



## SDF Funding

Employers who wish to apply for SDF funding must submit the SDF Form 1 to SDF at least one working day before course start date.

Download the form at [www.sdf.gov.sg](http://www.sdf.gov.sg) or request for a copy by calling the SDF Hotline on 68835885.

## Registration & Payment

- Walk-in at the Customer Service Centres
- Apply online at [www.ite.edu.sg/cet/sc/online.htm](http://www.ite.edu.sg/cet/sc/online.htm)
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to 'Institute of Technical Education. At the back of the cheque, please write your name, NRIC/FIN, course title and contact number.

Closing date: 1 month before course start date or when the class is full.

## Withdrawal & Deferment

Withdrawal or deferment notice must be made in **writing**:

- 2 weeks or more before course start date - Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

## BASICS OF MATERIAL REQUIREMENT PLANNING (MRP)

### Objective

At the end of this course, participants will learn basic concepts of MRP calculation and forecast demand to meet competitive manufacturing requirements.

### Who Should Attend

Assistant planners with no experience in material planning. Also suitable for small retail business owners who want to learn the basics of inventory management.

### Content

- ✓ Introduction to MRP
- ✓ MRP record
- ✓ Terms used in a MRP record
- ✓ The MRP process
- ✓ Basic ATP (Available to Promise) calculation
- ✓ Logics in MRP calculation
- ✓ Practical exercises

### Course Details

- Duration : 10 hours (5 sessions)
- Total Fee : \$190 (inclusive of GST and registration fee)
- Schedule : See our website for details or call us for more information