



Warehouse Worker Certificate of Achievement PLAR Candidate Guide

Prior Learning Assessment and
Recognition (PLAR)



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Saskatchewan Polytechnic

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The Warehouse Worker program is committed to assessing and awarding credit for students' existing knowledge and skills that closely match the learning outcomes of one or more of our courses. Fair, valid, and flexible assessment methods can be applied to award credit for prior learning acquired through post-secondary education, workplace training, and informal learning.

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Advance credit options at Saskatchewan Polytechnic

There are **three ways** to get advance credit for what you already know. You can combine them for credit in the same program, but not for the same course.

1. **Transfer credit** for courses taken from another college or university. See our online webpage for more information about [transfer credit](#).

Transfer credit is an option if...

- One or two courses you took closely match one or two of our courses.
- The school you attended is a [recognized or authorized](#) post-secondary institution.
- You list the school and program on your [Application for Admission](#) form.
- You provide an [acceptable transcript](#) before you start the program,
- You submit a [Transfer Credit Request](#) form (no fee).

***For example,** if you took a university chemistry course, you may get transfer credit for a similar chemistry course at Sask Polytech.*

2. **Equivalency credit** for one or more Sask Polytech courses you took before. You may have taken it from one of our campuses, at a regional college, or for dual credit in high school. See our webpage for more information about [dual credit](#).

Equivalency Credit is an option if...

- The course is the same or equal to a course in your current program.
- You passed the course within the last 5 years. Ask for an exception if you have been using the knowledge since taking the course.
- You listed the course on your [Application for Admission](#) to a program.
- You submit a [Program Adjustment](#) form (no fee) when registering for courses in your program. For a full-time, on-campus program, that is usually on the first day.

***For examples,** if you took COMM 291 in our Youth Care Worker program, it is equivalent to BCOM 103 in our Office Administration program.*

If you took our DRFT 390 course while in high school, you may get credit for it in our CAD/CAM Engineering Technology program.

3. **PLAR credit** for proving what you know that matches one or more of our courses. It does not matter where you learned it (school, on the job, or on your own). First apply for all possible transfer and/or equivalency credit because PLAR is more work and cost.

PLAR is an option if...

- You cannot get transfer or equivalency credit for the same course(s).
- What you already know matches one or more courses in your program.
- You are willing and able to prove what you know.
- Your program head approves a PLAR challenge.
- You submit the [PLAR Application](#) form and pay the [PLAR assessment fee](#).

***For example,** if you learned computer skills at work, you may be approved for a PLAR challenge for one of our computer skills courses.*

Introduction to PLAR

Before reading this guide, be sure you are familiar with the [PLAR 8-step process](#) and [FAQs](#) for Saskatchewan Polytechnic. You will need both general information about PLAR and specific information for this program to successfully navigate the PLAR process.

It is your responsibility to be fully informed **before** you contact a program’s designated PLAR consultant. Use the self-rating checklist below to check whether you understand the PLAR basics before you review details for this program. This is an example of self-rating checklists found in this guide to assess your level of knowledge for courses in this program.

Self-rate your general knowledge of PLAR at Saskatchewan Polytechnic

Use this checklist to rate your knowledge for each of the following learning outcomes

General PLAR Knowledge Competent: I know this well enough to explain it to someone else. Learning: I am somewhat familiar with this but need more review. None: I have no knowledge related to this outcome.	Competent	Learning	None
1. Identify the common steps involved in a PLAR challenge			
2. Describe the kinds of learning that can be assessed by PLAR			
3. Describe methods that are used to assess learning for PLAR			
4. Discuss the differences between PLAR and transfer credit			
5. Identify potential benefits of doing a PLAR challenge			
6. Identify potential risks of doing a PLAR challenge			
7. Describe how to request disability accommodations for assessment			
8. Identify strategies to improve success for PLAR challenges			
9. Identify who should consider PLAR			
10. Discuss who should be cautious about PLAR and why			
11. Describe common eligibility criteria for PLAR			
12. Explain how PLAR fees are determined			
13. Discuss factors that affect the time required for PLAR			
14. Identify sources to contact for more information about PLAR			

If you rated yourself as “learning” or “none” for any of the above learning outcomes, review the related information again in the [PLAR 8-step process](#) and [FAQs](#) for Saskatchewan Polytechnic.

What is in this guide?

This guide contains information, eligibility criteria, and self-rating tools to help you decide whether to consider a PLAR challenge for the Warehouse Worker program. It also provides specific contact information and directions to follow if you decide to proceed with PLAR.

There are two main sections in this guide:

Section 1—Specific PLAR information for the Warehouse Worker program

This section contains specific PLAR eligibility criteria, directions, and contact information for the Warehouse Worker program.

Section 2—Tools for choosing courses to challenge with PLAR

This section contains self-rating checklists, assessment methods, and recommended resources (if any) for each course in this program that is PLAR-ready. This section will help you identify courses to consider challenging for PLAR credit.

How to navigate this document

This document contains links to different sections and other documents. To return to where you were before you followed a link, press the *ALT* key and *left arrow* key at the same time.

Section 1— Specific PLAR information for the Warehouse Worker program

This section contains the following detailed information about PLAR for the Warehouse Worker program:

- (a) [Courses available for PLAR in this program](#),
- (b) [Dates when PLAR assessment is available for this program](#),
- (c) [Eligibility criteria for this program's PLAR challenge options](#),
- (d) [PLAR fees for this program](#),
- (e) [Directions to arrange a PLAR consultation for this program](#).

Courses available for PLAR in this program

Warehouse Worker Applied Certificate Program Profile			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) not available
COMM 127	Industry Communications	*√* see note below	
<u>MATE 190</u>	Materials Handling and Equipment	✓	
<u>PART 191</u>	Introduction to the Parts and Warehousing Trades	✓	
<u>PART 192</u>	Tools and Measuring	✓	
<u>PART 197</u>	Parts Documentation	✓	
<u>PART 198</u>	Parts Warehousing	✓	

***Note*:** The COMM 127 course is delivered by the Department of Arts & Sciences. To see details regarding PLAR for this course, open the [Arts & Sciences PLAR Candidate Guide](#) and search the table of contents for COMM 127. Consult with the Parts Management Program Head regarding PLAR for this course and you will be referred to the appropriate PLAR assessor.

