

AUTOMOTIVE TECHNICAL ACADEMY

FACULTY OF AUTOMOTIVE BUSINESS MANAGEMENT

ATA-SP100

Automotive Spare Parts Dealership & Supply Chain Management

Curriculum Framework — Version 1.0

Programme Status: Proposed for Approval

Programme Code: ATA-SP100

Qualification: Professional Diploma

Duration: 48 Weeks

Training Schedule: 5 Days per Week

Training Hours: 8 Hours per Day

Total Contact Hours: 1,920 Hours

1. Programme Philosophy

ATA-SP100 follows the Automotive Technical Academy's approved practical-first model:

- **70% Practical Training:** 1,344 Hours
- **30% Theory:** 576 Hours

Learners will develop competence by operating a simulated automotive spare parts dealership, warehouse, procurement office, online parts store, and supply-chain control centre.

Training will involve real and simulated automotive components, electronic parts catalogues, vehicle identification systems, inventory software, supplier documentation, warehouse equipment, sales procedures, procurement exercises, logistics planning, and business performance analysis.

2. Entry Requirements

Applicants should possess one of the following:

- ATA-ABM000 – Automotive Business Management Foundation;
- ATA technical foundation qualification;
- Relevant automotive workshop, sales, warehousing, logistics, or spare parts experience;
- Recognition of Prior Learning in accordance with ATA policy.

Basic literacy, numeracy, communication, and digital skills are required.

3. Programme Goal

To produce competent automotive spare parts and supply-chain professionals capable of identifying, sourcing, purchasing, receiving, storing, pricing, marketing, selling, distributing, and managing genuine and quality automotive components for workshops, dealerships, fleets, retailers, wholesalers, and online automotive businesses.

4. Programme Objectives

ATA-SP100 will prepare learners to:

1. Understand the structure of the automotive spare parts industry.
 2. Identify automotive components using vehicle specifications, VIN information, part numbers, and electronic catalogues.
 3. Distinguish among OEM, genuine, aftermarket, remanufactured, used, and counterfeit-risk components.
 4. Manage retail, wholesale, dealership, and workshop parts operations.
 5. Plan and control automotive inventory.
 6. Conduct procurement and supplier evaluation.
 7. Operate warehouses and distribution systems.
 8. Manage importation, transportation, and logistics documentation.
 9. Use digital sales, inventory, accounting, and e-commerce platforms.
 10. Apply professional customer service and technical parts advisory skills.
 11. Manage pricing, profitability, cash flow, and business performance.
 12. Establish and grow a sustainable automotive spare parts enterprise.
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5. Graduate Competency Profile

Upon successful completion, graduates will be able to:

Parts Identification

- Identify major automotive mechanical, electrical, electronic, body, interior, cooling, and EV components.
- Use VINs, chassis numbers, engine codes, transmission codes, and model specifications.
- Read and interpret automotive part numbers.
- Use electronic parts catalogues and manufacturer-informed reference systems.
- Match replacement parts accurately to vehicles and repair requirements.

Sales and Customer Support

ATA-SP100

- Receive customer and workshop parts requests.
- Ask appropriate technical clarification questions.
- Prepare parts quotations, invoices, receipts, and delivery notes.
- Explain product grades, warranties, specifications, and limitations.
- Manage returns, exchanges, complaints, and warranty claims professionally.

Procurement and Supplier Management

- Prepare purchase requisitions and purchase orders.
- Source products from approved suppliers.
- Evaluate supplier quality, pricing, reliability, and delivery performance.
- Negotiate commercial terms within organizational authority.
- Maintain supplier records and purchasing documentation.

Inventory and Warehousing

- Establish stock codes and product classifications.
- Receive, inspect, label, store, issue, and count inventory.
- Set reorder levels, minimum stock, maximum stock, and safety stock.
- Conduct cycle counts and full inventory audits.
- Reduce stock loss, damage, duplication, and obsolescence.

Supply Chain and Logistics

- Plan local and international parts movement.
- Prepare packing lists and dispatch documents.
- Coordinate transport, delivery, consolidation, and order tracking.
- Understand basic importation and customs documentation.
- Manage last-mile delivery and proof-of-delivery processes.

