



Parts Person – Applied Certificate

PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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Prior learning credit options at Saskatchewan Polytechnic

See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

How to navigate this document

This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

Contents of this guide

This guide contains the following specific PLAR information and tools for this program

- A. [PLAR fees](#)
- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
- E. [PLAR contact person](#)
- F. [Self-rating course outlines](#)

A. PLAR fees

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

B. PLAR eligibility and options

To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

C. Dates when PLAR assessment is available

PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

All PLAR assessments must be completed by June 15 of each academic year.

D. Special directions for this program

1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. Apply for admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
6. **Finalize** an assessment plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

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F. Self-rating course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
COAP 194	Inventory Software	
MATE 190	Materials Handling and Equipment	
PART 178	Parts Workplace Skills	
PART 191	Introduction to the Parts and Warehousing Trades	
PART 192	Tools and Measuring	
PART 194	Parts Information Systems	
PART 195	Electrical Parts 1	
PART 197	Parts Documentation	
PART 198	Parts Warehousing	
PART 288	Engine Parts 1	
PART 289	Vehicle System Parts	
PART 291	Drivetrain Components	

COAP 194 - Inventory Software

You will become familiar with the programs used by Parts Department computer systems.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss software programs used by Parts Department.			
2. Discuss business systems.			
3. Discuss the use of electronic parts catalogues.			

MATE 190 - Materials Handling and Equipment

You will study typical practices and procedures for material 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
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify materials handling equipment.			
2. Discuss facility layouts.			
3. Describe inventory handling practices.			
4. Compare operational facility layouts.			
5. Discuss safety requirements.			
6. Demonstrate safe use of materials handling equipment.			

PART 178 - Parts Workplace Skills

You will learn valuable workplace skills including job exploration, explore essential and employability skills, customer service, business communication methods, workplace behaviors and responsibilities, coaching, mentoring, and conflict resolution.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explore job search related documents.			
2. Examine essential workplace procedures.			
3. Discuss customer communication skills.			
4. Explain workplace conflict resolution.			
5. Describe workplace mentoring.			

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. Occupational Health and Safety (OH&S), personal and shop safety, fire safety and work safe policies and procedures will be covered.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the types of distribution networks.			
2. Identify the duties and responsibilities of parts department personnel.			
3. Recognize safe working practices and safety equipment.			
4. Explain fire safety.			

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
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the different types of hand tools.			
2. Explain the different types of power tools.			
3. Identify measuring tools and equipment.			
4. Demonstrate measuring tool use and operation.			

PART 194 - Parts Information Systems

You will learn the different methods of locating and identifying components. These include printed materials, microfiche, and computer technology.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify tools used to locate parts information.			
2. Describe the components of the different systems.			
3. Discuss the parts pricing structures.			
4. Demonstrate alternative methods for locating parts.			
5. Explain the need to use electronic parts information systems.			

PART 195 - Electrical Parts 1

You will study the fundamentals of electricity and learn how to identify the components of circuits found on a vehicle.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

Use a checkmark (✓) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
Learning:	I am still learning skills and knowledge to apply this outcome.			
None:	I have no knowledge or experience related to this outcome.			
1.	Identify the basic fundamentals of electricity and electronics.			
2.	Explain battery types and functions.			
3.	Describe charging system components and functions.			
4.	Identify chassis wiring.			

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
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the different point of sale documentation.			
2. Discuss the purpose and required information on a work order.			
3. Prepare a parts order form.			
4. Describe procedures when handling warranties.			

PART 198 - Parts Warehousing

Your studies will cover the history of warehousing, transportation systems, shipping and receiving and transportation of various products.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine the history of warehousing.			
2. Explain shipping methods and procedures.			
3. Demonstrate the skills required to prepare a shipment.			
4. Explain receiving procedures and practices.			
5. Examine parts return policies.			
6. Describe different types of claims.			
7. Demonstrate the procedures for completing shipping and receiving forms.			

PART 288 - Engine Parts 1

Your studies will examine engine classifications and design. You will focus on identifying engine components and their function.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the principles of combustion.			
2. Identify basic engine components.			
3. Describe engine classifications.			
4. Describe the principles of engine operation.			

PART 289 - Vehicle System Parts

Your studies will cover suspension, steering and braking systems. You will focus on the principles of these systems as well as the components.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the components and principles of the suspension system.			
2. Describe the components and principles of the steering system.			
3. Describe the components and principles of the brake system.			
4. Discuss a variety of tires and vehicle ballasting.			
5. Identify the components of track systems.			

PART 291 - Drivetrain Components

You will study transmissions, differentials, final drives, clutches, and converters, as well as drive lines. You will focus on the function of the parts and replacement parts available.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (✓) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe axle and driveline parts.			
2. Discuss clutches and torque converters.			
3. Discuss transmissions and transaxles.			
4. Discuss differentials and final drives.			
5. Compare the different drive train systems.			