts to build knowledge and awareness of the BC apprenticeship system.

Contact: Rod Bianchini, Manager, Apprenticeship Advisors | 778-330-2682 | rbianchini@itabc.ca

List of Apprenticeship Advisors: www.itabc.ca/our-trades-training-system/apprenticeship-advisors

Section 2: Resources for Employers and Employees

- **How to be an Employer Sponsor:** This page provides an overview of how to become a sponsor for an apprentice.
www.itabc.ca/overview/info-employers
- **Employer Guidebook:** This Employer Guidebook provides a basic overview of the apprenticeship system and the steps required to sponsor apprentices.
www.itabc.ca/sites/default/files/docs/discover/ITA_Employer_%20Guidebook.pdf
- **Best Practices Guide to Employing Women in the Trades:** This guide has been developed to help employers with their overall hiring practices by creating a positive work environment for new apprentices, and also serve as a tool for employers who are increasingly adding tradeswomen to their teams. www.itabc.ca/sites/default/files/images-content/info/185079-02_WITT%20Best%20Practices%20Guide_FINAL.pdf
- **Best Practices Guide to Employing Aboriginal People in the Trades:** This guide describes successful approaches to designing a program that will assist Aboriginal people with finding the trade that works for them and success in becoming a registered tradesperson.
www.itabc.ca/sites/default/files/docs/info/GUIDE-ITA%20AI%20LMA%20Review%20Pt2-Best%20Practices%20Final.pdf

- WorkBC.ca helps jobseekers and employers find the relevant career resources and information they need – when they need it.

Resource	Best Suited For	Description	Web Url
WorkBC.ca/trades	Employers Employees	Centralized trades resources on WorkBC	www.workbc.ca/trades
Industry Training Authority (ITA)	Employers Employees	ITA works with employers, employees, industry, labour, training providers and government to issue credentials, manage apprenticeships, set program standards and increase opportunities in the trades in BC.	www.itabc.ca/
Apprentice Job Match	Employers Employees	Connect with apprenticeship jobs: the Apprentice Job Match tool connects apprentices and employers by trades program and	www.workbc.ca/Job-Seekers/Trades-and-Apprenticeship.aspx
Trades Training Seat Finder	Employers Employees	Get up-to-date information on open trade seats throughout the province.	www.tradetrainingbc.ca/
Resources for Youth	Employees	<ol style="list-style-type: none"> 1. ITA Yourth programs 2. DiscoverSkillsBC 3. Skills Canada BC 4. Find Your Fit 5. What Are You Made Of? 	www.itabc.ca/youth/programs discoverskillsbc.ca/ www.skillscanada.bc.ca/ www.findyourfittour.ca/ www.itabc.ca/youth
Trades Programs for Aboriginal Peoples and Women	Employers Employees	<ol style="list-style-type: none"> 1. Aboriginal People in Trades 2. Women in Trades Training 	www.itabc.ca/aboriginal-people-trades/overview www.itabc.ca/women-trades/overview
Financial support	Employers Employees	Find out what provincial and federal financial support is available for apprentices and employers	www.workbc.ca/Job-Seekers/Build-Your-Career/Planning-Your-Career/Getting-the-Right-Education/Apprenticeship-in-B-C/Apprenticeship-Financial-Supports.aspx
WorkBC Contact Us	Employers Employees	Do you have a question? Contact us for help. Phone: 250-952-6914, Toll Free 1-877-952-6914	workbcinformation@gov.bc.ca or online chat at https://www.workbc.ca/Contact-Us.aspx