Digital Commerce

- Operate inventory and point-of-sale systems.
- Manage online product listings.
- Use customer databases and digital communication tools.
- Process online enquiries and orders.
- Monitor basic e-commerce and sales performance data.

Business Management

- Calculate selling prices, mark-ups, margins, and operating costs.
- Manage cash flow, credit sales, and accounts receivable.
- Prepare business budgets and performance reports.
- Develop sales and marketing strategies.

ATA-SP100

- Prepare a business plan for a spare parts enterprise.

6. Programme Structure

Module Code	Module Title	Duration	Hours
SP100-01	Automotive Parts Industry, Professional Practice and Safety	3 Weeks	120
SP100-02	Vehicle Systems, Parts Classification and Component Identification	6 Weeks	240
SP100-03	VIN Interpretation, Part Numbers and Electronic Parts Catalogues	6 Weeks	240
SP100-04	Parts Sales, Technical Customer Service and Dealership Operations	6 Weeks	240
SP100-05	Procurement, Supplier Management and Product Quality Assurance	5 Weeks	200
SP100-06	Inventory Control, Warehousing and Stock Audit Systems	5 Weeks	200
SP100-07	Automotive Logistics, Importation and Distribution Operations	4 Weeks	160
SP100-08	Pricing, Finance, Digital Commerce and Business Administration	3 Weeks	120
SP100-09	Integrated Spare Parts Dealership and Supply-Chain Projects	8 Weeks	320
SP100-10	Industrial Attachment, Capstone Project and Final Assessment	2 Weeks	80
Total		48 Weeks	1,920 Hours

7. Detailed Module Framework

MODULE SP100-01

Automotive Parts Industry, Professional Practice and Safety

Duration: 3 Weeks

Contact Hours: 120 Hours

Module Purpose

To introduce learners to the automotive spare parts industry, professional conduct, workplace safety, ethical trading, and the major business models operating within the automotive parts ecosystem.

Learning Content

- Structure of the automotive parts industry
- Manufacturers and original equipment suppliers
- OEM, genuine, aftermarket, remanufactured, reconditioned, used, and salvaged parts
- Retail and wholesale operations
- Dealership parts departments
- Workshop parts stores
- Fleet parts operations
- Online spare parts businesses
- Professional ethics
- Customer confidentiality
- Honest product representation
- Workplace communication
- Manual handling
- Warehouse safety
- Fire prevention
- Chemical and lubricant storage awareness
- Battery and electrical component handling
- Environmental responsibility
- Waste and damaged-parts control

Practical Competencies

Learners will:

- Map the automotive spare parts value chain.
- Identify different spare parts business models.
- Organize a safe parts sales and storage environment.
- Apply correct handling procedures for heavy, sharp, fragile, electrical, and chemical-related products.
- Demonstrate ethical product description and customer communication.

- Complete basic workplace safety inspections.

Practical Assignments

- Spare parts business model comparison
 - Workplace hazard-identification exercise
 - Parts counter professional-conduct simulation
 - Store safety inspection
 - Ethical sales case study
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MODULE SP100-02

Vehicle Systems, Parts Classification and Component Identification

Duration: 6 Weeks

Contact Hours: 240 Hours

Module Purpose

To provide learners with the technical knowledge required to identify and classify automotive parts across major vehicle systems.

Learning Content

Engine Components

- Engine blocks
- Cylinder heads
- Pistons and rings
- Crankshafts
- Camshafts
- Bearings
- Valves
- Gaskets and seals
- Timing components
- Lubrication components
- Air-intake components
- Fuel-system components
- Turbocharger components

Transmission Components

- Manual transmission parts
- Automatic transmission parts
- CVT components

- Clutch components
- Torque converters
- Valve bodies
- Solenoids
- Transmission filters
- Seals and friction materials
- Drive shafts and joints

Chassis Components

- Suspension parts
- Steering components
- Brake-system parts
- Wheel hubs and bearings
- Tyres and wheel accessories
- Mountings and bushings

Electrical and Electronic Components

- Batteries
- Alternators
- Starter motors
- Relays and fuses
- Sensors and actuators
- Ignition components
- Wiring components
- ECUs and control modules
- Lighting components
- Switches and motors

