

## PURCHASING & SUPPLY AND LOGISTICS MANAGEMENT COURSES

### What is Supply Chain Management (SMC) or Logistics Management?

The world is a huge pipeline through which goods flow across geographical boundaries depending on where there is need. Supply Chain Management (SMC) or Logistics (Purchasing & Supply, Stores, and Warehouse etc) Management is the process of planning, implementing and controlling the operations of the supply chain with the purpose of satisfying the customer requirements as efficiently as possible. Logistics (Purchasing & Supply, Stores, and Warehouse etc) Managers put a lot of effort to ensure that everything runs smoothly in the pipeline. To do this work professionally, you need professional skills. Enroll with the Centre for Professional Studies for the Chartered Institute of Purchasing and Supply (an internationally recognized professional body in Purchasing and Supply) courses and secure your position in logistics management in any industry of your choice. Logistics Managers coordinate activities of the global pipeline that ensures an



efficient and effective flow of information and materials from the time that a need arises until the need is satisfied and beyond. Logistics Managers also ensure that the right product, in the right quantity, in the right condition, is delivered at the right place, at the right time, at the right cost, to the right customer. Logistics (Purchasing & Supply, Stores, Warehouse etc) Management activities involved in logistics include Warehousing, Inventory control, Transportation, Materials handling, Purchasing, Strategic planning and Customer service

### Educational Requirements

Educational Requirements to Become a Logistics (Purchasing & Supply, Stores, and Warehouse etc) Manager include a Bachelor or Master's Degree in Logistics, Business, or a related field for anyone interested in Logistics Management. Students whose major is not Logistics must acquire some training in the field and learn the key concepts, strategies, and processes of logistics, transportation, and supply chain management. However, it takes a professional qualification such as the Chartered Purchasing & Supply Professional to be on the top of the industry. Some organizations, such as consulting firms and large manufacturers, specifically seek candidates with CIPS qualification or MBA degrees or other relevant graduate degrees. Such candidates are better placed to land technical and quantitative positions like logistics engineering, planning, and systems development. Hence a CIPS qualification or MBA's degree with training in areas such as strategic planning and financial management can be valuable to a Logistics Manager over the course of his/her career.



### What Job Opportunities Exist in Logistics (Purchasing & Supply, Stores, and Warehouse etc) Industry?

There are many jobs in the logistics industry. For most jobs, a broad base of business skills, knowledge of the logistics process, relevant educational qualification and internship/work experience may enable a student to start a career with a carrier, manufacturer, third party logistics firm, retailer, or other organization. Many begin as management trainees, analysts, or first line supervisors, and then progress to logistics roles of greater responsibility, such as Logistics Manager Positions. Some positions may deal with one or more logistics functions depending on the company's size, while others may require one to specialize in a certain area of logistics. These include, Logistics planning and analysis, Transportation management, Warehouse operations management, Inventory planning and control, Purchasing and materials management, International logistics management, Production planning and operations, Supply chain management, Customer service management, Information systems and control, Logistics services sales and marketing and Logistics engineering.

**The Chartered Institute of Purchasing & Supply - CIPS**  
[www.cips.org](http://www.cips.org)

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CIPS exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management. CIPS assists individuals, organizations and the profession as a whole. We are the leading body representing the field of purchasing and supply chain management. Established in 1932, we have grown to become the central reference for industry best practice and our code of conduct is the standard around the world. In 1992 we were awarded a Royal Charter in recognition of our status as a centre of excellence and support for the profession.

CIPS is well positioned to effectively serve the interests of all involved in purchasing and supply chain management. Membership can make an enormous contribution to both public and private sector businesses, delivering a tangible return on investment. Membership recognises your professional status and helps you to keep up to date with latest developments through a comprehensive range of courses, conferences and publications. You can find full details of the benefits in our membership section.

The Chartered Institute of Purchasing & Supply is the globally recognized professional Institute for everyone working in purchasing, procurement or supply chain management. International members can study for the International Certificate in Purchasing and Supply and progress to the International Advanced Certificate in Purchasing and Supply.