Section 3: Financial Resources

Employer Tax Credits and Grants – Provincial Support

Name of Credit or Grant	Eligibility	Amount \$	Deadline for Application																																			
<p>Training Tax Credit</p> <ul style="list-style-type: none"> • Basic Tax Credit • Completion Tax Credit • Enhanced Tax Credit 	<p>The training tax credit provides refundable income tax credits for employers who employ apprentices enrolled in apprenticeship programs administered through the Industry Training Authority (ITA). Sole proprietors, partnerships and corporations are eligible for the employer's tax credit. There are three main elements to the training tax credit:</p> <ol style="list-style-type: none"> 1. Basic credit for the first 24 months of non-Red Seal training programs 2. Completion credit for level 3 or higher for both Red Seal and non-Red Seal training programs 3. Enhanced credit for First Nations individuals and persons with disabilities 	<p>Basic Tax Credit - Non-Red Seal Programs:</p> <table border="1" data-bbox="682 430 1417 511"> <thead> <tr> <th>Level</th> <th>Before July 1, 2009</th> <th>After June 30, 2009</th> </tr> </thead> <tbody> <tr> <td>First 24 months</td> <td>10% of eligible salary and wages up to \$2000</td> <td>20% of eligible salary and wages up to \$4000</td> </tr> </tbody> </table> <p>Completion Tax Credit - Red Seal & Non-Red Seal Programs:</p> <table border="1" data-bbox="682 560 1417 673"> <thead> <tr> <th>Level</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>15% of eligible salary and wages up to \$2500</td> </tr> <tr> <td>4</td> <td>15% of eligible salary and wages up to \$3000</td> </tr> <tr> <td>5</td> <td>15% of eligible salary and wages up to \$3000</td> </tr> </tbody> </table> <p>Enhanced Tax Credit:</p> <table border="1" data-bbox="682 722 1417 1356"> <thead> <tr> <th>Credits</th> <th>Enhanced Tax Credit</th> <th>Total Maximum Tax Credit</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Basic Tax Credit</td> <td>Before July 1, 2009: 50% of basic tax credit up to \$1000</td> <td>Before July 1, 2009: Up to \$3000</td> </tr> <tr> <td>After June 30, 2009: 50% of basic tax credit up to \$2000</td> <td>After June 30, 2009: Up to \$6000</td> </tr> <tr> <td>Completion Tax Credit Level 3</td> <td>50% of completion tax credit for level 3 up to \$1250</td> <td>Up to \$3750</td> </tr> <tr> <td>Completion Tax Credit Level 4</td> <td>50% of completion tax credit for level 4 up to \$1500</td> <td>Up to \$4500</td> </tr> <tr> <td>Completion Tax Credit Level 5</td> <td>50% of completion tax credit for level 5 up to \$1500</td> <td>Up to \$4500</td> </tr> <tr> <td rowspan="2">Federal Apprenticeship Job Creation Tax Credit</td> <td>Before June 3, 2010: 15% of eligible salary and wages paid up to \$1000</td> <td rowspan="2">Up to \$1000</td> </tr> <tr> <td>After June 2, 2010: 5.5% of eligible salary and wages paid up to \$1000</td> </tr> </tbody> </table>	Level	Before July 1, 2009	After June 30, 2009	First 24 months	10% of eligible salary and wages up to \$2000	20% of eligible salary and wages up to \$4000	Level	Credit	3	15% of eligible salary and wages up to \$2500	4	15% of eligible salary and wages up to \$3000	5	15% of eligible salary and wages up to \$3000	Credits	Enhanced Tax Credit	Total Maximum Tax Credit	Basic Tax Credit	Before July 1, 2009: 50% of basic tax credit up to \$1000	Before July 1, 2009: Up to \$3000	After June 30, 2009: 50% of basic tax credit up to \$2000	After June 30, 2009: Up to \$6000	Completion Tax Credit Level 3	50% of completion tax credit for level 3 up to \$1250	Up to \$3750	Completion Tax Credit Level 4	50% of completion tax credit for level 4 up to \$1500	Up to \$4500	Completion Tax Credit Level 5	50% of completion tax credit for level 5 up to \$1500	Up to \$4500	Federal Apprenticeship Job Creation Tax Credit	Before June 3, 2010: 15% of eligible salary and wages paid up to \$1000	Up to \$1000	After June 2, 2010: 5.5% of eligible salary and wages paid up to \$1000	<p>You must claim the basic tax credit and enhanced basic tax credit no later than 36 months after the end of the tax year for which the eligible salaries and wages are paid.</p> <p>You must claim the completion tax credit and the enhanced completion tax credit no later than 36 months after the end of the tax year in which the employee completed the requirements for a tax credit level.</p> <p>For more information, see <i>Training Tax Credit for Employers</i>, Ministry of Finance at www2.gov.bc.ca/gov/topic.page?id=0D8636D5ECA0476F888043C3B9D77DCB&title=Training%20Tax%20Credit%20For%20Employers or call toll free (within Canada) 1 877-387-3332.</p>
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Employer Tax Credits and Grants – Provincial Support (*continued*)

