



PASAS ACADEMY

Academic Programmes

CERTIFICATE, DIPLOMA AND GRADUATE DIPLOMA PROGRAMMES

Certificate in Purchasing and Supply Chain Management (CPSCM)

Diploma in Purchasing and Supply Chain Management (DPSCM)

International Diploma in Logistics Management (IDLM)

International Graduate Diploma in Supply Chain Management (IGDSCM)

CERTIFICATE IN PURCHASING AND SUPPLY MANAGEMENT (CPSM)

1. **UNDERSTANDING PURCHASING PRINCIPLES**
 - To provide students with an introduction to the key principles and objectives that underpin the professional purchasing task
 - Explain the fundamental objectives of the purchasing task as expressed by the 'five rights'
 - Explain the purpose of specification and buyers contribution to specification
 - Identify the different types of specification, and suggest when each type is appropriate
 - Identify and describe the benefits of using standard contracts

2. **SELECTING THE RIGHT SUPPLIER**
 - To provide a framework that can be used in order to identify potential sources of supply
 - Appraise and select the best suppliers from these sources and then monitor and encourage improvements in these suppliers
 - Identify what characteristics the right supplier will possess
 - Explain the importance in the purchasing process of selecting the right supplier
 - Identify different source of information about suppliers and how these sources enable the buyer to appraise a supplier's capabilities
 - Suggest useful categories of information which could be held on a supplier data system

3. **EFFECTIVE NEGOTIATION IN PURCHASING AND SUPPLY**
 - To provide an understanding of the process of negotiation, and the strategies and tactics required for an effective negotiation complemented by specific aspects of behaviour
 - Outline the importance of the preparation and planning phase and its role in a negotiation
 - Understand how bargaining positions apply to both individuals and the organisation
 - Outline the implications of immediate concessions
 - Describe the attributes of a good negotiator, and their effect on the organisation

4. **Preparing and Managing Contracts**
 - To provide an understanding of issues surrounding the preparation and management of contract, and the implementation of these for the organisation
 - Recognise and describe how a contract is formed, including the steps that must be in place before a contract can be legally binding and the duties of both buyer and seller
 - Distinguish between conditions of a contract and warranties
 - Explain the advantage to the buyer of identifying risks in advance

5. **THE BUSINESS ENVIRONMENT FOR PURCHASING AND SUPPLY**
 - To provide an understanding of the immediate business environment which affects the organisation and the individual in business activities
 - Distinguish between public and private sector organisations and understand the influences involved
 - Show basic understanding of the determination of business strategies
 - Outline the advantages and disadvantages of manual and computer-based purchasing systems
 - Describe the implications for business success of adopting environmental standards

6. Analysing the Supply Market

- To provide an understanding of supply market analysis and its importance to the purchasing process.
- Identify the reason why it is important to analyse supply market
- Explain the basic the importance of international trade and the effect of trade barriers
- Give a brief explanation of the factors under-pinning buyer behaviour

7. International Logistics

- To provide both an understanding of the logistical issues that organisations are faced with when trading internationally
- An introduction to specialist techniques that organisations purchasing internationally will need to apply
- Identify the activities, which go to make up the 'links' in an international supply chain
- Describe multi-modal logistics and demonstrate an understanding of when it is appropriate
- Identify principal documents used in international distribution and describe the role each

DIPLOMA IN PURCHASING AND SUPPLY CHAIN MANAGEMENT **(DPSCM)**

1. **The Purchasing Environment**
 - To provide an introduction to current issues impacting on the competitive position of the organisation
 - Evaluate the implication of different types of market structure for organisations and relate this to work of the procurement specialist
 - Consider the ways in which organisations can deal with environmental threats and opportunities and the contribution that the purchasing and supply specialist can make to this
 - Describe the tools available to analyse different dimensions of the business environment

2. **Business Organisation and Processes in Purchasing and Supply**
 - To provide an understanding of how organisations are structured and function to best fit with their changing environment including the integration and application of knowledge gained from the certificate level.
 - Compare and contrast different organisational structural forms
 - Contrast the relative merits of centralization and decentralization
 - Explain the use of world-class concepts in bench-marking and quality