Dates when PLAR Assessment is available for this program

PLAR challenges are currently being offered at any time during the academic year.

PLAR Challenge Options and Eligibility Criteria

Individual course challenge

If you have 2 years or more successful experience in the Warehousing field, and have learned the skills and knowledge for **one or more** of the Warehouse Worker Applied Certificate courses, you may apply to be assessed for each applicable course.

All 6 out of 6 courses in the program may be completed by PLAR.

Fees for PLAR Challenges

PLAR challenge fees are set to cover our costs for consultation, assessment, and administration. Fees therefore vary for different courses, levels of PLAR and assessment methods.

For a listing of PLAR fees for this program, please check the online, searchable [PLAR fee database](#). If fees for the program or course(s) you are looking for is not listed, call or email the Learner Pathways office for more information (306-765-1652) or learnerpathways@saskpolytech.ca

Directions to Arrange a PLAR Consultation for this Program

1. **Review:** Thoroughly review the [PLAR process](#) and [FAQs](#) on our website and then the content of this guide for the Warehouse Worker program. You need both general and specific information to successfully navigate the PLAR process.
2. **Self-rate:** Complete the self-rating checklists in the next section to estimate your level of mastery for the learning outcomes of each course.
3. **Print [*or convert to electronic file*]:** If PLAR for one or more courses appears to be a reasonable option for you, print [*or convert to electronic file*] the [PLAR Application Form](#) and completed self-rating checklists for those courses.
4. **Contact:** Call or email the PLAR consultant for this program.
5. **Prepare:** Ask the consultant what to bring with you or submit prior to a meeting. The following items are commonly requested:
 - A recent resume with dates and employers or organizations listed for any paid or volunteer work related to this program,
 - Copies of certificates or workshop descriptions from any previous training related to this program,

- A printed PLAR Application Form with at least your personal information filled in, and
- Completed, printed self-rating checklists for each course you may want to PLAR.

PLAR Consultant for this Program

Please do **not** contact the PLAR consultant for this program until you have...

- thoroughly reviewed (a) [general PLAR information online](#) and (b) program-specific PLAR information in this guide and
- self-rated your competence level for the learning outcomes of each course you may want to PLAR (see the next section of this guide).

If PLAR appears to be a reasonable option for you, contact the PLAR consultant for this program:

Dalton Mervold, Program Head
Warehouse Worker Program
Saskatchewan Polytechnic, Saskatoon Campus
Email: dalton.mervold@saskpolytech.ca
Phone: 306-659-4077

Section 2—Self-rating checklists, assessment methods, and resources for courses in this Program

This section of the guide contains tools and information for each PLAR-able course in this program to help you choose which courses you might successfully challenge with PLAR. Information provided for each course includes the following:

- A checklist of the learning outcomes for each course so you can estimate your level of mastery for that course.
- A brief or detailed description of the potential assessment methods that may be used for a PLAR challenge.
- A list of resources you may want to review prior to PLAR assessment or a reminder to ask the PLAR consultant for a list of recommended resources.

Steps to complete a self-rating checklist

1. Read through these three levels of competence listed for each course checklist.

<p>Competent: I can work independently without supervision to apply the learning outcome.</p> <p>Learning: I am still learning this and need some direction or supervision to do it well.</p> <p>None: I have no knowledge or experience related to this outcome.</p>
--

2. Read through the following self-rating checklists of learning outcomes for each course you are interested in for a PLAR challenge.
3. Check off your estimated competence level for all of the learning outcomes for each course. Your self-rating will help you decide whether to proceed with a PLAR consultation.
4. To be successful in a PLAR assessment, your abilities should be at the *competent* level for the majority of learning outcomes. Some things to consider when rating your level of competence are:
 - How do I currently use this outcome?
 - What previous training have I had in this outcome: workshops, courses, on-the-job?
 - What personal development or volunteer experience do I have in this area?

Be prepared to explain why you chose this level if asked by the program's PLAR consultant.

5. Print and bring (or scan and email), the completed self-rating checklist(s) to the program's PLAR consultant (step 5 in the 8-step PLAR process).

Self-audit guide(s)

MATE 190 – Materials Handling and Equipment

You will study typical practices and procedures for materials movement in a warehouse or parts distribution facility. You will focus on design, space usage, equipment requirements and the theory and practical operations on a variety of mobile powered equipment.

Credit unit(s): 3.0

MATE 190 – Materials Handling and Equipment Competent: I can work independently without supervision to apply the learning outcome Learning: I am still learning this and need some direction or supervision to do it well None: I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Identify materials handling equipment.			
<ul style="list-style-type: none"> • Discuss personal protective equipment used ▪ Describe manual equipment used in a warehouse facility ▪ Describe the hand tools used in a warehouse or parts facility ▪ Explain the reasons for using hand tools ▪ Describe manual equipment for moving inventory ▪ Identify power equipment used in warehouses ▪ Identify the different types of forklifts ▪ Discuss the reasons for pre-shift inspections on equipment ▪ Discuss the safe handling of fuels used for powered equipment 			
2. Discuss facilities layout.			
<ul style="list-style-type: none"> ▪ Discuss the different areas required for a storage facility ▪ Discuss storage areas required for controlled products ▪ Describe layout for optimal product flow in and out of facility ▪ Describe tools and equipment needed for shipping and receiving ▪ Discuss designing a storage area for efficient product movement ▪ Identify dock and unloading areas 			
3. Describe inventory handling practices.			
<ul style="list-style-type: none"> ▪ Describe how minimizing amount of movement saves time and money ▪ List some of the safety factors when storing heavy parts ▪ Discuss FIFO (first in, first out) practice ▪ Describe a pick pattern and its purpose ▪ Describe shipping area practices and equipment ▪ Describe receiving area practices and equipment 			
4. Compare operational facilities layout.			
<ul style="list-style-type: none"> ▪ Discuss facilities layout ▪ Explain how different styles of inventory storage areas would work ▪ Compare several different facilities and their features ▪ Explain the training a company would need to provide the workers in a warehouse 			
5. Discuss safety requirements.			

