

Verify customers' account information & authorization

approvals

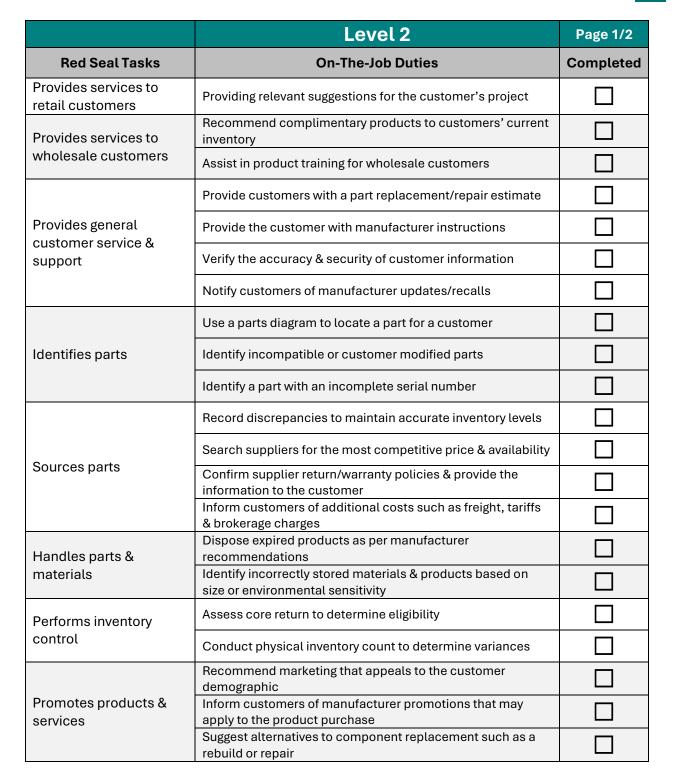
All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson



Processes financial

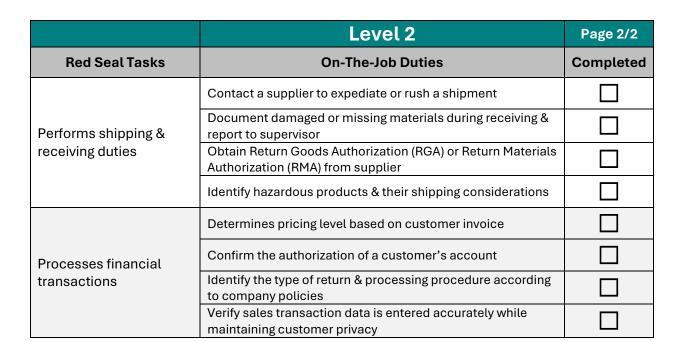
transactions

## Parts Technician On-the-Job Checklist



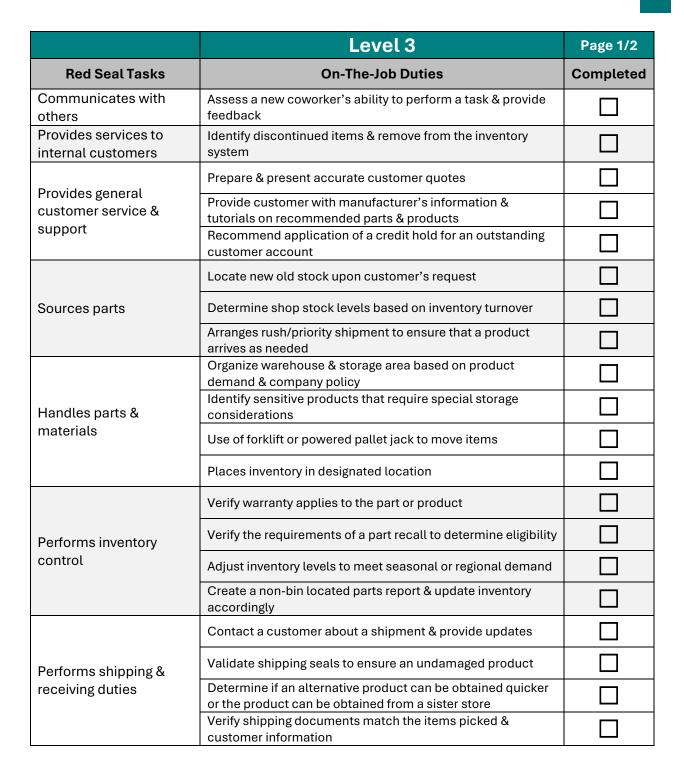


















	Level 3	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Promotes products & services	Assemble a product display or promotion	
	Create a list of customers that would benefit from digital marketing	
	Identify related specialty products & their uses	
	Identify & recommend available on-call services	
Implements pricing formula	Research competition to determine pricing	
	Verify & override pricing errors	
Processes financial transactions	Verify the eligibility of a return according to company policies	
	Reconcile daily transactions & ensure that inventory counts are adjusted	



# Parts Technician On-the-Job Checklist



#### Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Red Seal tasks for apprentices to complete under the supervision of a journeyperson. This work should be completed prior to attending the technical training level under which the duties are listed (e.g. Level 1 completed prior to attending Level 1 technical training).

Completing this checklist will ensure that apprentices are exposed to the full scope of a particular Red Seal trade throughout their apprenticeship program. It will also help prepare apprentices for each level of technical training by performing work on-the-job relating specifically to topics covered later on. The tradespecific tasks listed have been reviewed by certified journeypersons in Saskatchewan for their accuracy and have been set to an appropriate skill level.

An apprentice spends approximately 85% of their apprenticeship term training on-the-job. It is the both the apprentice and the employer's or journeyperson's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2020 Parts Technician Red Seal Occupational Standard (Employment and Social Development Canada).

A complete version of the Occupational Standard can be found at <a href="https://www.red-seal.ca">www.red-seal.ca</a>

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