

# GRADUATE DIPLOMA IN PROCUREMENT MANAGEMENT



## Course Objective

This Graduate Diploma course equips students with the essential knowledge to manage procurement functions at a senior level in an organisation.

This specialised course comprises 2 modules: a module on Purchasing and Materials Strategy (PMS); and a module on Management Project (MP).

The PMS module covers 10 topics on the managing strategy of procurement functions. The Management Project module is facilitated on a specialised area of procurement management, and is based on academic and industry research.

## Course Structure & Duration

This course can be completed in less than 4 months. The course is intensive and requires students to attend classroom sessions either 1 or 2 times in a week.

## Faculty & Mode of Delivery

This course incorporates a blended learning mode, where students attend lectures, and undertake online learning through recorded videos. Our faculty comprises highly experienced practitioners with post-graduate academic qualifications.

The mode of delivery is mainly classroom lectures and case discussions. The Project module comprises class sessions in phases where students are guided to work on an approved project until completion. Students are expected to make use of relevant websites and the internet for purposes of learning and research.

## Attendance & Assessment

Attendance is monitored regularly and unless approved, students must achieve a minimum overall attendance of 75% to be eligible to sit for the examination. In the PMS Module, students are assessed based on assignments and an examination towards the end of the study period. In the MP Module, each student is assessed based on a viva-voce presentation and submission of a thesis.

## Academic Award

Students must pass all assessments of the modules within the candidature period, in order to complete this course successfully and be awarded with a Graduate Diploma in Procurement Management.

## Award Recognition

GDPM graduates from SIPMM Academy will receive a professional credential as World Certified Professional in Procurement Management, and this is awarded by the World Certification Institute (WCI).

## Topics for PMS Module

1	Procurement and Supply Strategy
2	Procurement Organisation and Outsourcing
3	Procurement Processes and Technology
4	Specification and Quality in Procurement
5	Inventory and Delivery in Procurement
6	Procurement Price and Cost Management
7	Supplier Management
8	Global Supply Management
9	Legal & Ethical Issues in Procurement
10	Procurement Function Evaluation and Trends

## Admission Criteria

An applicant must be at least 20 years old; and has the academic level of a Bachelor degree; and language proficiency in English at least IELTS 6.5 or equivalent; and the applicant must also have at least six months of relevant work experience.

Those who do not have the requisite qualification but are at least 25 years old, and have acquired more than 5 years of professional or managerial work experience may be considered on a case-by-case basis, subject to approval by the Academic Board.

# ENROLMENT & APPLICATION



## Fees Structure & Payment

Course Fee	S\$ 1,800
Materials and Online Fee	S\$ 420
Examination Fee	S\$ 300
Certification Fee	S\$ 350
Registration Fee *	S\$ 150

\* Registration Fee is non-refundable.

Total Fee for this Course is S\$ 3,020. Cheques for the above payment should be crossed and made payable to "SIPMM ACADEMY PTE LTD".

## Candidature Period

The maximum period allowed for a student to complete the 4-month course is 12 months. This includes repeat modules or leave of absence within the period of study. Any student who fails to complete the course within the maximum period allowed will not be entitled to a refund or recourse, and will be required to re-enrol the course.

## Commencement & Lecture Timings

The course is scheduled to commence in January, April, July and October, but may subject to changes. Please check with the Academy on the actual commencement date. The lecture timings are shown in the table below.

Timing	Weekday - 7pm to 10pm
Frequency	1 or 2 times per week
Venue	SIPMM Academy Training Premises

## Minimum Number of Students Required for Class Commencement

For a class to commence, there must be a minimum number of students. In the event that the class cannot commence due to low take up rate, students will be informed in advance prior to commencement.

## Documents to Submit

To apply, you can request an application form from the Course Manager, or you can download a copy of the application form at [www.sipmm.edu.sg](http://www.sipmm.edu.sg).

Applicants must submit the following documents to the Course Manager:

- Completed Application Form
- A digital passport-sized photograph taken recently
- Copy of NRIC (front & back) or Employment Pass
- Copy of relevant educational certificates and transcripts, in support of the application
- Evidence of work experience

## Submission Address

Applicants must submit the required documents either via email or by mail to the address stated below, at least two weeks before the course commencement date:

SIPMM ACADEMY  
165 Bukit Merah Central #03-3681  
Singapore 150165  
Attention: Course Manager

Email: [courses@sipmm.edu.sg](mailto:courses@sipmm.edu.sg)  
Web: [www.sipmm.edu.sg](http://www.sipmm.edu.sg)