<p>MATE 190 – Materials Handling and Equipment</p> <p>Competent: I can work independently without supervision to apply the learning outcome Learning: I am still learning this and need some direction or supervision to do it well None: I have no knowledge or experience related to this outcome</p>	Competent	Learning	None
<ul style="list-style-type: none"> ▪ Discuss warehouse safety ▪ Identify areas in OH&S Act that relate to a warehouse ▪ Discuss OH&S requirements about using mobile powered equipment ▪ Discuss the use of safety checklists ▪ Examine the variety of safety equipment that is used within a parts or warehouse operation ▪ Discuss the procedures to follow if there is an accident in a warehouse ▪ Discuss the need for reporting incidents or accidents 			
<p>6. Demonstrate safe use of materials handling equipment.</p>			
<ul style="list-style-type: none"> ▪ Discuss how to safely use manual materials handling equipment ▪ Discuss how to safely use powered mobile equipment ▪ Describe a pre-shift inspection of materials handling equipment ▪ Describe an operational inspection of materials handling equipment ▪ Describe a post shift safety inspection of materials handling equipment 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

An interview with the Program head/faculty is required to clarify evidence.

- Employment validation form (refer to [Appendix A](#))
- Employer to validate candidate knowledge and performance. (refer to [Appendix B: Employer validation checklist – MATE 190 – Materials Handling Equipment](#))
- Work samples: a safety checklist for manual and powered equipment you have prepared

2. Performance test

Practical demonstration planning the flow of materials in a warehouse using a drawing that identifies required areas. (Request directions from the Warehouse Worker program head).

3. Challenge exam (online)

- Passing mark is 50%
- Multiple choice
- Upon prior approval of Program head, complete a Proctor form (refer to [Appendix D](#))

Sample question:

Whose responsibility is it that the operator of a forklift uses the seatbelt according to the OH&S regulations?

- A. Safety officer
- B. Employee
- C. Employer
- D. Shipper

Resources

Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

In Saskatchewan, the Government website is the hub that has the information and connections to other safety websites. The link below is their main OH & S page. Check it out. At the bottom, there are links to *The Occupational Health and Safety Act, 1993* and *The Occupational Health and Safety Regulations, 1996*, which we will be using to look up some information.

<http://www.publications.gov.sk.ca/details.cfm?p=677>

If you are outside Saskatchewan, you can still use this link for PLAR assessment, but you might want to check out your local OH&S regulations.

PART 191 – Introduction to the Parts and Warehousing Trades

You will study the history of the program and the reason for trained parts people in the industry, examining the different types of dealership and aftermarket parts distribution networks. OH&S, personal and shop safety, fire safety and worksafe policies and procedures will be covered.

Credit unit(s): 2.0

PART 191 – Trade Introduction and Safety Competent: I can work independently without supervision to apply the learning outcome Learning: I am still learning this and need some direction or supervision to do it well None: I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Describe the types of distribution networks.			
<ul style="list-style-type: none"> ▪ Define O.E.M's and their structure ▪ Define aftermarket suppliers ▪ Explain parts network flowcharts 			
2. Identify the duties and responsibilities of part department personnel.			
<ul style="list-style-type: none"> ▪ Identify job positions ▪ Define position responsibilities ▪ Explain authorities grid ▪ Discuss communications skills 			
3. Recognize safe working practices and safety equipment.			
<ul style="list-style-type: none"> ▪ Describe personal safety equipment ▪ Explain personal safety practices ▪ Discuss shop safety 			
4. Explain Fire Safety.			
<ul style="list-style-type: none"> ▪ Identify types of fires ▪ Describe emergency procedures ▪ Demonstrate evacuation procedures ▪ Identify types of extinguishers ▪ Match extinguishers to types of fires ▪ Explain operation of a fire extinguisher ▪ Discuss correct extinguishing procedures 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

An interview with the program head/faculty is required to clarify evidence.

- Documentation of certification from one the following: Mine Rescue, Volunteer Fire Department, Saskatchewan Safety Council Fire Safety Training

OR

- Employment validation form (refer to [Appendix A](#))
- Proof of OH&S training, and/or
- Employer to validate candidate knowledge and performance. (refer to [Appendix B: Employer validation checklist - PART 191 – Trade Introduction & Safety](#))

2. Performance test

(Practical Demonstration) demonstrating the correct operation of a fire extinguisher on a fire course (refer to [Appendix C: Performance checklists – Fire extinguisher operation](#))

3. Challenge exam (online)

- Passing mark is 50%
- Multiple choice
- Upon prior approval of Program head, complete a Proctor form (refer to [Appendix D](#))

Sample question:

You would use a plain water extinguisher on:

- A. an electrical fire
- B. a paint fire
- C. ordinary combustibles
- D. an oil fire

Resources

Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

See the list in the “Learning Resources” section of the course outline for PART 191 on the Parts Management Technician website: <http://programs.siastr.sk.ca/pmt/courses/Part%20191.htm>

PART 192 – Tools and Measuring

You will learn how to identify and use hand tools, power tools and measuring equipment.

Credit unit(s): 2.0

PART 192 – Tools and Measuring Competent: I can work independently without supervision to apply the learning outcome Learning: I am still learning this and need some direction or supervision to do it well None: I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Explain the different types of hand tools.			
<ul style="list-style-type: none"> ▪ Identify types of wrenches ▪ Identify types of pliers ▪ Identify types of screwdrivers ▪ Identify types of hammers ▪ Identify types of threading tools ▪ Explain the safe use of hand tools ▪ Explain the proper use of hand tools ▪ Compare different hand tools and their purpose ▪ Demonstrate the safe use of hand tools 			
2. Explain the different types of power tools.			
<ul style="list-style-type: none"> ▪ Identify types of electric tools ▪ Identify types of pneumatic tools ▪ Identify portable power tools ▪ Explain the safe use of power tools ▪ Describe the personal safety equipment required ▪ Compare different power tools and their purpose ▪ Demonstrate the safe use of power tools 			
3. Identify measuring tools and equipment.			
<ul style="list-style-type: none"> ▪ Identify types of calipers ▪ Identify types of micrometers ▪ Identify types of dial indicators ▪ Identify types of gauges 			
4. Demonstrate measuring tool use and operation.			
<ul style="list-style-type: none"> ▪ Demonstrate use of calipers ▪ Demonstrate use of micrometers ▪ Demonstrate use of dial indicators ▪ Demonstrate use of different types of gauges 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

An interview with the Program head/faculty is required to clarify evidence

- Employment validation form (refer to [Appendix A](#))
- Employer to validate candidate knowledge and performance. (refer to [Appendix B: Employer validation checklist - Part 192 – Tools & Measuring](#))

2. Performance test

(Practical demonstration) demonstrating measuring tool use and operation (refer to [Appendix C: Performance checklists – Measuring tool use and operation](#))

3. Challenge exam (online)

- Passing mark is 50%
- Multiple choice
- Upon prior approval of Program head, complete a Proctor form (refer to [Appendix D](#))

Sample question:

This is a/an:

- A. open end wrench
- B. box end wrench
- C. combination wrench
- D. crescent wrench



Resources

Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

See the list in the "Learning Resources" section of the course outline for PART 192 on the Parts Management Technician website: <http://programs.siastr.sk.ca/pmt/courses/Part%20192.htm>

PART 197 – Parts Documentation

You will become familiar with the various transactions that occur in a parts department. This includes point of sale documentation and forms used for other functions.

