

# WORK-STUDY DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

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## MODULE OBJECTIVES

### Core Modules

#### Communication in Logistics

On completion of this module, trainees should be able to write and communicate confidently at the workplace. They will enhance their written communication skills through crafting of business letters, emails, proposals and minutes of meeting. In addition, trainees should acquire techniques in effective presentation and marketing of services to potential logistics clients.

#### Supply Chain Management and Analytics

On completion of the module, trainees should be able to manage and analyse data derived from various activities in the supply chain. They should be able to apply various productivity tools and techniques to measure, control, improve and benchmark organisational performance.

#### Warehouse Operations

On completion of the module, trainees should be able to apply the conceptual framework of warehouse management in planning daily warehouse activities, manage costing and implement quality customer service. Trainees should also be able to apply updated technology in various warehousing functional areas.

#### IT in Logistics and Supply Chain Management

On completion of the module, trainees should be able to apply appropriate software to coordinate various aspects of supply chain management such as material planning, inventory, order processing, warehouse operations, transport, fleet, freight and distribution.

#### Organisational Behaviour in Logistics

On completion of the module, trainees should be able to resolve team conflict, manage group dynamics and teamwork, and apply power of influence towards organisational excellence. Trainees should also be able to take a lead in organising logistics event.

#### Fleet and Transportation Management

On completion of the module, trainees should be able to access various transportation modes to move goods efficiently in a global setting, whether via air, sea, land or rail logistics. They should also be able to apply concepts and principles of freight management, including tariff system, costing, custom documentation and clearance in supply chain operation.

#### Supplier, Security and Risk Management

On completion of the module, trainees should be able to select, engage and manage supplier. They should also be able to conduct financial and operational analysis of supplier to ensure compliance with procurement specifications. In addition, trainees should be able to manage supply chain risk and disruption as well as apply practical tool to enhance resilience and security of supply chain.

### **Inventory System Management**

On completion of the module, trainees should be able to apply principles of inventory management in inventory control and stock tracking. They should also be able to apply fundamental concepts in inventory and forecasting as well as Material Requirements Planning (MRP) to manage inventory.

### **Procurement Management**

On completion of the module, trainees should be able to apply principles and practice of international purchasing to purchasing documentation, performance measurement as well as negotiation and planning in global sourcing.

### **Leadership and Management**

On completion of the module, trainees should be able to lead in manpower and resource planning for logistics operation. They should also be able to supervise team performance.

### **Cold Chain Management**

On completion of the module, trainees should be able to implement and coordinate various logistical activities in the cold chain industry. Trainees should be able to apply cold chain technology, quality and risk management principles as well as emerging cold chain standards.

### **Distribution Management**

On completion of the module, trainees should be able to manage distribution centre activities, and their impact on customer service and total logistics costs. Trainees should also be able to apply global logistics practices, supply chain strategies as well as principles of supply chain management in international business.

### **Emerging Trends in Logistics**

On completion of the module, trainees should be able to leverage on digitalisation roadmap for logistics industry, to facilitate digitisation of business operation and automation of resources towards integrated solution for improved efficiency.

### **Integrated Project I – Design Thinking**

On completion of Year 1 modules, trainees should be able to apply design thinking and basic analytics to resolve issue encountered at the workplace.

### **Integrated Project II – Logistics Operations**

On completion of Year 2 modules, trainees should be able to apply design thinking and innovative strategies to improve operational performance in supply chain at the workplace.

### **On-the-Job Training I**

On completion of the module, trainees should be able to apply and integrate Year 1 skills and knowledge acquired at ITE College, and further develop competencies at the workplace.

### **On-the-Job Training II**

On completion of the module, trainees should be able to apply and integrate Year 2 skills and knowledge acquired at ITE College, and further develop competencies at the workplace.

### **On-the-Job Training III**

On completion of the module, trainees should be able to apply and integrate Year 3 skills and knowledge acquired at ITE College, and further develop competencies at the workplace.

**Proposed On-The-Job List of Skills**  
**Work-Study Diploma in Logistics & Supply Chain Management**

S/N	Proposed List of Skills
1	Facilitate and manage meeting
2	Prepare and present organisation report
3	Manage official correspondence
4	Apply negotiation skills to resolve workplace issue
5	Build business network and client relationship
6	Manage relationships at workplace
7	Coordinate supply flow
8	Manage risk in supply chain
9	Implement cost-effective operation
10	Apply data analytics to improve supply chain
11	Manage shipment records and invoices
12	Monitor various operation standards
13	Manage inventory level via Warehouse or Inventory Management System
14	Coordinate sales orders and order fulfilment
15	Consolidate freight (includes calculating weight, volume and cost)
16	Coordinate customer transport requirements
17	Create import and export documents for clearance
18	Facilitate custom clearance
19	Plan and schedule international shipment (include end to end, global tracking)
20	Plan route and load scheduling
S/N	Proposed List of Skills
21	Manage customer profile data
22	Manage distribution of goods (in urban environment)
23	Manage warehouse budget

24	Maintain housekeeping of equipment and facilities
25	Implement warehouse safety measures
26	Coordinate accident/emergency responses
27	Supervise receipt, storage and despatch of goods
28	Ascertain safety and security of hazardous goods and materials
29	Manage storage of dangerous goods and hazardous substances
30	Facilitate reverse logistics operations
31	Administer inventory stock count
32	Recommend cost-effective purchasing
33	Facilitate importation and/or exportation of goods
34	Implement cost-effective purchasing

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