

# PARTS AND WAREHOUSING WORKER

## Certificate Program

Tuition fees for Parts & Warehouse Program \$8050.75  
Textbooks & Supplies \$193.05 + GST  
TOTAL TRAINING COST \$8253.41

### Program Outline

This **[160 hour]** 8 week foundations program provides a comprehensive introduction to all facets of the Warehousing and Material Handling field of employment. This training helps to increase safety and productivity while giving the students benefit from this education by boosting their confidence and increasing their skills and knowledge, thus increasing their employability and their ability to succeed in the manufacturing industry.

### Module Hours

#### Overview of Warehouse Operations

**20 hours**

Instruction: Classroom

Learning Objectives:

- Describe ethical behavior in a warehouse environment.
- Describe the human rights statutes in British Columbia
- Describe basic warehouse terminology and operations
- Describe warehouse skill requirements
- Describe warehouse technology
- Describe the relationship of the warehouse to other divisions within an enterprise

#### Communications and Comprehension Skills

**60 hours**

Instruction: Classroom

Learning Objectives:

- Describe effective verbal communication skills
- Describe basic written communication skills
- Utilize various warehouse calculations
- Mathematics Essentials

#### Warehouse Safety Skills

**20 hours**

Instruction: Classroom

Learning Objectives:

- Define basic first aid
- Describe a safe work environment
- Describe regulations and procedures for the transporting of dangerous goods
- Review WHMIS
- Describe safe lifting, carrying and repetitive strain injury control prevention
- Define applicable environmental protection for the recycling of waste materials
- Describe fire and emergency response procedures
- Describe the components of a safety meeting

## Basic Handling Operations and Procedures

20 hours

Instruction: Classroom

Learning Objectives:

- Describe receiving and related documentation
- Analyze the distribution/stocking of incoming materials
- Describe materials storage
- Describe filing orders from stock
- Describe the allocation of products
- Describe packaging for the transportation of goods
- Describe correct stock maintenance
- Describe processing returned items

## Material Handling & Packaging Equipment

20 hours

Instruction: Classroom

Learning Objectives:

- Describe appropriate small tools for package handling
- Describe manual handling equipment
- Describe forklift truck operation and safety
- Describe narrow aisle forklift truck operation and safety
- Describe the safe operation of cranes and required rigging procedures

### Achievement Criteria:

Given a written and/or a practical assessment on each Learning Objective the Learner will be able to demonstrate knowledge of the trade by achieving 70% or better based on a summative total of Instructor assessments.

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## Individual Certifications

*ALL can be completed in 1 week,*

These individual certificates are employer recognized and increase both employable skills as well as employment options.

### Forklift Training

Gain Theoretical and Hands on Experience Operating a Forklift. Build up your competitive edge, attain your equipment operator certification.

These courses provide students a basic understanding of equipment operation, maintenance and load handling. It will also cover relevant federal and provincial legislative requirements applicable to the workplace

- Forklift Certification *including* Narrow Aisle Forklift Certification
- Telehandler Zoom Boom Certification

# First Aid and Safety Training

- Fall Protection Certification
- WHMIS Certification
- emergency first aid and CPR certificate

**FEES include:**

- ✓ Instructor
- ✓ Instructional equipment
- ✓ Manuals and Worksheets
- ✓ Certificate upon course completion