Credit unit(s): 2.0

PART 197 – Parts Documentation Competent: I can work independently without supervision to apply the learning outcome Learning: I am still learning this and need some direction or supervision to do it well None: I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Explain the different point of sale documentation.			
<ul style="list-style-type: none"> ▪ Demonstrate use of cash sales documents ▪ Demonstrate use of credit sales documents ▪ Explain merchandise return documents ▪ Explain paid out documents ▪ Explain the purpose of an inventory transfer ▪ Describe the procedures when doing a transfer ▪ Demonstrate completing the transfer forms 			
2. Discuss the purpose and required information on a work order.			
<ul style="list-style-type: none"> ▪ Describe the information required on a work order ▪ Explain when a work order would be used ▪ Demonstrate filling out a variety of work orders ▪ Explain why an estimate would be used ▪ Describe what information is needed ▪ Demonstrate the use of estimate forms 			
3. Prepare a parts order form.			
<ul style="list-style-type: none"> ▪ Describe the required information on an order form ▪ Explain the standard procedures when preparing an order ▪ Demonstrate completing an order form 			
4. Describe procedures when handling warranties.			
<ul style="list-style-type: none"> ▪ Explain the purpose of a warranty claim ▪ Describe the procedures required to process a claim ▪ Demonstrate completing a warranty claim form ▪ Explain a core return ▪ Describe the procedures required to handle a core return ▪ Demonstrate completing the core return forms 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

An interview with the Program head/faculty is required to clarify evidence.

- Employment validation form (refer to [Appendix A](#))
- Employer to validate candidate knowledge and performance. (refer to [Appendix B: Employer validation checklist - Part 197 – Parts Documentation](#))
- Work samples: an order form and an estimate form you have prepared

2. Written assignment

Complete a written assignment (online) demonstrating knowledge preparing an order form and an estimate form.

3. Challenge exam (online)

- Passing mark is 50%
- Multiple choice
- Upon prior approval of Program head, complete a Proctor form (refer to [Appendix D](#))

Sample question:

Another document used to record transactions of parts leaving your inventory is:

- A. purchase order
- B. waybill
- C. work order
- D. quote

Resources

Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

See the list in the “Learning Resources” section of the course outline for PART 197 on the Parts Management Technician website: <http://programs.siastr.sk.ca/pmt/courses/Part%20197.htm>

PART 198 – Parts Warehousing

You will study the history of warehousing, transportation systems, shipping and receiving, and transportation of controlled products.

Credit unit(s): 3.0

PART 198 – Parts Warehousing Competent: I can work independently without supervision to apply the learning outcome Learning: I am still learning this and need some direction or supervision to do it well None: I have no knowledge or experience related to this outcome	Competent	Learning	None
1. Examine the history of warehousing.			
<ul style="list-style-type: none"> ▪ Discuss the origins of warehouses ▪ Describe the different types of warehouses ▪ Explain the different styles of warehouses and their purposes 			
2. Explain shipping methods and procedures.			
<ul style="list-style-type: none"> ▪ Examine rationale when choosing a carrier ▪ Discuss types of shipments ▪ Describe shipping procedures ▪ Outline critical components when shipping 			
3. Demonstrate the skills required to prepare a shipment.			
<ul style="list-style-type: none"> ▪ Describe the required information of a shipping bill ▪ Prepare shipping documents from a variety of carriers ▪ Construct a method to track and trace shipments ▪ Complete the required shipping documents 			
4. Explain receiving procedures and practices.			
<ul style="list-style-type: none"> ▪ Discuss typical receiving procedures ▪ Explain common industry receiving practices ▪ Demonstrate completion of common receiving documents ▪ Explain receiving procedures and relationship to damage claims 			
5. Examine parts return policies.			
<ul style="list-style-type: none"> ▪ Describe reasons for a parts return ▪ Compare policies within the parts industry ▪ Discuss supplier returns ▪ Discuss customer returns 			
6. Describe the different types of claims.			
<ul style="list-style-type: none"> ▪ Examine the variety of claims that happen within the parts operation ▪ Prepare the different claims documents ▪ Explain the proper use of the claims forms 			
7. Demonstrate the completion of shipping & receiving forms.			
<ul style="list-style-type: none"> ▪ Compose shipping forms ▪ Compose receiving forms ▪ Analyze data on forms for errors 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in one or more of the following ways. Be prepared to discuss the expectations during a consultation meeting.

1. Evidence file

An interview with the Program head/faculty is required to clarify evidence.

- Employment validation form (refer to [Appendix A](#))
- Employer to validate candidate knowledge and performance. (refer to [Appendix B: Employer validation checklist - Part 198 – Parts Warehousing](#))
- Work samples: a shipping and receiving form you have prepared

2. Performance test

Practical demonstration preparing a shipment and completing shipping and receiving forms. (refer to [Appendix C: Performance checklists – Shipping and Receiving](#))

3. Challenge exam (online)

- Passing mark is 50%
- Multiple choice
- Upon prior approval of Program head, complete a Proctor form (refer to [Appendix D](#))

Sample question:

Which term describes merchandise ordered from the supplier but not shipped?

- A. back order
- B. emergency order
- C. stock order
- D. purchase order

Resources

Note: A PLAR candidate may find it beneficial to review the following material in preparation for the assessment. The resources may be referred to, but are not required to PLAR the course.