Name of Credit or Grant	Eligibility	Amount \$	Deadline for Application
<p>Shipbuilding and Ship Repair Industry Tax Credit</p>	<p>An eligible employer is an employer whose principal business is constructing, repairing or converting ships. An eligible apprentice is an employee who is registered as an apprentice with the Industry Training Authority (ITA) and is enrolled in an eligible apprenticeship program.</p>	<p>Basic Tax Credit</p> <p>20% of salary and wages (up to \$5,250) paid to an apprentice in the tax year during the first 24 months of an eligible Red Seal or non-Red Seal program. The basic credit does not require the apprentice to complete any technical training or a set number of hours. Wages paid before October 1, 2012, do not qualify for this credit.</p> <p>Completion Tax Credit</p> <p>20% of salary and wages (up to \$5,250) paid to an apprentice in the 12 month period prior to the apprentice completing the requirements for tax credit level 3 or higher of an eligible program. The completion tax credit is claimed in the tax year the level is completed, so long as the level is completed after September 30, 2012. Wages paid before October 1, 2012, qualify for this credit.</p> <p>Enhanced Tax Credit</p> <p>The basic and completion tax credits are enhanced by 50% (up to \$2,625) for apprentices who are eligible First Nations individuals or persons with disabilities. This is in addition to the basic credit or the completion credit. First Nations individuals are persons registered as Indians under the Indian Act (Canada). Persons with disabilities are individuals who qualify for the federal disability tax credit.</p>	<p>To be claimed with annual tax return.</p> <p>For more information, see <i>Shipbuilding and Ship Repair Industry Tax Credit</i>, Ministry of Finance at www2.gov.bc.ca/gov/topic.page?id=4F08637DC34349EFB0EEF540C6CEEAB9&title=Shipbuilding%20and%20Ship%20Repair%20Industry%20Tax%20Credit or call toll free (within Canada) 1-877-387-3332.</p>

Employer Tax Credits and Grants – Federal Support

Name of Credit or Grant	Eligibility	Amount \$	Deadline for Application
<p>Apprenticeship Job Creation Tax Credit (AJCTC)</p>	<p>If your business hires an "eligible apprentice," you qualify to claim the credit.</p>	<p>A non-refundable tax credit equal to 10% of the eligible salaries and wages payable to eligible apprentices in respect of employment after May 1, 2006. The maximum credit an employer can claim is \$2,000 per year for each eligible apprentice.</p>	<p>To be claimed with annual tax return.</p> <p>For more information, see <i>Apprenticeship Job Creation Tax Credit (AJCTC)</i>, Canada Revenue Agency at www.cra-arc.gc.ca/tx/ndvdlst/tpcs/ncm-tx/rtrm/cmpltng/ddctns/lns409-485/412/jctc-eng.html</p>

