

Singapore Institute of Materials Management

CERTIFICATE IN WAREHOUSE & DISTRIBUTION OPERATIONS (WDO)

❑ **Course Objectives**

To assist newly appointed warehouse personnel in the understanding of warehouse operation. To upgrade the technical skills of warehouse personnel.

❑ **Who Should Attend**

Storekeepers, store clerks, newly appointed warehouse personnel as well as those who wish to embark on a career in warehouse management.

❑ **Entry Requirement**

Participants should possess secondary qualifications. Those who do not meet the entry requirement may be considered on a case-by-case basis.

❑ **WDO Program Coverage**

The WDO course consists of 11 sessions, total 40 training delivery hours.

Session 1

- Warehouse functions and responsibilities
- Warehouse procedures

Session 2

- Identification of inventory record
- Maintenance of inventory record

Session 3

- Storeroom location
- Types of equipment used in warehouse

Session 4

- Shipping terms: FOB, CIF, FAS
- Modes of transportation: Air, Sea, Rail, Courier, Containers

Session 5

- Expediting, tracing, losing, damage of shipment procedures
- Techniques to reduce warehouse cost, such as packaging costs

Session 6

- Techniques to reduce freight charges, such as standardization of pallets
- Warehouse working relationship with production, purchasing and marketing

Session 7

- Storage systems
- Physical Inventory control and records system

Session 8

- Warehouse Layout
- Product knowledge

Session 9

- Receipt and Inspection of Goods
- Methods of Order picking

Session 10

- Issue and Dispatch of goods
- Materials Handling Methods and Equipment

Session 11: Exam

Award of Certificate

To achieve the award of **Certificate in Warehouse & Distribution 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.

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

Administrative Details

Course Duration: 40 hrs (11 Sessions; every Tues and Thur evenings)

Course Fee: \$650.00

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

Membership: Participants must be members of SIMM

Individual Membership Fee :

Entrance Fee :**S\$ 50.00**

Annual Subscription Fee:

S\$ 36.00 (January to December)

S\$ 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.

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 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

❑ **Enquiries**

For more information, please contact SIMM:

Person in-charge: Francis Er

Tel: (65) 6653 1233 Ext. 123

Corporate Office:

9 Ah Hood Road #04-06 EASB Building Singapore 329975

Tel: (65) 6653 1233

Fax: (65) 6254 0704

email: info@simm.org.sg

website: www.simm.org.sg