See the list in the “Learning Resources” section of the course outline for PART 198 on the Parts Management Technician website: <http://programs.siastr.sk.ca/pmt/courses/Part%20198.htm>

Warehouse Worker Applied Certificate

Appendices

Warehouse Worker

Appendix A – Employment Validation Form



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Employment validation form

An essential part of Prior Learning Assessment and Recognition is providing evidence that the employee/PLAR candidate has acquired skills and knowledge related to the specific learning outcomes for the course(s) they are seeking credit. This **Employment validation form** together with the appropriate **Employer validation checklist(s)** ([Appendix B](#)) provides verified evidence of the employee/candidate’s performance in industry.

Employee/ PLAR candidate: _____
(please print)

Employment information: (please print)

Employer: _____

Employer address: _____

Employer phone number: _____ **Fax:** _____

Employer email: _____

Dates of employment: _____ **to** _____
(dd/mm/yy) (dd/mm/yy)

Employment description: Full-time Hours per week: _____
Part-time Hours per week: _____

Job description (may be attached):

_____ **Date** _____
(Employer’s signature)

Note to employee/PLAR candidate:

The information on this form must be completed and signed by your employer/supervisor or designate indicating the job description, and place and length of employment. This form, together with the appropriate signed and dated **Employer validation checklist(s)** ([Appendix B](#)) should be returned to your PLAR assessor at Saskatchewan Polytechnic.

Warehouse Worker

Appendix B – Employer Validation Checklists



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Employer Validation Checklist: MATE 190 – Materials Handling and Equipment

Directions for validator: On the following page(s) there is a list of skill and knowledge factors that the employee/PLAR candidate is required to achieve in completing MATE 190. Please rate the employee/candidate's performance by placing a ✓ in the appropriate descriptor column (Mastery Competent, Functional or Not Applicable).

Add any clarifications/observations in the "Optional Comments" section. Sign and date below and include with the **Employment validation form** ([Appendix A](#)).

Criteria for the performance descriptors are as follows:

- Competent:** Employee/PLAR candidate is able to work independently to perform the skill/task.
- Learning:** Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.
- None:** Employee/PLAR candidate has no experience with skill/task.

Employee/PLAR candidate name: _____

Name of validator _____

Employer: _____ **Job title** _____

Telephone: _____ **Fax:** _____

Email: _____

Note to employee/PLAR candidate:

Employee/PLAR candidates for the challenge of MATE 190 must have this form completed by their direct employer/supervisor. The employer/supervisor is responsible for ensuring the Employer validation checklist accurately reflects your abilities in each area identified.

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – MATE 190 – Materials Handling and Equipment					
Understands warehouse equipment					
Recognizes personal protective equipment to be used					
Works well with hand tools in warehouse					
Demonstrated safe use of hand tools					
Performs inventory movement with hand powered equipment					
Uses proper manual equipment for the job					
Perform safety equipment inspection before use					
Demonstrate pre-shift inspections					
Identify requirements for using powered mobile equipment					
Recognizes the safe operating practices for powered mobile equipment					
Performs correct procedure driving unloaded mobile powered equipment					
Accurately fill in pre-shift check sheets					
Recognizes dangers in the warehouse					
Identify the safe storage of fuels					
Exhibits the correct handling of fuels					
Follows appropriate procedure if equipment fails the pre-shift inspection					
Identifies who needs to be made aware of faulty equipment					
Identify required areas of a warehouse					
Demonstrate safe handling of heavy items					
Understands shipping area practices and equipment					
Understands receiving area practices and equipment					

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – MATE 190 – Materials Handling and Equipment					
Understands FIFO principle of inventory movement					
Understands the importance of warehouse safety					
Recognizes whom is responsible according to the OH&S regulations					
Accurately identifies what to do in case of a warehouse accident					
Notifies other workers if there is a spill or safety concern					
Has positive attitude creating a safe work environment					
Understands the reason for warehouse training					

General comments regarding the employee/PLAR candidate's performance (optional):

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I validated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Validator's signature: _____ Date: _____



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Employer Validation Checklist: PART 191 – Introduction to the Parts and Warehousing Trades

Directions for validator: On the following page(s) there is a list of skill and knowledge factors that the employee/PLAR candidate is required to achieve in completing PART 191. Please rate the employee/candidate's performance by placing a ✓ in the appropriate descriptor column (Mastery Competent, Functional or Not Applicable).

Add any clarifications/observations in the "Optional Comments" section. Sign and date below and include with the **Employment validation form** ([Appendix A](#)).

Criteria for the performance descriptors are as follows:

- Competent:** Employee/PLAR candidate is able to work independently to perform the skill/task.
- Learning:** Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.
- None:** Employee/PLAR candidate has no experience with skill/task.

Employee/PLAR candidate name: _____

Name of validator _____

Employer: _____ **Job title** _____

Telephone: _____ **Fax:** _____

Email: _____

Note to employee/PLAR candidate:

Employee/PLAR candidates for the challenge of PART 191 must have this form completed by their direct employer/supervisor. The employer/supervisor is responsible for ensuring the Employer validation checklist accurately reflects your abilities in each area identified.

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – PART 191 – Trade					
Introduction and Safety					
Interacts effectively with the following parts distribution networks:					
<ul style="list-style-type: none"> Original Equipment Manufacturers (O.E.M.s) 					
<ul style="list-style-type: none"> aftermarket industries (i.e. service stations, dealerships, industrial operations, etc.) 					
Effectively uses parts network flowcharts					
Recognizes the duties and responsibilities of job positions of the part department personnel. (i.e. manager, asst. manager, wholesale sales person, front counter technician, etc.)					
Performs own job position responsibilities effectively					
Takes direction from supervisors					
Shows interest in the parts trade and industry sector					
Is sales and service oriented					
Exhibits qualities of good business sense					
Demonstrates an attitude for career success (i.e. enthusiastic, confident, optimistic, sincere)					
Demonstrates qualities of professionalism (i.e. neat in appearance, pleasant manner, desire to be of service, eager to improve)					
Communicates well with supervisors					
Communicates well with peers					
Demonstrates knowledge of products and product catalogue systems when communicating with coworkers/customers					
Demonstrates knowledge of company policies and procedures when communicating with coworkers/customers					