Apprentice Tax Credits and Grants – Provincial Support

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<p>Training Tax Credit</p> <ul style="list-style-type: none"> • Basic Tax Credit • Completion Tax Credit • Enhanced Tax Credit 	<p>Basic tax credit: available when you complete the requirements for tax credit level 1 or 2 of a B.C. recognized (non-Red Seal) program on or after January 1, 2007.</p> <p>Completion tax credit: available when you complete the requirements for tax credit level 3, 4 or 5 of a Red Seal or non-Red Seal program on or after January 1, 2007.</p> <p>Enhanced tax credit: available if you're a First Nations individual or a person with a disability and you are entitled to a basic or completion tax credit, or you received a federal apprenticeship incentive grant for the year.</p>	<table border="1"> <thead> <tr> <th></th> <th></th> <th>Non-Red Seal</th> <th>Non-Red Seal</th> <th>Red Seal</th> <th>Red Seal</th> </tr> <tr> <td></td> <td>Level</td> <td>Regular</td> <td>Enhanced</td> <td>Red Seal</td> <td>Enhanced</td> </tr> </thead> <tbody> <tr> <td>Basic</td> <td>1</td> <td>\$1000</td> <td>\$1500</td> <td>Federal</td> <td>\$500</td> </tr> <tr> <td>Basic</td> <td>2</td> <td>\$1000</td> <td>\$1500</td> <td>Federal</td> <td>\$500</td> </tr> <tr> <td>Completion</td> <td>3</td> <td>\$2000</td> <td>\$3000</td> <td>\$2000</td> <td>\$3000</td> </tr> <tr> <td>Completion</td> <td>4 or higher</td> <td>\$2500</td> <td>\$3750</td> <td>\$2500</td> <td>\$3750</td> </tr> </tbody> </table>			Non-Red Seal	Non-Red Seal	Red Seal	Red Seal		Level	Regular	Enhanced	Red Seal	Enhanced	Basic	1	\$1000	\$1500	Federal	\$500	Basic	2	\$1000	\$1500	Federal	\$500	Completion	3	\$2000	\$3000	\$2000	\$3000	Completion	4 or higher	\$2500	\$3750	\$2500	\$3750	<p>The training tax credit must be claimed no later than 36 months after the end of the tax year in which you completed the requirements for a level.</p> <p>For more information, see <i>Training Tax Credit for Apprentices</i>, Ministry of Finance at www2.gov.bc.ca/gov/topic.page?id=DD50515D6A034E06B8EEE17610AD6323&title=Training%20Tax%20Credit%20for%20Apprentices or call toll free (within Canada) 1 877-387-3332.</p>
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<p>Part II – Employment Program of BC (EPBC) Apprentice Program Financial Supports</p>	<p>If are an EI eligible apprentice, you may be eligible for additional financial supports.</p>	<p>Financial support amounts vary depending on applicant situations.</p>	<p>Application deadlines vary depending on applicant situations.</p> <p>For more information, see <i>Apply for financial supports online</i>, Ministry of Social Development and Social Innovation at www.workbc.ca/Job-Seekers/Employment-Services/Apprenticeship-Training-Supports/Apply-for-financial-supports-online.aspx#sthash.CEQiLUal.pdf or call toll free 1 877-952-6914.</p>																																				
<p>B.C. Access Grant – Labour Market Priorities</p>	<p>You may be eligible if you:</p> <ol style="list-style-type: none"> 1. Qualify for StudentAid BC funding on or after August 1, 2014; 2. Attend full-time studies in foundation or pre-apprentice programs 3. Enrol at an eligible B.C. public post-secondary institution 	<p>There are four components to the B.C. access grant for labour market priorities. You may be eligible for one or all four components of the grant:</p> <ol style="list-style-type: none"> 1. Tools: students in eligible programs may receive a \$500 grant to purchase tools. 2. Relocation: students who move at least 100 km or more can apply to receive a grant of up to \$4,000 (depending on distance moved) to assist with the cost of relocating to attend an in-demand program. 3. Loan: students receiving a B.C. student loan may receive a grant to replace a portion of the loan. Single students may have their B.C. student loan reduced by up to \$2,000; students with dependants may have their B.C. student loan reduced by up to \$5,400. 4. Unmet Need: students whose StudentAid BC application shows an unmet financial need may receive a grant up to \$6,500 which will be disbursed on or after the mid point of their program. 	<p>Application deadlines vary depending on the grant component.</p> <p>For more information, see <i>B.C. Access Grant for Labour Market Priorities</i>, StudentAidBC at studentaidbc.ca/explore/grants-scholarships/bc-access-grant-labour-market-priorities on studentaidbc.ca or call toll free 1 800-561-1818.</p>																																				

Apprentice Tax Credits and Grants – Federal Support

Name of Credit or Grant	Eligibility	Amount \$	Deadline for Application
Canada Apprentice Loan	Available to apprentices registered in a Red Seal trade apprenticeship program that is designated by the province or territory where he/she is registered as an apprentice.	Apprentices registered in a Red Seal trade apprenticeship can apply for interest-free loans of up to \$4,000 per period of technical training. Interest charges and repayment of the loan will not begin until after loan recipients complete or terminate their apprenticeship training program.	No earlier than 90 days before the apprentice starts technical training and no later than the last day the apprentice is enrolled in technical training. For more information, see <i>Canada Apprentice Loan</i> , Government of Canada at www.esdc.gc.ca/en/esdc/initiatives/apprenticeship/index.page
Tuition Tax Credit for Examination Fees	Effective 2011, examination fees paid to write ITA certification exams qualify for the tuition tax credit. The key restriction is related to the license or certification that is granted as a result of the exam - the license or certification must specifically allow the person to practice a trade in Canada. To qualify, the total eligible fees you paid to an institution, including examination fees, must be more than \$100.	Examination fees and ancillary fees paid to an institution in respect of the examination (for example, the cost of examination materials used during the examination, such as identification cards and certain prerequisite study materials).	To be claimed with tax return. For more information, see <i>Tuition Amount – Examinations</i> , Canada Revenue Agency at www.cra-arc.gc.ca/gncy/bdgt/2011/qa05-eng.html
Federal Tradesperson's Tools Deduction	For tools purchased after May 1, 2006, up to \$500	For tools purchased after May 1, 2006, up to \$500	To be claimed with tax return. For more information, see <i>Employed tradespersons</i> , Canada Revenue Agency at www.cra-arc.gc.ca/trades/
Apprenticeship Incentive Grant	Available to registered apprentices once they have successfully finished their first or second year/level (or equivalent) of an apprenticeship program in one of the Red Seal trades.	A taxable cash grant of \$1,000 per year, up to a maximum of \$2,000 per person.	Service Canada must receive your application including required supporting documents no later than June 30 of the calendar year following the date you progressed in your apprenticeship program For more information, see <i>Apprenticeship Incentive Grant</i> , Service Canada at www.servicecanada.gc.ca/eng/goc/apprenticeship/incentivegrant/program.shtml or call toll free 1 866-742-3644.
Apprenticeship Completion Grant	Available to registered apprentices who have successfully completed their apprenticeship training and obtained their journeyman certification in a designated Red Seal trade on or after January 1, 2009.	A taxable cash grant of \$2,000 maximum	Service Canada must receive your application including required supporting documents no later than June 30 of the calendar year following the date you completed your apprenticeship program and became certified in your trade. For more information, see <i>Apprenticeship Completion Grant</i> , Service Canada at www.servicecanada.gc.ca/eng/goc/apprenticeship/completiongrant/program.shtml or call toll free 1 866-742-3644.