3. **Managing Human Resources in Purchasing and Supply**
 - To provide the underpinning knowledge to enable a purchasing and supply professionals contribute to the management of people
 - Analyse and evaluate recruitment policies and procedures
 - Evaluate the importance of teamwork in developing the supply chains
 - Describe different techniques for the management of conflict

4. **Legal and Procurement Processes**
 - To provide an introduction to the provisioning and legal aspects of supply chain management
 - Compare appropriate contract dispute resolution methods
 - Define use of quality in fulfilling the business need and evaluate the differences between quality control and assurance
 - Compare differences in buying approaches in different sectors

5. **Introduction to Supply and Materials Management**
 - To provide an introduction to the management of supplies in the organisation
 - Evaluate the costs of maintaining service levels whilst avoiding stocks costs
 - Appraise methods of minimising total acquisition cost
 - Identify the need to develop appropriate relationship with all parties in the supply chain
 - Relate the PASAS code of ethics and the organisational need for such a code

6. **Business Management**
 - To provide the basis for understanding how organisations operate effectively and efficiently
 - To enable the students to explore the various functions and activities of business organisations
 - Appreciate the social responsibilities of management and ethical practices
 - Develop effective planning and control systems

- Understand the human aspects of management and implement policies for job design and motivation

7. Principles of Finance

- To enable the students to understand the need and importance of accounting systems, procedures and practice
- To enable the students to appreciate the need for accounting data for management decision making
- Understand the requirements for maintaining proper and correct records of financial transaction
- Analyse and interpret financial statements
- Review and evaluate the different forms and sources of finance

8. Economics

- To develop an analytical awareness of organisational performance within an economy
- To understand the theoretical concepts underpinning economic performance and
- Analyse supply and demand relationship
- Develop a framework for understanding micro/macro economic
- Understand how economic forces influence and impact upon business decision making
- Understanding the theoretical bases for International Trade and globalisation

INTERNATIONAL DIPLOMA IN LOGISTICS MANAGEMENT (IDLM)

1. **Introduction to Logistics and Distribution**
 - Introduction
 - Some useful definitions
 - Elements of logistics and distribution
 - Historical perspective
 - Importance of logistics and distribution
 - Logistics and distribution structures

2. **Customer Service and Logistics**
 - Introduction
 - The components of customer service
 - Customer service policies
 - Developing customer partnerships
 - Levels of customer service
 - Measuring customer service
 - Growth in the importance of customer service

3. **Channels of Distribution**
 - Introduction
 - Channels and types of structures, from production to retail
 - Channel selection
 - Own or Third Party distribution Choices
 - Choosing your distribution partner

4. **Logistics Management and Organisation**
 - Relationships with other functions
 - Structures of the logistics function
 - Reporting roles
 - Integrating logistics into a company
 - The role of the Logistics manager
 - Policies and procedures for distribution management

5. **Inventory and the Supply Chain**
 - Inventory Planning and pitfalls
 - Dealing with different inventory requirements
 - Inventory and lead time Inventory and timing
 - Types and functions of inventory
 - Inventory planning for retailing Inventory models
 - Inventory and customer service issues

6. **Procurement**
 - Procurement objectives
 - Selecting suppliers
 - Buying at the right price and in the right quantity
 - Negotiations in purchasing
 - Supplier partnering
 - Make or buy decision

7. Warehousing and Storage

- Types of Warehouses
- Warehouse Operations
- Good warehouse design and layout
- Packaging and unit loads Stock location
- Storage equipment / Handling systems
- Principles of materials handling
- Materials handling equipment

8. Order Picking and Replenishment

- Principles of order picking
- Methods of order picking
- Robotic applications in picking
- Information in order picking
- Replenishing stocks
- Order picking and customer service
- Timing and other issues in order picking
- Productivity of order picking

9. Materials Handling

- Powered industrial trucks
- Cranes and hoists
- Conveyors
- ASRS Systems
- Order picking and Sortation Systems
- Automatic Guided Vehicles
- Robotics in Materials Handling

INTERNATIONAL GRADUATE DIPLOMA IN SUPPLY CHAIN MANAGEMENT (IGDSCM)