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – PART 191 – Trade					
Introduction and Safety					
Performs shipping and receiving operations					
Works well with others when participating in projects or tasks					
Can identify safety hazards					
Works together co-operatively with shop co-workers to prevent occupational injuries and illnesses					
Takes necessary precautions to protect themselves and others from hazards					
Uses fire safety procedures relevant to type of fire					
Employs appropriate emergency procedures					
Effectively uses the evacuation procedures of the facility/building they are working in					
Is familiar with the fire safety regulations of the facility/building they are working in					
Knows the location and types of extinguishers in the facility/building					
*Uses correct fire extinguisher (i.e. Water, Foam, Multi-purpose dry chemical, Carbon dioxide, Halo) according to type of fire (Class A, B, C, D)					
*Uses correct procedures for extinguishing a fire					

General comments regarding the employee/PLAR candidate's performance (optional):

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I validated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Validator's signature: _____ Date: _____



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Employer Validation Checklist: PART 192 – Tools and Measuring

Directions for validator: On the following page(s) there is a list of skill and knowledge factors that the employee/PLAR candidate is required to achieve in completing PART 192. Please rate the employee/candidate's performance by placing a ✓ in the appropriate descriptor column (Mastery Competent, Functional or Not Applicable).

Add any clarifications/observations in the "Optional Comments" section. Sign and date below and include with the **Employment validation form** ([Appendix A](#)).

Criteria for the performance descriptors are as follows:

- Competent:** Employee/PLAR candidate is able to work independently to perform the skill/task.
- Learning:** Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.
- None:** Employee/PLAR candidate has no experience with skill/task.

Employee/PLAR candidate name: _____

Name of validator _____

Employer: _____ **Job title** _____

Telephone: _____ **Fax:** _____

Email: _____

Note to employee/PLAR candidate:

Employee/PLAR candidates for the challenge of PART 192 must have this form completed by their direct employer/supervisor. The employer/supervisor is responsible for ensuring the Employer validation checklist accurately reflects your abilities in each area identified.

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – PART 192 – Tools and Measuring					
Demonstrates safe use of all hand tools					
Demonstrates proper use of hand tools					
Recognizes proper application of hand tools					
Employs proper tool selection					
Maintains the hand tools (i.e. cleaning, storage)					
Demonstrates safe use of all power tools					
Demonstrates proper use of all power tools					
Exhibits responsible behavior in the presence of power tools					
Can identify safety hazards					
Is familiar with Electrical power tools					
Is familiar with pneumatic power tools					
Maintains the power tools (i.e. cleaning, storage)					
Exhibits proper use of layout tools					
Can accurately read precision measuring tools (i.e. vernier calipers, micrometers, dial indicators and gauges)					
Exhibits the ability to transfer the measurement to the application					
Interacts effectively with the customer to transfer measurements to correct application					
Can accurately take measurements					
Understands the value of a vernier scale					
Shows proper care for precision measuring tools					

General comments regarding the employee/PLAR candidate's performance (optional):

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I validated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Validator's signature: _____ Date: _____



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Employer Validation Checklist: PART 197 – Parts Documentation

Directions for validator: On the following page(s) there is a list of skill and knowledge factors that the employee/PLAR candidate is required to achieve in completing PART 197. Please rate the employee/candidate’s performance by placing a ✓ in the appropriate descriptor column (Mastery Competent, Functional or Not Applicable).

Add any clarifications/observations in the “Optional Comments” section. Sign and date below and include with the **Employment validation form** ([Appendix A](#)).

Criteria for the performance descriptors are as follows:

- Competent:** Employee/PLAR candidate is able to work independently to perform the skill/task.
- Learning:** Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.
- None:** Employee/PLAR candidate has no experience with skill/task.

Employee/PLAR candidate name: _____

Name of validator _____

Employer: _____ **Job title** _____

Telephone: _____ **Fax:** _____

Email: _____

Note to employee/PLAR candidate:

Employee/PLAR candidates for the challenge of PART 197 must have this form completed by their direct employer/supervisor. The employer/supervisor is responsible for ensuring the Employer validation checklist accurately reflects your abilities in each area identified.

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – PART 197 – Parts Documentation					
Has ability to document computer and handwritten invoices					
Has a working knowledge of the dealerships charge account philosophy					
Effectively creates invoices					
Has legible handwriting					
Takes a professional approach to salesmanship					
Accurately transfers numbers from one page to another					
Identifies the appropriate signatures needed on an invoice					
Effectively completes returned merchandise invoices					
Exhibits the ability to charge appropriate taxes					
Understand the reasoning of tracking all money transactions					
Understands the term COD					
Successfully completes work orders					
Completes all required information on work orders					
Recognizes the need for appropriate signatures on work orders					
Charges appropriate taxes on work orders					
Recognizes the need for estimates					
Recognizes the need for dates on estimates					
Accurately completes order forms					
Effectively uses purchase orders					
Uses correct procedures when handling a warranty claim					
Effectively completes warranty claim forms					

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – PART 197 – Parts Documentation					
Works cooperatively with mainline warranty clerk					
Uses correct procedures when handling core returns					
Places core is in appropriate bins					
Effectively completes inventory transfers					

General comments regarding the employee/PLAR candidate's performance (optional):

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I validated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Validator's signature: _____ Date: _____



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Employer Validation Checklist: PART 198 – Parts Warehousing

Directions for validator: On the following page(s) there is a list of skill and knowledge factors that the employee/PLAR candidate is required to achieve in completing PART 198. Please rate the employee/candidate’s performance by placing a ✓ in the appropriate descriptor column (Mastery Competent, Functional or Not Applicable).

Add any clarifications/observations in the “Optional Comments” section. Sign and date below and include with the **Employment validation form** ([Appendix A](#)).

Criteria for the performance descriptors are as follows:

- Competent:** Employee/PLAR candidate is able to work independently to perform the skill/task.
- Learning:** Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.
- None:** Employee/PLAR candidate has no experience with skill/task.

Employee/PLAR candidate name: _____

Name of validator _____

Employer: _____ **Job title** _____

Telephone: _____ **Fax:** _____

Email: _____

Note to employee/PLAR candidate:

Employee/PLAR candidates for the challenge of PART 198 must have this form completed by their direct employer/supervisor. The employer/supervisor is responsible for ensuring the Employer validation checklist accurately reflects your abilities in each area identified.