**CIPS International qualifications**

**INTERNATIONAL QUALIFICATION IN PURCHASING AND SUPPLY**

Core Modules	<b>International Certificate in Purchasing and Supply</b>	C1 Understanding purchasing principles C2 Selecting the right supplier C3 Effective negotiation in purchasing and supply C4 Managing inventory C5 The business environment for purchasing and supply A6 Analyzing the supply market
	<b>International Advanced Certificate in Purchasing and Supply</b>	A7 An introduction to purchasing strategy A8 Preparing and managing contracts A9 International logistics A10 Measuring performance in purchasing and supply

**Entry Requirements** There are no entry requirements to commence studying for the International Certificate in Purchasing and Supply. However you must complete the International Certificate programme before starting the International Advanced Certificate. They are progressive awards as topics introduced at the Certificate level are developed in the Advanced Certificate. Each award has five compulsory units.

**Assessment** CIPS conducts paper based exams at its accredited centres

**Start Dates** February and July each year

**Study Mode** Part-time (evening) and Distance. Full time to start in January 2010  
 Each unit is designed for a minimum of 15 hours direct tuition and it is expected that students undertake an additional minimum of 15 hours self study per unit. This equates to approximately 150 – 200 hours of study for each Certificate, including a minimum of 75 hours of direct tuition.

**Duration & Hours**

**LEVEL2: INTRODUCTORY CERTIFICATE IN PURCHASING AND SUPPLY**

**Qualification Overview** The Introductory Certificate in Purchasing and Supply is the first rung on the CIPS 'qualification ladder'. It is designed to provide an overview for staff who are interested in developing their knowledge of purchasing, those who are new to the purchasing function, and those whose job role requires them to make limited purchasing decisions. It is likely that candidates will have little formal knowledge in purchasing processes.

**Modules:**  
It is one unit, consisting of four elements:

- The role and scope of purchasing
- Systems and procedures in purchasing
- Working with suppliers
- The importance of purchasing contracts

**Entry Requirements** No formal qualifications required. Applicants must be aged 21 and over  
**Assessment** CIPS conducts paper based exams at its accredited centres  
**Start Dates** February and July each year  
**Study Mode** Part-time (evening) and Distance. Full time to start in January 2010  
**Duration & Hours** The Level 2 Introductory Certificate in Purchasing and Supply qualification is a stand-alone qualification, taking a minimum of 20 guided learning hours.

**Modules:**  
The units that make up the award are:

- Understanding the Purchasing Environment
- Purchasing Operations
- Client and Supplier Relationships
- Securing Supply
- Purchasing in Action - Integrative unit

**Entry Requirements** If you are under 21, you should have CIPS Introductory Certificate in Purchasing and Supply or two subjects at GCE A level, plus three GCSE passes at Grade C or above or five SCE passes, of which three must be at Higher Grade or National Certificate/Diploma. If you are over 21, you won't need formal qualifications, but you will need relevant experience in a purchasing and supply role.  
**Assessment** Assessment for each unit is by examination, with the exception of the integrative unit when there is a choice for students in the UK.  
**Start Dates** February and July each year  
**Study Mode** Part-time (evening) and Distance. Full time to start in January 2010  
**Duration & Hours** If you wish to study for this award it is expected that you will undertake 30 guided learning hours per unit, ie a total of 150 guided hours

**LEVEL3: CERTIFICATE IN PURCHASING AND SUPPLY****Qualification Overview**

The CIPS Certificate in Purchasing and Supply is a Level 3 vocationally related qualification. It has been accredited by the Qualifications and Curriculum Authority (QCA). The Level 3 Certificate in Purchasing and Supply consists of five compulsory units. One of these, Purchasing in Action, is an integrative unit which is designed to draw together the knowledge and understanding achieved in the other four units and to demonstrate how these units combine and integrate in a working environment. The integrative unit should be taken after the compulsory units have been completed.

**Modules:**

The units that make up the award are:

- Understanding the Purchasing Environment
- Purchasing Operations
- Client and Supplier Relationships
- Securing Supply
- Purchasing in Action - Integrative unit

**Entry Requirements Assessment**

If you are under 21, you should have CIPS Introductory Certificate in Purchasing and Supply or two subjects at GCE A level, plus three GCSE passes at Grade C or above or five SCE passes, of which three must be at Higher Grade or National Certificate/Diploma. If you are over 21, you won't need formal qualifications, but you will need relevant experience in a purchasing and supply role.

**Start Dates**

Assessment for each unit is by examination, with the exception of the integrative unit when there is a choice for students in the UK.

