

DIPLOMA IN PROCUREMENT AND SUPPLY MANAGEMENT



Course Objective

The Diploma course equips students with the knowledge and practical techniques of contemporary procurement and supply management at a supervisory level in an organisation.

This specialised course comprises 3 modules: a module on the Purchasing Management (PM); a module on the Warehouse Management (WM); and a module on the Research Project (RP).

The PM module covers 10 topics on the procurement principles and techniques. The WM module covers 10 topics on managing a warehouse as well as supervising warehouse operations. The Research Project module is a focus on industry best practices in the specialised area of procurement and supply management.

Course Structure & Duration

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

Listing of Modules

LSC308	Purchasing Management
LSC309	Warehouse Management
MGT301	Research 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.

The two modules on PM and WM are assessed based on assignments and an examination towards the end of the study period.

In the Research Project module, each student is assessed based on a presentation and the submission of a research report.

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 a Diploma in Procurement and Supply Management.

Award Recognition

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

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 years of related experience.

Those who do not have the requisite qualification but are at least 23 years old, and have more than 3 years of related 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\$ 2,000
Materials and Online Fee	S\$ 450
Examination Fee	S\$ 350
Certification Fee	S\$ 300
Registration Fee *	S\$ 150

* Registration Fee is non-refundable.

Total Fee for this Course is S\$ 3,250. 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 March, June, September, and December, but 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.

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