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – PART 198 – Parts Warehousing					
	Understands warehouse logistics				
	Recognizes the need for a warehouse				
	Works well with the bin numbering system				
	Communicates well with the shipping department				
	Performs shipping operations				
	Uses proper rationale for selecting shipping carrier				
	Perform correct packing procedures				
	Accurately fills out shipping documentation				
	Prepare a variety of shipping documents				
	Recognizes the need for a shippers log				
	Performs correct procedure when receiving shipments				
	Accurately checks packing slip against order form				
	Recognizes backorders				
	Accurately posts new bin locations				
	Exhibits the ability to find appropriate bin locations for incoming parts				
	Follows appropriate procedure when dealing with discrepancies				
	Files forms in appropriate place				
	Works well with return policies				
	Completes all receiving procedures				
	Understands the different returns offered by the mainline				
	Meets the deadline for returns				

Descriptor	Criteria	PERFORMANCE			OPTIONAL COMMENTS
		Competent	Learning	None	Add any clarifications/observations.
Competent:	Employee/PLAR candidate is able to work independently to perform the skill/task.				
Learning:	Employee/PLAR candidate needs some assistance to perform the skill/task and/or is developing the skills and knowledge for this task.				
None:	Employee/PLAR candidate has no experience with skill/task.				
EMPLOYER VALIDATION CHECKLIST – PART 198 – Parts Warehousing					
Understands the companies restocking charge policy					
Understands the term freight on board					
Recognizes whom pays freight on specific returns					
Accurately picks items for return					
Notifies customers when shipments has arrived					
Has positive attitude towards shipping and receiving					
Works well with shipping carrier representative					

General comments regarding the employee/PLAR candidate’s performance (optional):

I affirm that I am the person who has administered this checklist, and that I have conducted this employee skills assessment with integrity. I also affirm that the above named employee is the person whose performance I validated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Validator’s signature: _____ Date: _____

Warehouse Worker

Appendix C – Performance Checklists



WAREHOUSE WORKER PROGRAM PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Performance Checklist—PART 191—Introduction to the Parts and Warehousing Trades

Fire extinguisher operation

Given:

1. Fire extinguisher
2. Fire course

Instructions for use:

This **Performance based skill assessment checklist** is designed to:

- provide a structured assessment under the direction of an experienced and qualified skills assessor, and
 - standardize conditions under which the candidate demonstrates his/her performance of tasks that meet the requirements of the Warehouse Worker program.
1. The test will be administered at a fire course testing center with an assessor present.
 2. You will be expected to demonstrate the correct operation of a fire extinguisher on a fire course based by satisfactorily completing each of the operations listed under each task in the Performance based skill assessment checklist. This performance test evaluates your mastery of learning outcomes 4 & 5.
 3. When a task is successfully performed by the candidate a check (✓) is placed in the Satisfactory box. After completing the checklist, the skills evaluator and candidate must sign the checklist.
 4. You have ____ minutes to complete the demonstration.

Instructions to the skills evaluator

1. Give a copy of the Performance based skill assessment checklist to the candidate.
2. Review all of the instructions with the candidate and answer any questions or concerns about how it will be used.
3. Demonstrate and/or talk the candidate through each of the steps required to do the task.
4. Allow the candidate time to ask questions and/or study the steps.
5. Observe the candidate performing the required steps; correct him/her as needed.
6. Allow the candidate to practice until he/she is confident.
7. Evaluate the candidate at his/her request.



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Performance Test—PART 191—Introduction to the Parts and Warehousing Trades

Fire extinguisher operation

Instructions to the employee

Practice the tasks as many times as needed to become confident and proficient with the documents or equipment. Your skills assessor will check and observe your performance using the following checklist. You must adhere to all safety precautions. If a safety precaution is violated, then the demonstration shall be stopped and the skills assessor will instruct you on the proper safety procedures that apply before allowing you to continue.

Criteria: All items must be checked **Satisfactory** for attainment.

Performance based skill assessment – PART 191	Satisfactory	Unsatisfactory
1. Sounded the alarm		
2. Alerted people in the area to evacuate		
3. Determined if it is safe to use a fire extinguisher (Fire is small, knows how to use an extinguisher)		
4. Ensured the exit is clear		
5. Stayed low to avoid smoke		
6. Chose the right fire extinguisher for the type of fire		
7. Pulled the pin on the fire extinguisher		
8. Stood within six feet of the fire		
9. Held the extinguisher correctly		
10. Aimed the nozzle (or hose) of the extinguisher at the base of the fire		
11. Squeeze (or depressed) the handles together		
12. Swept back and forth towards the base of the fire		
13. Did not walk on an area that they have "extinguished"		
14. Directed the extinguisher at the base of the flames until the fire was completely out		
15. The fire was put out within ___ minutes		
16. Reported used extinguisher		

Comments: _____

Candidate information *(please print)*

Name _____ Student number _____

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the Saskatchewan Polytechnic Warehouse Worker Program certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances.

PLAR candidate's signature _____ Date _____

Assessor information *(please print)*

Name _____ Phone _____

Organization/employer _____

I affirm that I am the person who has administered this checklist, and that I have conducted this candidate's skills assessment with integrity. I also affirm that the above named candidate is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Assessor's signature _____ Date _____



WAREHOUSE WORKER PROGRAM PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Performance Checklist: PART 192 – Tools and Measuring

Demonstrate measuring tool use and operation

Given:

1. Micrometer
2. Vernier Calipers
3. Items to measure

Instructions for Use:

This **Performance based skill assessment checklist** is designed to:

- provide a structured assessment under the direction of an experienced and qualified skills assessor, and
 - standardize conditions under which the candidate demonstrates his/her performance of tasks that meet the requirements of the Warehouse Worker program.
1. The test will be administered at a fire course testing center with an assessor present.
 2. You will be expected to demonstrate the correct operation of a fire extinguisher on a fire course based by satisfactorily completing each of the operations listed under each task in the Performance based skill assessment checklist. This performance test evaluates your mastery of learning outcome 6.
 3. When a task is successfully performed by the candidate a check (✓) is placed in the Satisfactory box. After completing the checklist, the skills evaluator and candidate must sign the checklist.
 4. You have ____ minutes to complete the demonstration.

Instructions to the skills evaluator

1. Give a copy of the Performance based skill assessment checklist to the candidate.
2. Review all of the instructions with the candidate and answer any questions or concerns about how it will be used.
3. Demonstrate and/or talk the candidate through each of the steps required to do the task.
4. Allow the candidate time to ask questions and/or study the steps.
5. Observe the candidate performing the required steps; correct him/her as needed.
6. Allow the candidate to practice until he/she is confident.
7. Evaluate the candidate at his/her request.