**Study Mode**

February and July each year

Part-time (evening) and Distance. Full time to start in January 2010

**Duration & Hours**

If you wish to study for this award it is expected that you will undertake 30 guided learning hours per unit, ie a total of 150 guided hours

**LEVEL4: FOUNDATION DIPLOMA IN PURCHASING AND SUPPLY****Qualification Overview**

The Level 4 Foundation Diploma in Purchasing and Supply consists of five compulsory units. One of these, Purchasing Contexts, is an integrative unit which is designed to draw together the knowledge and understanding achieved in the other four units and to demonstrate how these units combine and integrate in a working environment. The integrative unit should be taken after the compulsory units have been completed.

**Modules:**

The units that make up the award are:

- Effective Negotiation in Purchasing and Supply
- Developing Contracts in Purchasing and Supply
- Measuring Purchasing Performance
- Managing Purchasing and Supply Relationships
- Purchasing Contexts - Integrative unit

**Entry Requirements**

If you are under 21, you should have CIPS Introductory Certificate in Purchasing and Supply or two subjects at GCE A level, plus three GCSE passes at Grade C or above or five SCE passes, of which three must be at Higher Grade or National Certificate/Diploma. If you are over 21, you won't need formal qualifications, but you will need relevant experience in a purchasing and supply role.

**Assessment**

Assessment for each unit is by examination, with the exception of the integrative unit when there is a choice for students in the UK. If your study centre has been approved you can choose either a closed book examination or a work based assessment.

**Start Dates**

February and July each year

**Study Mode**

Part-time (evening) and Distance. Full time to start in January 2010

**Duration & Hours**

If you wish to study for this award it is expected that you will undertake 50 guided learning hours per unit, ie a total of 250 guided hours.

**LEVEL5: ADVANCED DIPLOMA IN PURCHASING AND SUPPLY****Qualification Overview**

The CIPS Advanced Diploma in Purchasing and Supply is a Level 5 higher level qualification. It has been accredited by the Qualifications and Curriculum Authority (QCA). The Level 5 Advanced Diploma in Purchasing and Supply consists of three compulsory units. One of these, Improving Supply Chain Performance is an integrative unit which is designed to draw together the knowledge and understanding achieved in the other four units and to demonstrate how these units combine and integrate in a working environment. The integrative unit should be taken after the compulsory units have been completed.

**Modules:**

- Management in the Purchasing Function
- Risk Management and Supply Chain Vulnerability
- Improving Supply Chain Performance - Integrative unit

**Plus a choice of two optional units:****The units that make up the award are:**

- Marketing for Purchasers
- Storage and Distribution
- Operations Management in the Supply Chain
- The Machinery of Government
- Contracting in the Public Sector

**Entry Requirements**

You should have CIPS Foundation Diploma in Purchasing and Supply or its equivalent recognized qualification.

**Assessment**

Assessment for each unit is by examination, with the exception of the integrative unit when there is a choice for students in the UK. If your study centre has been approved you can choose either a closed book examination or a work based assessment.

**Start Dates**

February and July each year

**LEVEL6: GRADUATE DIPLOMA IN PURCHASING AND SUPPLY****Qualification Overview**

The CIPS Graduate Diploma in Purchasing and Supply is a Level 6 higher level qualification. It has been accredited by the Qualifications and Curriculum Authority (QCA). The Level 6 Graduate Diploma in Purchasing and Supply consists of three compulsory units. One of these, Supply Chain Management in Practice, is an integrative unit which is designed to draw together the knowledge and understanding achieved in the other four units and to demonstrate how these units combine and integrate in a working environment. The integrative unit should be taken after the compulsory units have been completed

**Modules:**

- Leading and Influencing in Purchasing
- Strategic Supply Chain Management
- Supply Chain Management in Practice - Integrative unit
  - Work-based Project
  - Case Study Option

**Plus a choice of two optional units:****The units that make up the award are:**

- Legal Aspects in Purchasing and Supply
- Advanced Project Management
- Finance for Purchasers
- Strategic Public Sector Programme Management
- Public Sector Stakeholders and Governance

**Entry Requirements**

You should have CIPS Foundation Diploma in Purchasing and Supply or its equivalent recognized qualification.

**Assessment**

Assessment for each unit is by examination, with the exception of the integrative unit when there is a choice for students in the UK. If your study centre has been approved you can choose either a closed book examination or a work-based assessment.

**Start Dates**

February and July each year

**Study Mode**

Part-time (evening) and Distance. Full time to start in January 2010

**Duration & Hours**

If you wish to study for this award it is expected that you will undertake 50 guided learning hours per unit, ie a total of 250 guided hours.

