

# Parts Technician

## Interprovincial Journeyperson Examination Information

<b>Apprentice Requirements:</b>	3 years and 5400 hours
<b>Tradesperson Requirements:</b>	4.5 years and 8100 hours
<b>Practical Examination:</b>	No

The interprovincial (IP) journeyperson examination for this trade is developed by a national committee of worker and employer representatives. The content for IP Examinations is drawn from the *Choose an item*. For that trade and is based on industry's standards and expectations. You can download and print a free copy of the RSOS from the Red Seal website by visiting [www.red-seal.ca](http://www.red-seal.ca).

To write the interprovincial journeyperson examination, you must either successfully complete an apprenticeship training program or meet tradesperson eligibility requirements. The pass mark is 70%.

### Red Seal Examination preparation resources:

To assist in the understanding of the development of all Interprovincial Red Seal examinations, Employment and Social Development Canada (ESDC) has developed the following information.

- A short explanation of the role of an occupational standard in the development of a Red Seal examination can be accessed on the Red Seal website at the following link: <http://www.red-seal.ca/resources/wh.1t.3sn.4.1-eng.html>
- The Getting Ready for the Examination document can be accessed through the Red Seal website at the following link: <http://www.red-seal.ca/docms/getready-eng.pdf>
- Red Seal examination sample questions can be accessed on the Red Seal website at the following link: [http://www.red-seal.ca/resources/s.1mpl.2\\_q.5.2st.3.4ns-eng.html](http://www.red-seal.ca/resources/s.1mpl.2_q.5.2st.3.4ns-eng.html)
- A trade specific skills assessment tool is available on the Red Seal website at the following link: <https://www.red-seal.ca/docms/partsperson/self-assessment.pdf>.

Use of cell phones, electronic imaging/recording or communication equipment is **not** permitted. You will be required to leave immediately if any of these items are found on your person.

Please note that examinations and study information change frequently. The most recent information is available on our website at [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca).

## Parts Technician – Red Seal Examination Breakdown

An Interprovincial Red Seal examination is based on the National Occupational Analysis (NOA) for the trade. The NOA describes the skills and knowledge required to perform the duties of the trade. Each standard is divided into Blocks (NOA) or Major Work Activities (MWA) (RSOS), which are divided into Tasks, which are divided into Sub-tasks.

The Red Seal examination has a certain number of questions assigned to these sections. The number of questions are provided below. For more information, see the full Red Seal Occupational Standard for this [trade](#).

**Total number of questions on the Interprovincial Red Seal examination – 120 questions\***

Subject	Percent	Number of Questions
<b>Block A: Common Occupational Skills</b>	14%	
<b>Task A-1:</b> Performs safety-related functions		3
<b>Task A-2:</b> Uses tools and equipment		3
<b>Task A-3:</b> Organizes work		5
<b>Task A-4:</b> Communicates with others		5
<b>Block B: Customer Service</b>	26%	
<b>Task B-5:</b> Provides services to retail customers		7
<b>Task B-6:</b> Provides services to wholesale customers		7
<b>Task B-7:</b> Provides services to Internal customers		9
<b>Task B-8:</b> Provides general customer services and support		9
<b>Block C: Parts Acquisition</b>	26%	
<b>Task C-9:</b> Identifies parts		17
<b>Task C-10:</b> Sources parts		14
<b>Block D: Warehousing and Inventory</b>	20%	
<b>Task D-11:</b> Handles parts and materials		8
<b>Task D-12:</b> Performs inventory control		8
<b>Task D-13:</b> Performs shipping and receiving duties		8
<b>Block E: Business Practices</b>	14%	
<b>Task E-14:</b> Promotes products and services		7
<b>Task E-15:</b> Implements pricing formula		5
<b>Task E-16:</b> Processes financial transactions		5
<b>Total</b>	100%	120

*\*The number of questions on an interprovincial examination, assigned to assess each major work activity of the NOA, as derived from the collective input from workers within the trade across Canada.*

### **Suggested trade resources when preparing for the examination.**

To assist you, a list of reference textbooks is provided below. Note that ISBN numbers are subject to change. Please consult with your supplier to access their most current version of the textbook you are acquiring. It is not necessary to use these specific textbooks; you may find others which will be equally beneficial. You are encouraged to seek additional reference materials in all test areas.

- Automotive Service: Inspection, Maintenance and Repair Gilles ISBN 9781111128616
- 21<sup>st</sup> Century Business Customer Service: Student Edition Career Solutions Training Group ISBN 0538740280
- Canadian Entrepreneurship and Small Business Management Balderson ISBN 9780071338868
- Automotive Service Gilles ISBN 9781111128616
- MGMT Second Canadian Edition and CourseMate Pac (12 MTHS) ISBN 9780176662240
- Non-Designer's Design Book ISBN 9780133966152

Individual Learning Modules (ILM's) for the Parts Technician trade may be ordered through the Saskatchewan Polytechnic Bookstore Call Centre: 1-866-569-8398 or through <https://ilm.nait.ca/home> under Parts Technician.

Modules for the Parts Technician trade developed by the Industry Training Authority of British Columbia (*New name: SkilledTradesBC*) are also available at: [https://www.crownpub.bc.ca/Product/Listing/13503\\_BC-Trades?WT.ac=hpsl\\_BCtrades](https://www.crownpub.bc.ca/Product/Listing/13503_BC-Trades?WT.ac=hpsl_BCtrades) under Parts and Warehousing.

### **Those studying for their Interprovincial examination may wish to refer to other Level booklists for additional study materials.**

\*Unless otherwise noted, books listed here are available through the Saskatchewan Polytechnic Bookstore Call Centre: 1-866-569-8398

NOTE: Textbooks **are not** usually available from libraries. When textbooks are being purchased, candidates should allow several weeks for delivery and several weeks for studying.

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This information is subject to change without notice.