Section 5: In-Class Private Training Providers

- Automotive Training Centre
www.autotrainingcentre.com/automechanic-auto-body-school-surrey/
- Taylor Pro Training
www.taylorprodiscovertraining.com/driver_training.php

Section 6: Trade Profiles

Automotive Service Technician

Automotive Service Technicians examine, test and repair the parts and systems on cars and light trucks. Automotive Service Technician is a nationally designated trade under the Inter-provincial Red Seal program. They often use computerized diagnostic equipment to test, adjust and repair key vehicle components such as engines, steering systems, braking systems, drive trains, vehicle suspensions and electrical systems. The work of an Automotive Service Technician also involves reassembling and testing repaired items against manufacturers' standards, as well as performing preventative maintenance such as wheel alignments, oil changes and tune-ups.

Automotive Glass Technician

Automotive Service Technicians examine, test and repair the parts and systems on cars and light trucks. Automotive Service Technician is a nationally designated trade under the Inter-provincial Red Seal program. They often use computerized diagnostic equipment to test, adjust and repair key vehicle components such as engines, steering systems, braking systems, drive trains, vehicle suspensions and electrical systems. The work of an Automotive Service Technician also involves reassembling and testing repaired items against manufacturers' standards, as well as performing preventative maintenance such as wheel alignments, oil changes and tune-ups.

Automotive Painter

An Automotive Refinishing Technician is a person who paints and refinishes automobiles, trucks, and buses whether it's a result of a collision, restoration work or a custom-design paint job. An Automotive Refinishing Technician is designated as an Automotive Painter under the Inter-provincial Red Seal program. Automotive Refinishing Technicians are involved in calculating the amount of paint required for a job, mixing paint to exactly match existing colours, and blending paint to its correct thickness. These technicians use a spray gun to apply both the primer and final coats of paint and they're responsible for keeping up-to-date with new products and processes, and for maintaining records of materials used. This trade is a creative trade where colour matching and fine-finishing details are valuable skills. Automotive Refinishing Technicians are typically employed at motor vehicle dealerships, body shops and automotive specialty shops.

Automotive Refinishing Prep Technician

"Automotive Refinishing Prep Technician" means a person who removes parts, masks, performs chemical cleaning, applies putty, sands, primes, and prepares an automobile, truck or bus for the Automotive Refinishing Technician in a safe and environmentally sound manner.

Automotive Collision Repair Technician

An Automotive Collision Repair Technician is designated as a Motor Vehicle Body Repairer under the Inter-provincial Red Seal program. Prior to beginning repairs, an Automotive Collision Repair Technician prepares or reviews motor vehicle repair estimate reports to determine what needs to be fixed. During the course of these repairs, collision repair technicians will hammer out dents, buckles and other defects, remove damaged fenders, panels and grills and straighten bent frames. The work may also include repairing and replacing doors, front-end body and body components as well as interior components such as instrument panels and frame assemblies. This work is done as preparation for filing, grinding, sanding and painting the repaired exterior and interior body surfaces. Once these repairs are completed, Automotive Collision Repair Technicians inspect vehicles for dimensional accuracy and test drive them to ensure proper alignment and handling. Automotive Collision Repair Technicians must be willing to continually learn because new vehicles often include new alloys, metals and plastics in their construction.