Cooling and HVAC Components

- Radiators
- Water pumps
- Thermostats
- Cooling fans
- Compressors
- Condensers
- Evaporators
- Expansion valves

- Blower motors
- Refrigeration service parts

Body and Interior Components

- Lamps
- Bumpers
- Grilles
- Mirrors
- Door components
- Windscreens
- Panels
- Trim parts
- Seats and upholstery components
- Interior switches and accessories

Hybrid and Electric Vehicle Parts

- High-voltage batteries
- Electric motors
- Inverters
- Converters
- Onboard chargers
- Charging connectors
- Electric coolant pumps
- High-voltage cables
- EV service and safety parts

Practical Competencies

Learners will:

- Identify parts physically and from images or catalogues.
- Classify components according to vehicle system.
- Match parts to their functions.
- Recognize left-hand, right-hand, front, rear, upper, lower, inner, and outer component descriptions.
- Identify service items, repair parts, assemblies, and accessories.
- Develop product-group and shelf-location systems.

Practical Assignments

- Component identification stations

- Parts-function matching exercises
 - Vehicle-system parts classification
 - Mixed-parts sorting exercise
 - Store shelving and product-location project
 - Workshop parts-request interpretation
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MODULE SP100-03

VIN Interpretation, Part Numbers and Electronic Parts Catalogues

Duration: 6 Weeks

Contact Hours: 240 Hours

Module Purpose

To develop accurate vehicle and component identification skills using VINs, chassis numbers, model codes, engine codes, transmission codes, part numbers, and electronic parts catalogues.

Learning Content

- Vehicle Identification Number structure
- World Manufacturer Identifier
- Vehicle description information
- Model year and production information
- Chassis and frame numbers
- Engine identification codes
- Transmission identification codes
- Trim and paint codes
- Production-date differences
- Market and regional specifications
- Left-hand-drive and right-hand-drive differences
- Part-number structures
- Superseded part numbers
- Alternative and interchangeable parts
- Electronic Parts Catalogues
- Illustrated parts diagrams
- Parts-group navigation
- Catalogue notes and restrictions
- Application data

- Cross-referencing systems
- Barcode and QR-code systems
- Data-entry accuracy
- Catalogue record keeping

Practical Competencies

Learners will:

- Locate and record vehicle identification information.
- Decode basic VIN information.
- Identify engine and transmission codes.
- Search electronic parts catalogues.
- Interpret illustrated parts diagrams.
- Retrieve correct part numbers.
- Recognize superseded and replacement part numbers.
- Verify parts before ordering or sale.
- Produce accurate parts-lookup reports.

Practical Assignments

- VIN data-capture exercises
- Vehicle-specification worksheet
- Electronic catalogue search
- Part-number cross-reference exercise
- Wrong-parts prevention simulation
- Catalogue-based quotation preparation

MODULE SP100-04

Parts Sales, Technical Customer Service and Dealership Operations

Duration: 6 Weeks

Contact Hours: 240 Hours

Module Purpose

To prepare learners to operate professional retail, wholesale, workshop, fleet, and dealership parts counters.

Learning Content

- Customer reception
- Parts enquiry procedures
- Technical questioning

- Workshop technician requests
- Vehicle-data collection
- Parts availability checks
- Quotations
- Pro-forma invoices
- Sales invoices
- Receipts
- Delivery notes
- Back orders
- Special orders
- Reservations
- Deposits
- Credit-sales procedures
- Returns and exchange policies
- Warranty terms
- Customer complaint handling
- Product explanation
- Up-selling and cross-selling
- Service kits and bundled products
- Retail and wholesale pricing
- Workshop internal issue procedures
- Dealership parts-counter operations
- Fleet-customer account management
- Telephone, email, messaging, and online enquiries
- Customer relationship management

Practical Competencies

Learners will:

- Process walk-in and workshop parts enquiries.
- Create quotations and sales documentation.
- Recommend appropriate supporting parts.
- Manage unavailable-stock enquiries.
- Process approved returns and warranty claims.
- Handle customer complaints professionally.
- Maintain customer and transaction records.

- Conduct customer follow-up.

