

NBTAP Secondary Pre-Apprenticeship



Over the course of the NBTAP Employment experience, student apprentices should observe, and perform, some of the following trade skills under the supervision of a qualified journeyman.

IMPORTANT NOTE: Students, as part of your NBTAP summer experience, you will be required to maintain a Secondary Pre-Apprenticeship Logbook. **Please be sure to obtain a copy of your NBTAP Logbook from your School Champion or the Pre-Apprenticeship Coordinator PRIOR to starting your employment placement.**



Partsperson: Trade Related Skills

- Orders, ships, receives, prices, and markets parts
- Accesses customer needs for service, repair, or replacement parts
- Locates and interprets parts manuals, microfiche, or electronic cataloguing
- Locates parts using dealer communications systems
- Sells parts over the counter, by computer, by phone, and road sales
- Uses business machines such as calculators, computers, fax, and email
- Prepares statements (bills, records, and payment)
- Packages and labels parts for shipping
- Plans, maintains, and updated display areas

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CONTACT US

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