



IIPMM

THE PROCUREMENT AND
SUPPLY MANAGEMENT INSTITUTE

Syllabus

for

Certificate in Warehousing and Supply

**The Irish Institute of Purchasing and Materials Management
(IIPMM)**

Contents

1. INTRODUCTION	3
2. AIMS AND OBJECTIVES OF THE PROGRAMMES	4
3. PROGRAMME STRUCTURE AND CONTENT	4
3.1 PROGRAMME BACKGROUND.....	4
3.2 PHILOSOPHY OF TEACHING AND LEARNING METHODOLOGIES	5
3.3 EXIT ROUTES, ACCS, AND EMPLOYMENT POTENTIAL	5
3.4 PROGRAMME DELIVERY	6
3.5 MODULAR AND CREDITS DISTRIBUTION	6
4. ASSESSMENTS.....	6
5. CERTIFICATE IN WAREHOUSING AND SUPPLY	8
INTRODUCTION TO SUPPLY CHAIN	8
STORAGE AND DISTRIBUTION	10
COMMERCIAL RELATIONSHIPS	13

1. Introduction

The programme is part of our successful education syllabus devised by the Institute and accredited by Quality and Qualifications Ireland (QQI). The Certificate is accredited as a minor award at Level 6 on the National Framework of Qualifications (NFQ). It is an integrated programme on the NFQ that provides progression towards the Higher Certificate, Ordinary and Honours Degree programmes and beyond with the IIPMM and other Third Level Providers. It is also the basis for professional recognition by the IIPMM.

The programme is designed with the busy professional in mind and provides the key skills needed by purchasing professionals delivered in a way that suits the demands placed on adult learners.

The purchasing and supply profession needs to ensure that it is recognised as a key business function and that membership of the Irish Institute of Purchasing and Materials Management should be a pre-requisite for all purchasing professionals. This programme provides a platform to achieve this. The award leads to Associate Membership of the Institute (the stepping stone to full membership).

Entry Requirements

General Entry

For entry to the programme a candidate must:

- Be at least 18 years of age
- Have some experience in procurement or supply in the private or public sectors

And

- Have five passes in the Leaving Certificate including Mathematics and English or an equivalent educational standard.

Mature Entry

The Institute operates an open access policy in respect of its education programmes and this minor award is particularly suitable for mature learners who wish to return to education.

Mature candidates are defined as 21 years of age and upwards. For mature entry a candidate must:

- Be at least 21 years of age
- Have some experience in procurement or supply in the private or public sectors

The Institute reserves the right to interview candidates to assess their suitability for the programme. The annual entry is not limited by numbers or quota as it is the Institute's policy to promote educational and professional development in procurement and supply management

2. Aims and Objectives of the Programmes

The overall aim of the programme is to provide learners with basic knowledge and competencies in warehousing and supply. This foundation programme is designed to provide learners with the skills necessary to contribute to the organisation and to foster a culture of life-long learning.

The aims and objectives of the programme are as follows:

Level 6 Certificate in Warehousing and Supply

The module is broken into 3 units consisting of Introduction to Supply; Storage and Distribution and Commercial Relationships. The blend of modules is designed to focus on the development of specific skills and abilities in the distribution and supply sector. There is a requirement for all units to be completed for the award of 35 credits. There will be an emphasis on learning and practical analytical skills and techniques, which can be applied in the participants work environment. The aims of this certificate award are:

- To enable learners to demonstrate a basic understanding of how supply chains function in the modern business environment
- To allow learners to understand the role and function of warehousing in the supply chain
- To enable learners to demonstrate a basic knowledge of how businesses interact within the commercial environment
- To develop in learners an understanding of the key role that warehousing and supply plays in the business environment

3. Programme Structure and Content

3.1 Programme Background

The programme is delivered on a modular basis normally over one academic term. The structure and content of the programme draws on the Institute's existing accredited education programmes. The Institute will draw on extensive experience in the delivery of education programmes over the last thirty five years to adult learners. The intake on this programme will be adult learners both in employment and those unemployed, the programme will be delivered on a distance learning basis. The academic environment of the Institute's learners will be a combination of structured

learning and formal and informal experiential learning in the learners work experience.

The combination of learning environments will facilitate the blending of both theory and practice to produce a strong learning experience. This will ensure that practical experience is placed in an academic context that enables the learner to obtain maximum benefits from the programme.

The programme is intended to develop a creative and scientific approach to procurement and supply management. The aim is to equip the learners with an fundamental skills that will benefit the learner and demonstrate to employers and prospective employers that they have achieved a level of educational award that will benefit the organisation.

3.2 Philosophy of Teaching and Learning Methodologies

Central to the design of this programme is a learning philosophy that places learners in control as active managers of their own learning, i.e., an approach that actively sets out to foster learning goals in participants.