**The Association of Business Managers and Administrators**  
<http://www.abma.uk.com>



As an international examinations board with a wealth of experience, in both further education and the job market, we understand that education is not simply the writing of an exam and the achievement of a grade. Rather, as the world continues to expand and the variety of employment opportunities increases and the host of skills that can be learnt is constantly developing, choosing in which direction you want your career to go is a daunting but also exciting prospect.

As the world in which we live becomes smaller, businesses and individuals require a greater level of service distribution in a faster time frame. Distributing freight efficiently is essential in getting ahead in business and a course such as Clearing Forwarding and Shipping Management is indispensable in training those individuals wishing to enter a career in cargo or freight.

Clearing forwarding and shipping management is not simply about cargo and freight. Many ABMA students have gone on to successful applied careers following their studies in Shipping Insurance and law, acting as consultants for distinguished Maritime organisations and benefiting from their in depth knowledge and experience.

"Shipping and Customs Clearing is a vital profession. Knowledge in Clearing Forwarding and Shipping Management can reduce investment costs due to better implementation of the business plan and logistical management. ABMA is a body that provides such a service."

### Diploma 1 in Clearing Forwarding and Shipping Management

#### 1. Office Practice

- Office Organisation and Management
- Communications
- Data Processing

#### 2. Clearing and Forwarding Practice

- International Trade
- International Transport Characteristics
- Export Cargo Packaging, Storage, Marketing, Finance and Documentation
- Freight Rates
- Transport Distribution Analysis

#### 3. Customs Declaration

- Legal Authority
- Customs and Excise Act
- Importation and Exportation of Goods
- Customs Control
- Shipment of Goods

#### 4. Cargo Storage and Warehousing

- Warehousing and Storage
- Types of Warehousing and Location
- Security and Stock Control

#### 5. Dissertation

##### Written Project of No More Than 4,000 Words

- Project Should Incorporate Principles Learned in the 4 Units Above
- Project Should Focus on a Business Model Studied as Part of the ABMA Course
- Local Case Studies are Acceptable and are to be Encouraged



## Diploma 2 in Clearing Forwarding and Shipping Management

### 1. Shipping Practice

- Shipping Practitioners
- International Shipping Associations
- Business Ethics
- Understanding of Transport and Materials
- Communication

### 2. Economics of Sea Transport and International Trade

- Theory of International Trade
- Demand for Shipping Services
- Protection of Trade and Shipping
- Balance of Payments and Exchange Rates

### 3. Marine Insurance and Law

- Principles and Policies
- Protection and Indemnity Association
- Agencies and Contracts
- Tort
- Law of Carriage
- Freight, Liens and General Average

### 4. Introduction to Shipping

- Shipping Trades
- Ship Rules, Registration and Classification
- Shipping Business Practitioners, Geography and Accounting

### 5. Dissertation

- Written Project of No More Than 6,000 Words
- Project Should Incorporate Principles Learned in the 4 Units Above
- Project Should Focus on a Business Model Studied as Part of the ABMA Course
- Local Case Studies are Acceptable and are to be Encouraged



## Advanced Diploma in Clearing Forwarding and Shipping Management



### 1. Port Agency

- Types of Vessels
- Port Authorities and Customs
- Commodities, Handling, Storage, Problems with Smuggling
- Agent's Role and the Law of Agency
- Legal Authority - Manifests and Bills of Lading
- Understanding of Ships Papers

### 2. Ship Management

- Ship Design and Classification
- Fixed Costs and Insurance
- Crewing and Suppliers
- Port Facilities and Stowage
- Crude Carriers
- Agencies

**3. Marine Insurance**

- Insurance - Principles, Warranties, Claims, Reasonable
- Costs of Repairs, General and Particular Average Loss
- Liabilities Protection and Indemnity, Third Party Liability
- Understanding the General Average

**4. Shipping Law**

- Ownership and Registration
- Understanding of the Role of Ships Master
- Charter Parties
- International Conventions History, Damage Measurement, Apportionment of Fault and Methods of Calculation
- Maritime Arbitration
- Admiralty Jurisdiction

**5. Dissertation**

- Written Project of No More Than 8,000 Words
- Project Should Incorporate Principles Learned in the 4 Units Above
- Project Should Focus on a Business Model Studied as Part of the ABMA Course
- Local Case Studies are Acceptable and are to be Encouraged