

EXECUTIVE CERTIFICATE IN WAREHOUSE OPERATIONS



Course Objective

This Executive Certificate course equips students with the knowledge and practices of warehouse operations in an organisation.

This specialised course comprises 2 modules: an online module on Warehouse System & Documentation (WSD) and a Skills Project in Warehouse Operations.

The WSD module covers topics on warehouse receiving function and efficiency, value-added services, as well as despatch and documentation. The Skills Project module requires students to apply the knowledge gained on warehouse operations and work on a project that will enhance the processes and functions in an organisation.

Course Structure & Duration

This part-time course comprises 18 contact hours and about 54 non-contact hours. The course is intensive and requires students to attend class sessions once 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 the post-graduate academic and professional qualifications.

The mode of delivery for WSD module is online learning. The Skills Project module is facilitated through class sessions and conducted in phases where students are guided to work on an approved project until completion. Students are expected to make use of relevant websites for the purposes of learning and working on the project.

Attendance & Assessment

Attendance is monitored and all students must achieve a minimum overall attendance of 75% to be eligible for the award. The WSD module is assessed based on an online examination. In the Skills Project module, each student is assessed based on a physical presentation and the submission of a report.



Topics for WSD Module

1	The Process of Receiving Function
2	Receiving Efficiency of the Warehouse
3	Cross-Dock Receiving and Replenishment
4	Warehouse Value-Added Services
5	Warehouse Despatch and Documentation

Academic Award

Students who pass this course within the candidature period, will be awarded with an Executive Certificate in Warehouse Operations.

Admission Criteria

An applicant must be at least 16 years old; and has attained at least a GCE 'N' level pass in English. Those who do not have the requisite qualification but are at least 19 years old, and have acquired at least one year of work experience may be considered on a case basis, but subject to approval by the Academic Board.

ENROLMENT & APPLICATION



Candidature Period

The maximum period allowed for a student to complete this course is 6 months. This includes repeat module or leave of absence within the period of study. Any student who fails to complete this course within the maximum period allowed will not be entitled to any recourse or refund, and will be required to re-enrol the course.

Commencement & Lecture Timings

This Executive Certificate course is conducted part-time monthly, either as a Day course or an Evening course. Please check with the Academy on the actual date of commencement for the Day or Evening course.

The lecture timings are shown in the table below.

Timing	Weekday - 2pm to 5pm (Afternoon) Weekday - 7pm to 10pm (Evening) Saturday - 2pm to 5pm
Frequency	once per week
Venue	SIPMM Academy Training Premises

Fees Structure & Payment

Course Fee	S\$ 480
Materials and Online Fee	S\$ 300
Examination Fee	S\$ 120
Registration Fee *	S\$ 80

* Registration Fee is non-refundable.

Total Fee for this Course is S\$ 980. Cheques for the above payment should be crossed and made payable to "SIPMM ACADEMY PTE LTD".

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