The programme will:

- 1) take a holistic and problem-based approach to learning;
- 2) place the focus on learning instead of teaching – participants will be actively encouraged to find applications of knowledge in the workplace;
- 3) foster the ability to communicate and to co-operate internally, and with the external world of the customer;
- 4) provide a challenging learning environment where initiative and creativity will be fostered;
- 5) improve the ability of participants to deal with and to be leaders of change;
- 6) emphasise the importance of the public/private sector interface.
- 7) Provide foundation skills that will enhance the individuals access to employment opportunities

The teaching learning methodologies are based on the principles of adult education of affirming and building on what the learner already knows and has experienced. Candidates may come to the programme with some work experience as a foundation.

3.3 Exit Routes, ACCS, and employment potential

Exit routes

This programme is based in our Higher Certificate in Business, Procurement programme and a key exit route for learners would be this programme. The modules are part of the above programme and therefore, would provide exemptions for learners who wish to proceed to higher levels of learning.

3.4 Programme Delivery

Distance Learning Delivery

The Institute will offer this certificate award on a Distance Learning Basis. This mode of delivery will include the same induction, assessment techniques, mid-term review and revision seminars, along with monthly module tutorials and on-line support that is currently provided for our Higher Certificate in Business, Procurement.

On-line tutor support

The Institute provides formal on-line access to the distance learning tutors during the academic year. This on-line support will consist of additional material provided by the tutor, topic based web forums, on-line tutorial sessions and one on one tutoring. The learners will also have continuous on-line access to tutors during the academic year.

Contact Hours	Level 6 Warehousing and Distribution Stage: Award 3 Modules 35 Credits
Tutorials	48
Module induction seminar	6
Revision seminar	6
Total Hours	60

3.5 Modular and credits distribution

The programmes award credits are distributed as follows:

Level 6 Certificate award Certificate in Warehousing and Distribution	
Module Title	Credit
Introduction to Supply	10
Storage and Distribution	10
Commercial Relationships	15
Award Credits	35

4. Assessments

The programme is based on the principles of applied learning whereby the learner will integrate their academic studies with their role within the organisation. The mix of assessment methods will reflect this approach. Current thinking in adult education supports the view that assessment is an integrated part of the learning cycle. This is reinforced by:

- setting and discussing clear assessment criteria and a marking scheme for each assessment type
- linking module learning outcomes to assessments
- using sample assessments, model answers and, marking schemes

Learner feedback will be given where appropriate to the assessment method in a supportive and encouraging way. This will enhance motivation as well as encouraging reflection on the learning experience.

Assessment is an integral part of the learning and teaching process. It is a positive activity, which contributes to and enhances learner development and progression. The programme will use a balanced range of assessment techniques.

The assessment methods aim to:

- enhance learning and progression
- provide evidence of learner performance by offering opportunities for learners to demonstrate their knowledge, understanding and skills (cognitive and practical)
- supports the development of learners key transferable skills
- through assignments, assist and enhance learning via feedback and support
- enable learners to relate their academic studies to their work environments and roles.

The choice of assessment methods for each module will reflect the stated objectives and the learning outcomes and the teaching methods employed. The assessment instruments will include:

- Module Assignment
- Terminal Examination
- Learner Reflection

5. Certificate in Warehousing and Supply

Module Title	
Introduction to Supply Chain	
Module Code	HC009
Stage	Award 1
Credit Rating	10
Pre-Requisite	HC005
Co-Requisite	HC010
Contact Hours:	20
Module Aims:	
(a) To provide learners with an understanding of the role of the supply chain management function within an organisation.	
(b) To provide learners with an understanding of the overall impact supply chain management has on all aspects of the business.	
Learning Outcomes:	
<ul style="list-style-type: none"> Learners will be able to describe the supply chain models as they affect both the internal and external elements of the supply chain. Learners will be able to describe the planning, organising and controlling of resources needed to improve quality, efficiency and costs, of both product and service operations. Learners will be able to analyse the factors that influence supply chain network structure, supply chain management business processes and decisions. Learners will be able to recognise the interaction between supply chain management and other functional areas of business. 	
Indicative Syllabus:	
Introduction	
Procurement and supply can make a significant contribution to the profitability of the organisation. Private and public sector organisations are turning to professional supply chain measures and processes to reduce costs and utilise internal resources more efficiently. In this environment it is important that procurement and supply professionals develop and promote their activities as critical to satisfying the end customer and organisational success. This module provides the learner with an introduction to the management of supplies in the organisation through its supply chains.	
Introduction to Supply Chain	20%
Organisation of Supply Chains – Organising for effective procurement; introduction to supply chain, history, supply chain models, organisational structure and the supply chain; ordering	

procedures – the procurement cycle; customers; organisational and professional ethics; supplier relationship management.