Practical Assignments

- Live parts-counter simulations
 - Telephone enquiry role-play
 - Workshop requisition processing
 - Quotation and invoice preparation
 - Customer complaint resolution
 - Fleet-account sales exercise
 - Warranty-claim documentation
 - Daily sales report
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MODULE SP100-05

Procurement, Supplier Management and Product Quality Assurance

Duration: 5 Weeks

Contact Hours: 200 Hours

Module Purpose

To build competence in sourcing, purchasing, supplier evaluation, receiving quality, and responsible product selection.

Learning Content

- Procurement planning
- Purchase requisitions
- Requests for quotations
- Supplier quotations
- Purchase orders
- Supplier selection
- Price comparison
- Commercial terms
- Lead time
- Minimum order quantities
- Payment terms
- Delivery terms
- Local and international suppliers
- Supplier databases
- Supplier-performance evaluation

- Approved supplier lists
- Product specifications
- Product quality grades
- Packaging inspection
- Manufacturer markings
- Traceability
- Warranty support
- Counterfeit-risk awareness
- Poor-quality and non-conforming goods
- Receiving inspection
- Supplier returns
- Procurement ethics
- Conflict-of-interest control
- Fraud prevention
- Documentation and authorization procedures

Practical Competencies

Learners will:

- Prepare purchase requisitions and purchase orders.
- Compare supplier quotations.
- Evaluate supplier performance.
- Inspect delivered products against orders.
- Record shortages, damage, and non-conforming goods.
- Apply approved quality-verification procedures.
- Maintain supplier files.
- Process supplier returns and claims.
- Prepare procurement reports.

Practical Assignments

- Supplier quotation comparison
- Purchase-order preparation
- Goods-received inspection
- Supplier scorecard
- Quality-assurance checklist
- Non-conforming product report
- Procurement ethics case study

- Supplier negotiation simulation
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MODULE SP100-06

Inventory Control, Warehousing and Stock Audit Systems

Duration: 5 Weeks

Contact Hours: 200 Hours

Module Purpose

To develop competence in automotive inventory planning, warehouse control, stock accuracy, loss prevention, and product availability.

Learning Content

- Inventory classification
- Stock keeping units
- Product coding
- Shelf and bin locations
- Fast-, medium-, and slow-moving stock
- ABC inventory analysis
- Critical service parts
- Minimum and maximum stock
- Reorder points
- Reorder quantities
- Safety stock
- Economic order concepts
- Lead-time planning
- Goods receiving
- Inspection and labelling
- Put-away procedures
- Stock issuing
- Picking and packing
- First-in, first-out principles
- Batch and serial tracking
- Cycle counting
- Full stocktaking
- Variance investigation
- Damaged stock

- Dead stock
- Obsolete stock
- Stock transfers
- Branch inventory
- Returnable cores
- Warranty parts
- Security and access control
- Inventory software
- Barcode systems
- Warehouse housekeeping
- Fire and emergency procedures

Practical Competencies

Learners will:

- Create product codes and storage locations.
- Receive and put away stock.
- Issue products using authorized documentation.
- Calculate reorder levels.
- Conduct cycle counts and full stocktakes.
- Investigate inventory variances.
- Produce stock-ageing reports.
- Identify slow-moving and obsolete inventory.
- Organize a safe and efficient automotive warehouse.

Practical Assignments

- Warehouse layout project
- Product coding exercise
- Goods-receiving simulation
- Reorder-level calculation
- Cycle-count exercise
- Inventory reconciliation
- Dead-stock report
- Stock-transfer documentation
- Barcode inventory project

Automotive Logistics, Importation and Distribution Operations

Duration: 4 Weeks

Contact Hours: 160 Hours

Module Purpose

To introduce learners to the movement of automotive parts from suppliers to warehouses, workshops, retailers, fleets, and final customers.

Learning Content

- Supply-chain structure
- Local sourcing
- International sourcing
- Freight methods
- Air freight
- Sea freight
- Road transportation
- Courier and express delivery
- Consolidated shipments
- Packaging standards
- Fragile and sensitive components
- Heavy-component handling
- Shipping documentation
- Commercial invoices
- Packing lists
- Bills of lading
- Air waybills
- Certificates and supporting documents
- Importation awareness
- Customs-process awareness
- Duties, taxes, and landed-cost concepts
- Freight forwarding
- Cargo insurance
- Shipment tracking
- Delivery scheduling
- Route planning
- Distribution centres

- Branch replenishment
- Last-mile delivery
- Proof of delivery
- Returns logistics
- Logistics performance indicators

Practical Competencies

Learners will:

- Select suitable transport methods.
- Prepare packing and dispatch documentation.
- Calculate basic landed-cost estimates.
- Track orders and shipments.
- Coordinate warehouse receiving.
- Plan branch and customer deliveries.
- Process proof-of-delivery records.
- Manage damaged or returned shipments.
- Prepare logistics performance reports.