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Performance Test - PART 192 – Tools and Measuring

Demonstrate measuring tool use and operation

Instructions to the candidate

Practice the tasks as many times as needed to become confident and proficient with the documents or equipment. Your skills assessor will check and observe your performance using the following checklist. You must adhere to all safety precautions. If a safety precaution is violated, then the demonstration shall be stopped and the skills assessor will instruct you on the proper safety procedures that apply before allowing you to continue.

Criteria: All items must be checked **Satisfactory** for attainment.

Performance based skill assessment – PART 192	Satisfactory	Unsatisfactory
1. Properly hold micrometer to measure		
2. Accurately “zero” micrometer		
3. Take measurement using “feel” method		
4. Take measurement using ratchet stop or friction thimble		
5. Use barrel and thimble readings to get measurement		
6. Demonstrate proper handling and storage of micrometers		
7. Show the three typical measurements that vernier callipers can perform		
8. Take measurement of item and read vernier scale to .001” or .01 mm		
9. Demonstrate use of locking mechanism to transfer measurements		
10. Demonstrate correct handling to ensure accuracy of caliper		
11. Take I.D. measurement using vernier caliper		
12. Take O.D. measurement using vernier caliper		
13. Take depth measurement using vernier caliper		

Comments: _____

Candidate information *(please print)*

Name _____ Student number _____

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the Saskatchewan Polytechnic Warehouse Worker Program certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances.

PLAR candidate's signature _____ Date _____

Assessor information *(please print)*

Name _____ Phone _____

Organization/employer _____

I affirm that I am the person who has administered this checklist, and that I have conducted this candidate's skills assessment with integrity. I also affirm that the above named candidate is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Assessor's signature _____ Date _____



WAREHOUSE WORKER PROGRAM PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Performance Checklist—PART 198—Parts Warehousing

Demonstrate the completion of shipping and receiving forms

Given:

1. Shippers log
2. Packing slip
3. Waybill (Pro-bill, Bill of Lading)

Instructions for use:

This **Performance based skill assessment checklist** is designed to:

- provide a structured assessment under the direction of an experienced and qualified skills assessor, and
 - standardize conditions under which the candidate demonstrates his/her performance of tasks that meet the requirements of the Warehouse Worker program.
1. The test will be administered at a fire course testing center with an assessor present.
 2. You will be expected to demonstrate the correct operation of a fire extinguisher on a fire course based by satisfactorily completing each of the operations listed under each task in the Performance based skill assessment checklist. This performance test evaluates your mastery of learning outcome 7.
 3. When a task is successfully performed by the candidate a check (✓) is placed in the Satisfactory box. After completing the checklist, the skills evaluator and candidate must sign the checklist.
 4. You have ____ minutes to complete the demonstration.

Instructions to the skills evaluator

1. Give a copy of the Performance based skill assessment checklist to the candidate.
2. Review all of the instructions with the candidate and answer any questions or concerns about how it will be used.
3. Demonstrate and/or talk the candidate through each of the steps required to do the task.
4. Allow the candidate time to ask questions and/or study the steps.
5. Observe the candidate performing the required steps; correct him/her as needed.
6. Allow the candidate to practice until he/she is confident.
7. Evaluate the candidate at his/her request.



**WAREHOUSE WORKER PROGRAM
PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Performance Test- PART 198 – Parts Warehousing

Demonstrate measuring tool use and operation

Instructions to the candidate

Practice the tasks as many times as needed to become confident and proficient with the documents or equipment. Your skills assessor will check and observe your performance using the following checklist. You must adhere to all safety precautions. If a safety precaution is violated, then the demonstration shall be stopped and the skills assessor will instruct you on the proper safety procedures that apply before allowing you to continue.

Criteria: All items must be checked **Satisfactory** for attainment.

Performance based skill assessment – PART 198	Satisfactory	Unsatisfactory
1. Check the packing slip against a shipment		
2. Show how to note any discrepancies on packing slip		
3. Fill out waybill for a shipment		
4. Check waybill for all critical information		
5. Identify materials that need to accompany shipment		
6. Demonstrate clerical procedures when receiving a shipment		
7. Demonstrate how form is used to provide carrier proof of condition of goods		
8. Show how damaged shipments are recorded on the waybill		
9. Identify where and when delivery driver needs to sign		
10. Fill out a shipper logbook		
11. Demonstrate the tracking ability of the log book		
12. Determine shipping time and carrier for a previous shipment		
13. Show what information is required on a packing slip		
14. Demonstrate how to attach shipping labels and packing slips to shipment		

Comments: _____

Candidate information *(please print)*

Name _____ Student number _____

I affirm that I am the person who has performed those items checked on this checklist. I acknowledge that the performance checklists used are solely for the purpose of skills assessment for the Saskatchewan Polytechnic Warehouse Worker Program certification requirements, and are not intended to replace or modify company operating or safety procedures, and may not be appropriate for use in all circumstances.

PLAR candidate's signature _____ Date _____

Assessor information *(please print)*

Name _____ Phone _____

Organization/employer _____

I affirm that I am the person who has administered this checklist, and that I have conducted this candidate's skills assessment with integrity. I also affirm that the above named candidate is the person whose performance I evaluated, and that the above named person performed the checked tasks at the indicated level without assistance from me or any other person.

Assessor's signature _____ Date _____

Warehouse Worker

Appendix D – Proctor Form



Exam proctor form - Prior Learning Assessment

If you wish to write a challenge exam off-campus, please return this completed form to your Saskatchewan Polytechnic program.
Upon approval of the Program head, the details and resources for the exam will be supplied to the exam proctor. You can write the exam under secure conditions when it is convenient to both of you.

Program Head
Parts Management Technician Program
Saskatchewan Polytechnic Kelsey Campus
PO Box 1520
Saskatoon, SK S7K 3R5

The exam proctor/supervisor should be a professional (teacher, RCMP, RN, secretary, clergy, etc.) and must be a non-relative.

EXAM PROCTOR/SUPERVISOR

Name: _____

Occupation: _____

Place of employment: _____

Address: _____

Postal code: _____

Business phone: _____ Home phone: _____

Email: _____

Student's name: (please print) _____

List course(s) _____

Signature