Logistics in the Supply Chain 20%

Physical management of inventory; determination of inventory holding policy; operation and location of stores facilities; inventory location, layout and internal movement of goods; coding systems; electronic communications in stores; stocktaking procedures; transport and transport systems; INCOTERMS; physical distribution management (PDM).

Materials Management and the Supply Chain 20%

Materials Management Concepts – The supply chain concept; supply chain and logistics; defining inventory; inventory policies and influences; inventory valuation and pricing; inventory costs; economic order quantity (EOQ); reducing inventory costs; inventory management and control systems.

Supply and Materials Management in Different Environments 20%

Supply, and materials in the primary, secondary and tertiary sectors; categorisation of resource needs - raw materials; MRO; capital goods; resale goods and services; lean supply; achieving a lean supply chain.

Aspects of The Supply Chain Concept 20%

Reverse logistics and product recovery, supply chain risk and vulnerability, supply chain optimisation, green or sustainable supply chains and supply chain management.

Assessment:

Module assignment	20%
Learner Reflection	10%
Terminal Exam	70%

Core Reading

Lysons K, Farrington B, (2012) *Purchasing and Supply Chain Management*, 8th Edition, FT Prentice Hall

IIPMM, (2013) *Introduction to Supply Chain*, IIPMM

Recommended Reading

Burt D, Dobler D, Starling S, (2003), *World Class Supply Management: The Key to Supply Chain Management*, 7th Edition, McGraw Hill/Irwin

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June 2013

Module Title	
Storage and Distribution	
Module Code	HC010
Stage:	Award 1
Credit Rating:	15
Pre-Requisite:	HC005
Co-Requisite:	HC008
Contact Hours:	20
Module Aims:	
<p>(a) To provide learners with an understanding of all elements of the storage and distribution function.</p> <p>(b) To develop in learners a capacity to consider how storage and distribution of goods can add value at both a national and global level.</p>	
Learning Outcomes:	
<ul style="list-style-type: none"> • Learners will be able describe the principle techniques used in the storage and transportation of physical stocks. • Learners will be able to describe and apply a fundamental knowledge of storage and distribution principles and practices, and demonstrate an ability to apply that knowledge in a variety of organisations. • Learners will be able to evaluate the strategic factors affecting the choice of storage and distribution networks used in the supply chain and demonstrate a comprehension of the legal aspects of storage and transportation of materials. • Learners will be able to evaluate and assess the factors affecting warehouse design and the control of physical distribution. • Learners will be able to apply the main techniques used in the warehousing and storage of goods to satisfy organisational and statutory requirements. 	
Indicative Syllabus:	
<u>Introduction</u>	
<p>All organisations are ultimately involved in “satisfying” the customer, whether internal or external, local or global. Storage and distribution is fundamental to this objective. Procurement and supply professionals need to be aware of the importance of physical storage and distribution to appreciate the upstream and downstream activities in the supply chain. This module examines the methods, techniques and factors concerned with the storage and transport of physical stocks, and consider how added value can be created in the storage and movement of goods.</p>	
<u>Introduction to Storage and Distribution</u>	
Concepts	20%

Objectives for storage and distribution; logistics and the global supply chain; financial aspects of inventory; total costs concept; customer service and added value concepts and measures; cost and service trade-offs; raw / input materials warehousing.

Distribution Planning 20%
 Strategic factors affecting the choice of a storage and distribution network; using third party and fourth party contractors and logistics service providers (3PLs and 4PLs); ICT Tools, such as EDI, data capture, voice recognition; INCOTERMS.

Handling Goods

Moving Goods 20%
 Selection of the modes used for freight transport; characteristics of each mode; inter- modal transport; road transport route and load planning; utilisation and containerisation of loads; transport of hazardous goods; legal aspects of moving materials; health and safety legislation and practice; control of substances hazardous to health requirements; legal requirements in transporting goods.

Warehousing and Storage of Goods 20%
 Design of the flow in the warehouse; equipment types: mechanical handling, equipment, and storage; coding and classification of goods; introduction of new items, management of the stock range; stocktaking procedures; control of obsolescent and redundant stocks.

Logistics of Moving Goods

Controlling Physical Distribution 10%
 Security in the transport and warehousing activities; managing returns from customers and reverse logistics; managing the unit loads - pallets, roll cages, tote boxes; costs - fixed and variable; product standards - utilisation and performance ratios, productivity measurement.

Techniques and Tools used in Supply Chains 10%
 Network analysis; distribution modelling, simulation; operations research techniques, including queuing theory, decision trees; distribution requirements planning (DRP).

