

# ADVANCED DIPLOMA IN PROCUREMENT AND SUPPLY MANAGEMENT



## Course Objective

This Advanced Diploma course equips students with the operational strategy of upstream functions in procurement and supply management at a management level in an organisation.

This specialised course comprises 3 modules: a module on Purchasing and Materials Strategy (PMS); a module on Business Logistics Management II (BLMII); and a module on Management Project (MP).

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

## Course Structure & Duration

This part-time course can be completed within 6 months. The course is intensive and requires students to attend classroom sessions 1 or 2 times in a week.

## Listing of Modules

|        |                                  |
|--------|----------------------------------|
| LSC402 | Purchasing & Materials Strategy  |
| LSC406 | Business Logistics Management II |
| MGT401 | Management Project               |

## 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 the 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.

For the two modules on PMS and BLMII, students are assessed based on assignments and an examination towards the end of the study period.

In the Project Module, each student is assessed based on a viva-voce presentation and submission of a thesis.

## Academic Award

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

## Award Recognition

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

## Admission Criteria

An applicant must be at least 18 years old; and has at least 2.5 years of experience in a related field; and has attained an academic qualification not lower than a Diploma; and with a language proficiency in English at GCE 'O' level or equivalent.

Matured candidates with the professional or managerial experiences may be considered on a case-by-case basis, subject to approval by the Academic Board.

# ENROLMENT & APPLICATION



## Fees Structure & Payment

|                          |           |
|--------------------------|-----------|
| Course Fee               | S\$ 2,500 |
| Materials and Online Fee | S\$ 480   |
| Examination Fee          | S\$ 400   |
| Certification Fee        | S\$ 350   |
| Registration Fee *       | S\$ 150   |

\* Registration Fee is non-refundable.

Total Fee for this Course is S\$ 3,880. 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 6-month course is 18 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 the months of January, April, July and October, but this may subject to changes. Please check with the Academy on the actual date of commencement.

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)