Practical Assignments

- Transport-method comparison
- Packing-list preparation
- Dispatch-document exercise
- Landed-cost worksheet
- Shipment-tracking simulation
- Route-planning activity
- Delivery discrepancy report
- Reverse-logistics project

MODULE SP100-08

Pricing, Finance, Digital Commerce and Business Administration

Duration: 3 Weeks

Contact Hours: 120 Hours

Module Purpose

To develop the financial, administrative, marketing, and digital skills required to operate a profitable automotive spare parts business.

Learning Content

- Product costing
- Freight and landed costs
- Mark-up
- Gross margin
- Discount policies
- Retail pricing
- Wholesale pricing
- Credit pricing
- Promotional pricing
- Cost control
- Sales budgets
- Cash flow
- Daily cash reconciliation
- Accounts receivable
- Credit control
- Profit-and-loss awareness
- Business records
- Point-of-sale systems
- Inventory software
- Accounting software
- Online product listings
- Product photography
- Product descriptions
- Digital marketing
- Social-media selling
- Messaging-platform sales
- E-commerce order processing
- Online-payment awareness
- Customer databases
- Sales analytics
- Data protection
- Cybersecurity awareness

Practical Competencies

Learners will:

- Calculate product cost and selling price.
- Prepare daily sales and cash reports.
- Monitor debtors and credit customers.
- Create digital product listings.
- Process online orders.
- Produce sales-performance reports.
- Develop a simple digital marketing campaign.
- Maintain secure customer and transaction records.

Practical Assignments

- Product pricing exercise
- Margin and mark-up comparison
- Daily cash reconciliation
- Credit-control report
- Online product catalogue
- Social-media sales campaign
- Monthly sales dashboard
- Basic business budget

MODULE SP100-09

Integrated Spare Parts Dealership and Supply-Chain Projects

Duration: 8 Weeks

Contact Hours: 320 Hours

Module Purpose

To integrate the competencies acquired across the programme through realistic dealership, warehouse, procurement, sales, and distribution projects.

Integrated Project Areas

Project 1: Parts Identification Centre

Students will:

- Receive vehicle and repair information.
- Capture VIN and specification data.
- Identify required components.
- Search catalogues.
- Verify part numbers.
- Prepare a technical parts quotation.

Project 2: Retail and Workshop Parts Counter

Students will:

- Receive customer and technician requests.
- Check availability.
- Prepare quotations and invoices.
- Issue products.
- Process returns.
- Produce daily transaction reports.

Project 3: Procurement Operation

Students will:

- Identify replenishment requirements.
- Prepare supplier enquiries.
- Compare quotations.
- Issue purchase orders.
- Receive and inspect deliveries.
- Update supplier-performance records.

Project 4: Warehouse Control

Students will:

- Code and label inventory.
- Assign storage locations.
- Conduct cycle counts.
- Reconcile variances.
- Prepare slow-moving and obsolete-stock reports.
- Recommend inventory improvements.

Project 5: Logistics and Distribution

Students will:

- Prepare goods for dispatch.
- Select transport methods.
- Complete delivery documentation.
- Track shipment progress.
- Confirm delivery.
- Process discrepancies and returns.

Project 6: Digital Spare Parts Business

Students will:

- Create an online catalogue.
- Develop product descriptions.
- Process simulated online enquiries.
- Prepare digital quotations.
- Coordinate delivery.
- Monitor customer feedback and sales results.