Assessment:

Module assignment	20%
Learner Reflection	10%
Terminal Exam	70%

Core Reading

Rushton A, Croucher P, Baker P, (2010) *Handbook of Logistics and Distribution Management 4th Ed*, Kogan Pages

Dempsey O, (editor) (2013) *Storage and Distribution, IIPMM*

Recommended Reading

Lysons K, Farrington B, (2012) *Purchasing and Supply Chain Management, 8th Ed*, FT Prentice Hall

Burt D, Dobler D, Starling S, (2003) *World Class Supply Management: The Key to Supply Chain Management 7th Ed*, McGraw Hill/Irwin

Date of Last Revision:

June 2013

Module Title	
Commercial Relationships	
Module Code HC011	
Stage	Award 1
Credit Rating	10
Pre-Requisite	HC006
Co-Requisite	N/a
Contact Hours	20
Module Aims:	
<p>a) To provide learners with an understanding of the complex nature of commercial relationships</p> <p>b) To develop in learners a capacity to identify appropriate strategies and policies to manage these relationships</p> <p>c) To provide a framework for integrating commercial relationships as part of a wider value chain for the organisation</p>	
Learning Outcomes:	
<ul style="list-style-type: none"> • Learners will be able to identify the main types of relationships along the Supply Chain and the issues and difficulties that can arise. • Learners will be able to explain the importance of forming strategic relationships, the value they can bring to the Supply Chain and their impact on the organisation. • Learners will be able to evaluate the role of key stakeholders in the value chain including the internal customers and external suppliers. • Learners will understand the importance of the effective management the relationships with all key suppliers and how this may be carried out. • Learners will be able to assess supplier performance and identify how trust and power can play a major role in the success of a relationship. • Learners will be able to recognise the role that contracts and other forms of relationships, with particular reference to leasing, outsourcing and EU directives have on commercial relationships. 	
Indicative Syllabus:	
<p>Introduction</p> <p>Procurement and supply is concerned with acquiring goods and services from external providers to meet the needs of internal and external customers. Concepts such as supply chain management and value stream analysis recognise that many interactions do not exist in isolation, but form part of a longer series of relationships beginning at the origin of primary ideas or materials, and ending with the satisfaction of the needs or wishes of the ultimate consumer. This module identifies their increased importance, and highlights the need to develop and adopt appropriate strategies and policies for the management of these relationships.</p>	

<p>Theory of Relationships 10% Relationships in Context – Strategic considerations in relationship formation; supply chains, value streams and related concepts and their impact upon commercial relationships.</p>						
<p>Relationship Types 15% The main types of relationship; internal and external relationships; inter and intra-organisational relationships; relationship issues in public procurement.</p>						
<p>Relationships in Action 20% Relationships Strategy, Policy and Practice ; Tools of analysis in relationship selection and determination; risk assessment and evaluation in relationship decisions; the contribution of appropriate relationships to organisational success; factors impacting upon relationships; relationships and supply chain policy - ethical, technological, legal, environmental and other relationships constraints and enablers.</p>						
<p>Relationship Management 20% The role of the internal customer; the role of the supplier; supplier development; supplier associations; technology transfer and upstream management; the relationship life cycle; assessment of performance and management of relationships; trust and power in relationships.</p>						
<p>Supplier Relationship Management 15% Why supplier relationships matter; what suppliers want; what buyers want; creating closer supply chain relationships; factors in forming supply chain relationships; steps in establishing Supplier Relationship Management (SRM)</p>						
<p>Commercial Aspects of Relationships 20% Contracting and Relationships; The role of contracts; relationship aspects of contracts; incentive contracting; relationships aspects of service contracts; relationships in connection with hire or lease contracts; the outsourcing relationship; the impact of EU Directives; alternatives to contracts. Seller behaviour - definition of sales; sales techniques; managing sales / marketing personnel; know your supplier / seller; win / win results.</p>						
<p>Assessment:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Module assignment</td> <td style="text-align: right;">20 %</td> </tr> <tr> <td>Learner Reflection</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Terminal Exam</td> <td style="text-align: right;">70 %</td> </tr> </table>	Module assignment	20 %	Learner Reflection	10%	Terminal Exam	70 %
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<p><u>Core Reading</u> □ Moore M, (2005), Commercial Relationships, Liverpool Academic Press IIPMM (2013) Commercial Relationships, IIPMM</p> <p><u>Recommended Reading</u> Lysons K, Farrington B, (2012), <i>Purchasing and Supply Chain Management</i>, 8th Edition, FT Prentice Hall Day M, (editor) (2002), <i>Gower Handbook of Purchasing Management</i>, 3rd Edition, Chartered Institute of Purchasing and Supply</p>						
<p>Date of Last Revision: June 2013</p>						

