

Singapore Institute of Materials Management

CERTIFICATE IN LOGISTICS and SUPPLY CHAIN OPERATIONS (CLSCO)

- ❑ **Course Objectives**
To help participants to acquire the fundamental knowledge of the logistics and supply chain function
- ❑ **Who Should Attend?**
Supply Chain Executives, Logistics Officer, Logistics Executives, Logistics Analyst, Distribution Officers, Materials Handlers.
- ❑ **Entry Requirement**
Participants should pass secondary school education. Those who do not meet the entry requirement may be considered on a case-by-case basis.
- ❑ **CLSCO Program Coverage**
The **CLSCO** course consists of 12 sessions + 3 exams, total 42 training delivery hours. Total duration: 3 months

A: LOGISTICS OPERATIONS (12 hrs + 2 hrs exam=14 hrs)

A1: Logistics Process

- Process customer order / Raise picking list / pick goods
- Update inventory records
- Stage goods to outbound area and raise Delivery Order
- Interpret delivery schedules, schedule and arrange deliveries
- Update billing details.

A2: Customer Service

- Customer Service in the Logistics Sector
- Characteristics of providing good customer services
- How to you evaluate customer service?
- Enhancing customer service levels.

B: INVENTORY CONTROL MANAGEMENT (12 hrs + 2 hrs exam = 14 hrs)

B1: Inventory Management

- Inventory Maintenance and Inventory Kanban System
- Cycle Counting and Stock Reconciliation System and Inventory Report
- What are the important concepts and techniques of inventory management? (ABC analysis; EOQ; MRP; Kanban; JIT etc)
- Inventory System: FIFO and LIFO

B2: Logistics Information System

- What is logistics information system?
- Why is logistics information system important?
- What are the various types of logistics information system? (EDI; MRP; ERP; SCM)

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C: WAREHOUSE OPERATIONS (12 hrs + 2 hrs exam = 14 hrs)

C1: Transportation Management and Carriers

- Modes of Transportation
- Advantages and Disadvantages of different modes of transportation.
- Implementation of best cost transportation

C2: INCOTERMS

- The importance of Incoterms
- Various types of Incoterms, (CIF, FOB, FAS)
- The understanding of incoterms in contractual agreements

C3: Warehouse Productivity and Process System

- The types of Warehouse Design to enhance productivity
- Checklist for the security of Warehouse Design
- The productivity of warehouse operations
- Facilitate movement and storage of hazardous products / dangerous goods
- Computerised system for warehouse management
- Prepare receiving and prepare receipt report operations
- Verify goods against purchase order and conduct check on goods.
- Store goods system and update billing details
- Transfer handover shipment and documents process
- Load truck and stuff container operations

Award of Certificate

To achieve the award of [Certificate in Logistics and Supply Chain Operations](#), candidates must submit all assignments and pass the examination with a total score of 50 or higher and attend at least 75% of the sessions. The certificate is awarded by the Singapore Institute of Materials Management.

Note : only the top 5% of the whole cohort will be awarded exam grade 'Distinction'

Administrative Details / Fees

Course Duration: 36 Hours lecture and 6 hrs (exam).

Total 42 hrs every Tues and Thurs evenings

Course Fee: \$780.00

Application Fee: \$80.00, non-transferable and non- refundable

Membership: Participants must be members of SIMM

Individual Membership Fee : Entrance Fee :**\$50.00**

Annual Subscription Fee:

\$36.00 (January to December) \$18.00 (July to December)

Membership annual subscription are payable in advance on admission and thereafter annually on the 1st January each year but not later than 31st March each year. New members who joined after 1st July will pay half the subscription rate for the year.

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Registration: On a first-come-first-served basis. Reservations made by telephone or telefax will only be confirmed upon receipt of registration form and fee.

Registration Deadline: 2 weeks before course commences

Training Venue: SIMM @ 9 Ah Hood Road #04-06, EASB Building Singapore 329975

Payment of Fees

Payment must be made 2 weeks before course commencement date. Cheque must be crossed and made payable to "Singapore Institute of Materials Management" with the title of the course and name of the participant(s) written on the back of the cheque.

Refund of Fees

Notice of withdrawal must be given according to the terms stated in the Terms and Conditions for enrolment.

Cancellation

SIMM reserves the right to cancel/postpone the course due to unforeseen circumstances

Inquiries

For more information, please contact SIMM:

Person in-charge: Email: info@simm.org.sg

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