Project 7: Business Performance Improvement

Students will analyze a simulated spare parts business and propose improvements relating to:

- Stock availability
 - Inventory cost
 - Supplier performance
 - Customer satisfaction
 - Sales growth
 - Warehouse efficiency
 - Cash flow
 - Digital operations
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MODULE SP100-10

Industrial Attachment, Capstone Project and Final Assessment

Duration: 2 Weeks

Contact Hours: 80 Hours

Industrial Attachment

Students will undertake supervised placement in one of the following:

- Automotive spare parts dealership
- Manufacturer or distributor
- Vehicle dealership parts department
- Automotive workshop parts store
- Fleet-maintenance organization
- Automotive warehouse
- Logistics or distribution company
- Online automotive parts business

Capstone Project

Each learner will complete a project titled:

“Design and Operational Plan for a Sustainable Automotive Spare Parts Enterprise”

The project must include:

- Business concept
- Target market
- Product categories
- Supplier strategy
- Parts identification process
- Store and warehouse layout
- Inventory policy
- Pricing strategy
- Customer-service plan
- Digital sales strategy
- Logistics plan
- Financial projections
- Risk controls
- Growth plan

Final Assessment Activities

- Practical parts-identification test
- Electronic catalogue test
- Parts-counter service simulation
- Procurement and supplier evaluation exercise
- Warehouse and stock-control assessment
- Pricing and business calculation test
- Written examination
- Capstone presentation
- Portfolio assessment
- Professional conduct review

8. Practical Training Model

The 70% practical component will be delivered through:

- Parts identification laboratories
- Live and simulated catalogue searches
- Customer service simulations
- Procurement exercises
- Goods-receiving inspections

- Warehouse operations
- Inventory-counting exercises
- Product coding and labelling
- Pricing and invoice preparation
- Digital product listing
- Dispatch and delivery simulations
- Business planning
- Industrial attachment
- Capstone project

Every student must maintain a practical logbook documenting completed tasks, instructor observations, corrections, and competency sign-offs.

9. Required Training Facilities

ATA-SP100 requires the following facilities:

1. Automotive Parts Identification Laboratory
 2. Simulated Spare Parts Retail Counter
 3. Automotive Warehouse and Stores Laboratory
 4. Electronic Parts Catalogue Computer Laboratory
 5. Procurement and Supplier Management Office
 6. Logistics and Distribution Simulation Centre
 7. Digital Commerce and Product Photography Studio
 8. Accounting and Business Administration Laboratory
 9. Customer Service and CRM Centre
 10. Boardroom and Business Presentation Room
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10. Essential Training Equipment

Automotive Components

- Engine service components
- Transmission parts
- Suspension and steering parts
- Brake components
- Electrical and electronic components
- Sensors and actuators
- Cooling and HVAC components

- Body and lighting components
- Interior and accessory parts
- Hybrid and EV demonstration components

Identification and Catalogue Systems

- Desktop and laptop computers
- Electronic parts catalogue training platforms
- VIN-decoding resources
- Illustrated parts diagrams
- Part-number reference materials
- Barcode scanners
- QR-code scanners
- Label printers

Warehouse Equipment

- Shelving and bins
- Storage racks
- Parts trays
- Pallets
- Hand trolleys
- Platform scales
- Packaging equipment
- Safety signs
- Fire extinguishers
- PPE
- Stock-counting devices

Sales and Administration Equipment

- Point-of-sale systems
- Receipt printers
- Inventory software
- Accounting software
- Customer relationship management software
- Printers and scanners
- Telephones
- Product photography equipment
- Projector and presentation equipment

11. Assessment Framework

Assessment Component	Weight
Continuous Practical Assessment	35%
Practical Trade and Business Tests	30%
Written Examination	15%
Capstone Enterprise and Supply-Chain Project	15%
Professional Conduct and Industrial Attachment	5%
Total	100%

12. Competency Requirements

To graduate, a student must:

- Obtain at least 50% overall.
- Obtain at least 60% in practical competency assessments.
- Complete all compulsory practical tasks.
- Complete the industrial attachment.
- Submit an approved practical logbook.
- Pass the parts-identification assessment.
- Pass the inventory and warehouse competency assessment.
- Pass the capstone project.
- Demonstrate professional and ethical conduct.

Critical competencies involving product identification, customer safety, inventory authorization, financial records, and workplace safety must be passed independently.

