

PROFESSIONAL DIPLOMA IN PURCHASING MANAGEMENT



Course Objective

This professional diploma course equips students with a sound foundation of purchasing principles and practices in an organisation.

The course comprises 2 modules: a module on the Purchasing Management (PM), and a module on the Research Project (RP) in purchasing management.

The PM module covers 10 topics on the principles and techniques of purchasing management. The RP module focuses on industry best practices in a specialised area of purchasing management.

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 and professional 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 PM Module, students are assessed based on assignments and an examination towards the end of the study period. In the RP Module, each student is assessed based on a presentation and the submission of a research report.

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 Professional Diploma in Purchasing Management.

Award Recognition

PDPM graduates from SIPMM Academy will receive a practice credential as a World Accredited Practitioner in Purchasing Management, and this credential is awarded by the World Certification Institute (WCI).

Topics for PM Module

1	Introduction to Purchasing Management
2	Purchasing Decisions & Business Strategy
3	The Legal Aspects of Purchasing
4	Purchasing Procedures & E-Procurement
5	Supplier Selection & Evaluation
6	Strategic Outsourcing, JIT & Lean Purchasing
7	Global Sourcing and Supply Partnerships
8	Total Quality Management & Purchasing
9	Price and Cost Analysis
10	Purchasing Negotiation

Admission Criteria

An applicant must be at least 17 years old; and has attained GCE 'O' level, with a Grade C6 in 3 subjects, English, Mathematics and Science; and has at least 1.5 year of purchasing-related work experience.

Those who do not have the requisite qualification but are at least 23 years old, and have acquired more than 3 years of purchasing-related 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\$ 1,680
Materials and Online Fee	S\$ 420
Examination Fee	S\$ 250
Certification Fee	S\$ 300
Registration Fee *	S\$ 150

* Registration Fee is non-refundable.

Total Fee for this Course is S\$ 2,800. 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 March, June, September, and December, but may subject to changes. Please check 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.

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
Web: www.sipmm.edu.sg