Parts and Warehousing

The Parts & Warehousing Person 1 program provides an opportunity for individual to seek employment and registration in either the Parts Person apprenticeship or the Logistic & Distribution apprenticeship. A Parts & Warehousing Person is involved in ordering, warehousing and keeping inventory control over parts and accessories for industries like the automotive, commercial transport, heavy duty, marine and warehousing sectors. They are responsible for helping these parts, accessories and warehouse products make their way from manufacturers to consumers, documenting and tracking their progress along the way from factories to warehouses to retail outlets. A Parts & Warehousing Person is often responsible for receiving goods and sorting incoming parts, supplies and materials in a warehouse atmosphere. They maintain shipping and receiving records on the amount, kind and location of parts and supplies shipped or received and process purchases and reconcile inventories with physical counts.

Partsperson 2

A Partsperson 2 is involved in ordering, warehousing and keeping inventory control over parts and accessories for industries like the automotive, commercial transport, heavy duty and marine sectors. They are responsible for helping these parts and accessories make their way from manufacturers to consumers, documenting and tracking their progress along the way from factories to warehouses to retail outlets. A Partsperson 2 is often responsible for receiving goods and sorting incoming parts, supplies and materials. They maintain shipping and receiving records on the amount, kind and location of parts and supplies shipped or received and process purchases and reconcile inventories with physical counts. In the automotive parts industry, a Partsperson 2 can typically get a job with one of two parts of the industry: Original Equipment Manufacturer (OEM) Dealerships, which sell officially produced parts usually for one specific make of vehicle (like Ford or Toyota); or, aftermarket industry stores (like Canadian Tire), which sell parts for many different models of cars and trucks.

Partsperson 3

A Partsperson is involved in ordering, warehousing, maintaining inventory control and sales of parts. They are responsible for identifying parts and equipment, searching for parts, shipping and receiving parts, providing customer service and advice, and maintaining records. A Partsperson is designated as a Partsperson under the Inter-provincial Red Seal program. A Partsperson works in various industries such as automotive service, commercial transport, heavy duty equipment, small engine repair, aeronautics, agricultural equipment, mining sector, forestry sector and marine equipment. The work environment for partpersons is generally indoors in a warehouse and/or at a service counter. Some parts people may perform deliveries of parts to their customers. Partspersons generally work in teams that include retail service staff, sales staff and service technicians.

Logistics and Distribution 3

Logistics and Distribution Person 2 refers to an individual who orders, stores, does inventories and distributes material used in various fields that are stored in a warehouse environment. A Logistics & Distribution Person 2 evaluates, plans, implements and administers the daily logistical operations of a warehouse and distribution facility. Individuals would manage the ordering, scheduling, receipt and storage of material. Logistics and Distribution involves the investigation of complaints regarding supply chain issues, the administration and maintenance of a customer complaints program, and the coordination of a customer feedback program.

Logistics and Distribution 3

Logistics and Distribution Person 3 refers to an individual who orders, stores, does inventories and distributes material used in various fields that are stored in a warehouse environment. A Logistics and Distribution Person 3 evaluates, plans, implements and administers the daily logistical operations of a warehouse and distribution facility. Individuals would manage the ordering, scheduling, receipt and storage of material. Logistics and Distribution involves the investigation of complaints regarding supply chain issues, the administration and maintenance of a customer complaints program, and the coordination of a customer feedback program.

Recreational Vehicle Mechanic

A Recreation Vehicle Service Technician is a person who repairs, maintains, overhauls or modifies live-in recreation vehicles that are designed for travel. They also install and repair: interior components such as appliances, furnaces, refrigerators, water heaters, ranges and air conditioners. exterior components such as siding, windows, doors, vents, plumbing systems, electrical systems, awnings, propane gas systems, batteries and charging systems, trailer braking systems, TV antennas, light plants and hitches. Recreation Vehicle Service Technicians also perform pre-delivery inspections on motorhomes, holiday trailers, fifth-wheel trailers, truck campers and tent trailers and are involved in fibreglass/body repairs, pinstriping and painting. A Recreation Vehicle Service Technician is designated as a Recreation Vehicle Mechanic under the Inter-provincial Red Seal program. Generally, Recreational Vehicle Service Technicians do not repair motor or drive train components on motor homes.

Motorcycle Mechanic

Motorcycle Mechanic (Motorcycle & Power Equipment Technician) means a person who diagnoses, repairs, adjusts and replaces engines, drive trains, suspension and electrical systems on small to medium sized power products.