13. Suggested Grading Structure

Score	Grade	Interpretation
80–100%	Distinction	Exceptional competence
70–79%	Credit	Strong professional competence
60–69%	Merit	Competent performance
50–59%	Pass	Minimum acceptable competence

Score	Grade	Interpretation
Below 50%	Not Yet Competent	Further training and reassessment required

14. Career Opportunities

Graduates may work as:

- Automotive Spare Parts Specialist
 - Parts Identification Officer
 - Dealership Parts Advisor
 - Parts Sales Representative
 - Spare Parts Store Manager
 - Automotive Warehouse Supervisor
 - Inventory Control Officer
 - Procurement Officer
 - Supplier Relationship Officer
 - Fleet Parts Coordinator
 - Automotive Logistics Coordinator
 - Parts Distribution Officer
 - E-commerce Automotive Parts Manager
 - Automotive Supply-Chain Analyst
 - Spare Parts Business Owner
 - Wholesale Parts Distributor
 - Automotive Parts Consultant
 - Parts Training Instructor
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15. Entrepreneurship Opportunities

Graduates may establish:

- Retail spare parts shops
- Wholesale parts businesses
- Online automotive parts stores
- Vehicle-brand specialist parts businesses
- Workshop supply businesses
- Fleet parts supply services
- Lubricants and service-parts outlets

- Body and collision parts businesses
 - Electrical and electronic parts businesses
 - Hybrid and EV parts businesses
 - Parts delivery and distribution services
 - Automotive procurement and sourcing services
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16. Quality Assurance Requirements

ATA shall ensure that:

- Parts catalogues and reference data are regularly updated.
 - Training stock includes components from different vehicle systems.
 - Learners are assessed using realistic vehicle and customer information.
 - Inventory records are reconciled during practical training.
 - Procurement exercises follow authorization procedures.
 - Supplier and product assessments are evidence-based.
 - Trainers possess relevant automotive and business competence.
 - Digital systems are backed up and protected.
 - Practical assessments are moderated.
 - Industrial attachment providers are approved and monitored.
 - Student logbooks are reviewed and verified.
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17. Accreditation and Industry Alignment

The programme is designed to support alignment with:

- Competency-Based Education and Training principles
- National occupational standards
- Automotive dealership and parts-department practices
- Warehousing and inventory-management standards
- Procurement and supply-chain practices
- Occupational health and safety requirements
- Consumer protection principles
- Environmental and waste-management expectations
- Digital commerce and data-protection principles
- Entrepreneurship and small-business development frameworks

Detailed regulatory and international qualification mapping will be handled under ATA's accreditation and quality-assurance documentation.

18. Future Advanced Professional Certificates

Following ATA-SP100, graduates may progress to:

Code	Advanced Programme
ATA-SP200	Advanced Automotive Parts Identification and Electronic Catalogue Systems
ATA-SP300	Advanced Inventory, Warehousing and Distribution Management
ATA-SP400	Advanced Automotive Procurement and Global Sourcing
ATA-SP500	Advanced Digital Automotive Parts Commerce and Supply-Chain Analytics
ATA-SP600	Master Automotive Parts Dealership and Supply-Chain Leadership

19. Programme Completion Outcome

Successful graduates will receive:

Professional Diploma in Automotive Spare Parts Dealership & Supply Chain Management

Award Code: ATA-SP100

The qualification confirms that the graduate has demonstrated practical competence in:

- Automotive parts identification
 - Electronic catalogue use
 - Customer and workshop parts support
 - Procurement
 - Supplier management
 - Inventory control
 - Warehousing
 - Logistics and distribution
 - Pricing and financial administration
 - Digital commerce
 - Dealership operations
 - Automotive entrepreneurship
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20. Recommendation for Approval

ATA-SP100 – Automotive Spare Parts Dealership & Supply Chain Management is now fully developed as a 48-week Professional Diploma comprising:

- 1,920 contact hours

ATA-SP100

- 1,344 practical hours
- 576 theory hours
- Ten competency-based modules
- Integrated dealership and warehouse simulations
- Industrial attachment
- Capstone enterprise project
- Standardized ATA assessment requirements

Correct Programme Status

ATA-SP100: Developed and awaiting approval

Version: 1.0

Faculty: Automotive Business Management

Duration: 48 Weeks

Approval Status: Not yet locked