- 1. Strategy and Strategic Procurement**
 - To provide students with the information and knowledge needed for an understanding of the nature of strategy within the organisation
 - To develop knowledge of the specific contribution that strategic management of the supply chain can make to overall success
 - Explain the concept of strategy and appraise alternative views of strategy development
 - Analyse how strategic management operates in different sectors
 - Evaluate the nature of strategic supply chain management and appraise the role of the purchasing and supply chain function within it
 - Outline the relationship between the strategic choices an organisation can adopt, the strategic direction it may choose to follow, and the strategic methods it may deploy

- 2. Management Accounting**
 - To enable the student to have a greater awareness of costs and costing systems and their impact on management decision making
 - To appreciate how Management Accounting techniques and analysis may be applied to improve the efficiency and profitability of the business
 - Analyse the financial performance of the business
 - Advise management on different approaches to costing and decision making
 - Design and implement cost control systems and performance measurement systems

- 3. Marketing**
 - To provide the students with an appreciation of the marketing concept and to examine the place of marketing in the organisation and its contribution to strategic objectives in consumer and business-to-business marketing operations
 - Identify the impact of marketing decisions on purchasing strategy and analyse the relationship between the marketing and purchasing and supply functions
 - Understand the concept of relationship marketing including aspects of internal marketing
 - Identify and apply the stages of marketing research process
 - Explain and assess the new product development process and the impact of new product development on purchasing and supply functions
 - Evaluate the promotional mix and apply the promotional mix to various types of markets

- 4. Operations Management**
 - To examine those operational processes, techniques, planning and control systems in both services and manufacturing that particularly affect the management of the supply chain
 - Appraise the role of operations and the relationship with other business functions
 - Apply techniques used in the profiling and analysis of operations
 - Assess the contribution of the purchasing and supply function to the design process
 - Distinguish between process types in terms of the volume and variety that they can accommodate
 - Identify and categories the costs of quality

- 5. Project Management and Contract Management for Purchasing and Supply**
- To provide students with the knowledge of principles, practices and techniques for the commercial management of projects with particular emphasis on the role of the supply chain specialist
 - Identify and differentiate the supply chain specialist's role in differing types of project
 - Identify and apply appropriate objectives that apply to projects involving procurement
 - Identify the role of consultants and sub-contractors in project work
 - Evaluate the use of project partnering and best value appraise their use in contemporary project work
- 6. Retail Merchandise Management**
- To provide knowledge and understanding of the main strategies and operational concepts in the current and developing practices of retail merchandise management.
 - Articulate the key features that distinguish the organisation roles of retail buying and merchandising management from similar roles in other types of organisation
 - Identify the benefits and constraints of retailer own brand development for both retailers and suppliers
 - Critically appraise the role of the buyer and the retail organisation in sourcing the product
- 7. International Supply Chain Management**
- To provide a comprehensive analysis of the principles and practices of the international supply chain and the strategic impact it has on the role of the buyer in seeking to extend and proactively manipulate the value chain
 - Identify and assess the impact of world-wide dispersal of trading blocs and customs union to that of the international supply chain
 - Compare and contrast the various forms of counter trade practice, looking in particular at applicability under defined trading conditions and/commercial arrangements
 - Distinguish the key differences in negotiation strategies to be adopted from solely buying domestically to one of buying on an international dimension
- 8. Research Project in Purchasing and Supply (Assignment)**
- To demonstrate the application of purchasing and supply management principles, techniques and theories in a given organisational context with a view to enhancing practice and /or performance
 - To explore the body of current purchasing and supply management knowledge to enable practitioners to raise their professional standards
 - To develop the knowledge and skills to undertake a substantive and discrete piece of analytical work and present its findings in a clear and logical manner

Assessment Requirement

In the assessment the candidate will be required to:

- a) Identify and justify a feasible and appropriate subject area for investigations within an organisational context
- b) Select and execute appropriate research and methodology
- c) Identify and review pertinent literature related to the subject area under investigation
- d) Analyse and synthesize appropriate primary and secondary data related to an investigation
- e) Organise the findings into a comprehensive and explicit structure
- f) Critically assess the validity and general applicability of the conclusions drawn
- g) Manage their time effectively, and reflect meaningfully on the learning process
- h) Present an 8,000 (max) word project report to a professional format and standard