

**COURSE INFORMATION SHEET FOR ISC IN LOGISTICS OPERATIONS PROGRAMME
UNDER THE APPROVED TRAINING PROVIDER SCHEME**

ATP Scheme

Private training providers interested in conducting training leading to ITE certifications may apply to ITE for the **Approved Training Provider (ATP)** status.

To be eligible for consideration for the award of the ATP status, private training providers should have the following basic requirements:

- Adequate training and examination facilities
- Suitably qualified staff – both technically and pedagogically
- Training programme that is acceptable to ITE;
- Singapore Quality Class (SQC) / SQC for Private Education Organisation (SQC PEO) / Case Trust for Education membership; and
- Registration certificate from the Ministry of Education

Acceptance and/or evaluation of an application is **NOT** to be deemed to be equivalent or shall result in an approval of status. ITE reserves the right to reject an application without assigning any reasons. Accepted applications will be subjected to evaluation by ITE which includes a visit to the premises of the school/centre. All decisions made by ITE arising from the evaluation shall be final.

Title	ITE Skills Certificate (ISC) in Logistics Operations																				
Skills Standards	<p>A Logistics Assistant is one who performs day to day warehouse related tasks such as receiving, staging, storing, issuing, cycle counting and distributing of raw materials and finished products.</p> <p>The work he/she performs includes the following:</p> <ul style="list-style-type: none"> ▪ Handle inbound goods ▪ Perform picking operations ▪ Perform packing operations ▪ Perform outbound operations ▪ Perform inventory control ▪ Maintain workplace security and safety 																				
Content	<p>This course comprises 3 modules:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 65%;">Core Module</th> <th style="width: 15%;">Minimum Hours</th> <th style="width: 15%;">Credit Units</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Warehousing Operations</td> <td>50 hrs</td> <td>16</td> </tr> <tr> <td>2</td> <td>Logistics Operations</td> <td>30 hrs</td> <td>7</td> </tr> <tr> <td>3</td> <td>Inventory Control</td> <td>30 hrs</td> <td>7</td> </tr> <tr> <td></td> <td>Total</td> <td>110 hrs</td> <td>30</td> </tr> </tbody> </table>		Core Module	Minimum Hours	Credit Units	1	Warehousing Operations	50 hrs	16	2	Logistics Operations	30 hrs	7	3	Inventory Control	30 hrs	7		Total	110 hrs	30
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Structure	This course is conducted on a part-time basis under the ATP scheme. It comprises theory and practical training conducted over a recommended period of 6 months.																				
Industry Attachment (IA):	Nil																				

Major Tools / Equipment & Materials	<p>An establishment interested in providing training in this course under the Approved Training Provider Scheme must possess the major tools / equipment & materials as specified :</p> <p><u>Tools & Equipment</u></p> <ul style="list-style-type: none"> ▪ Computer system installed with a warehousing software applications and internet access ▪ Computer printer ▪ Office equipment ▪ Materials handling equipment ▪ Personnel safety equipment ▪ Electrostatic Discharge (ESD) attire and accessories <p><u>Materials</u></p> <ul style="list-style-type: none"> • Pallets, cartons, boxes, and other packaging materials 		
Guidelines On Trainer's Qualifications	Trainers should possess the following technical qualifications, relevant work experience and pedagogic qualifications:		
	<p><u>Technical Qualification</u></p> <p>Relevant Diploma or equivalent</p>	<p><u>Relevant Work Experience</u></p> <p>At least 3 years work experience in a related industry (Not required if he/she has at least 3 years teaching experience in the related industry)</p>	<p><u>Pedagogic Qualification</u></p> <p>Instructional Skills, or equivalent teaching qualifications, or at least 3 years teaching experience in a related industry</p> <p>Test Construction or equivalent for setting of papers</p>
Minimum Entry Requirement	Course participants taking the course on a part-time basis should possess at least Secondary 2 qualifications.		
Full Certification	To qualify for full certification, the course participant must attain 30 credit units from the core modules.		