





#### WHY IoSCM?

Guarantee success in your industry with IoSCM. We offer every student much more than just a qualification, we provide the opportunity to grow, learn and progress as a professional with our unrivalled support network.

- The most flexible distance learning package in the industry, adapt the course to study at your own pace and in your own time
- An easy to use, accessible online learning platform which provides unlimited access to customised resources and course materials
- Self-assessments, assignment preparation and tailored tutor feedback available at any time to provide you direction and guidance in your progress
- Access to premium revision and study tools such as timetables, planning guides, real life industry examples and useful websites
- Unlimited 1 to 1 support, guidance and feedback from IoSCM's industry expert tutor team
- First class study materials designed and developed by subject specialists
- Individually assigned Student Support Liaison dedicated to handling all enquiries or issues throughout your studies and acting as your personal mentor
- Communicate with your appointed support team through a range of methods including Whatsapp, Skype, Facetime, text, email or phone call
- Free monthly 1 to 1 workshops available to attend in person or online
- An impressive 98% pass rate across all qualifications
- Connect with students and professionals across the globe, interact on forums, offer or receive peer support and expand your network with IoSCM's online platforms
- Access even more benefits when you become a certified member of the Institute of Supply Chain Management, including discounts and free short courses

Spend less time and less money when you study with IoSCM. We offer the best possible chance to pass your qualification first time. In fact, we're so confident in your ability to succeed, we guarantee that if you fall into the 2% that don't pass first time, you can re-sit your study period, fully inclusive of IoSCM's signature support package, for **FREE**.

Attend monthly workshops for additional study support and

#### 1 TO 1 TUITION

available **free** of charge **to all students** 

Communicate with your dedicated support team through

WHATSAPP, SKYPE, FACETIME, TEXT, EMAIL OR CALL

at any time











## UNLIMITED SUPPORT, GUIDANCE AND FEEDBACK

from IoSCM's industry expert tutor team









The Level 2 qualification in Purchasing is designed for individuals looking to establish a career in the supply chain field but currently, have limited experience in the industry. The course allows students to develop supervisory management skills and knowledge in specific areas of supply chain to support career development and efficiency in operations.

\*Through completion of the IoSCM level 2 - Purchasing you will receive certification from IoSCM and also a regulated qualification, Level 2 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

# All loSCM qualifications are INDUSTRY RECOGNISED

#### Course Breakdown

A Award Requirements

To gain the award you must complete 1 core unit

C Certificate Requirements

To gain the certificate you must complete 1 core unit and any other 2 units

D Diploma Requirements

To gain the diploma you must complete 1 core unit and any other 3 units

#### **Equivalent**

The level 2 qualification is of the same level as a GCSE grade A\* to C.



PURCHASING ADMINISTRATOR

£13,000

\*Salaries are based on national averages and may vary depending on location









#### **Team Leader**

2

#### Introduction to Purchasing



- Teams and Groups
- Team Development
- **Team Roles**
- Leadership Styles

- Functions of a purchasing system Stages of the life cycle
- Stages of the purchasing process
- Methods used to gain information
- Supplier development
- Selection of suppliers
- Methods of Communication
- Terms of a contract

#### **Optional Units**

#### **Supplier Relationships**

**Supplier Relationships** 

Policies and procedures

Monitor supplier relationships

Key elements of the supplier relationship

Relationships between the links of a supply



Range of Business

**Introduction to Business** 





- **Quality Management Systems**
- The Customer

#### **Choose Supplies and Suppliers** for Business



- Types of supplies
- Resource requirements
- Different suppliers and purchase options
- Storage

#### **Introduction to Supply Chain**

Successful Supply Chains

Roles organisations play

**Supply Chain** 



#### **Introduction to Movement of Goods**



- Types of Goods
- Safe Handling of Goods
- Movement Methods
- Appropriate Modes of Transport

#### Introduction to Manufacturing **Planning and Control**



- Business core function
- Manufacturing process components
- Support functions
- Manufacturing requirements
- Information Required
- **Production Planning**

#### **Introduction to Logistics**



- Logistics type
- Service
- Supply chain in a logistics environment
- Types of logistics activities

#### Introduction to International **Trade and Freight**



- Trade
- Freight
- **Goods Identification**
- Freight Organisations
- Trade Legislation and Regulations









The Level 3 Purchasing qualification caters for students with a minimum of 2 years experience in a supply chain related field, who wish to develop key knowledge in business and leadership at supervisory management level. Students can acquire skills in specific areas of supply chain including customer service, purchasing process and improving team performance, to support career development.

\*Through completion of the IoSCM level 3 - Purchasing you will receive certification from IoSCM and also a regulated qualification, Level 3 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

# All loSCM qualifications are INDUSTRY RECOGNISED

#### **Course Breakdown**

A Award Requirements

To gain the award you must complete 1 core unit

C Certificate Requirements

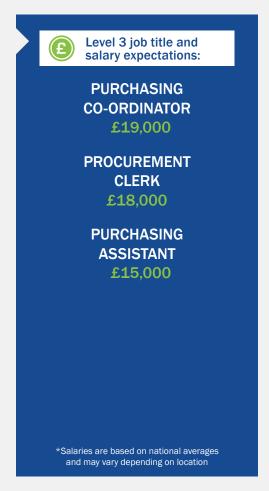
To gain the certificate you must complete 1 core unit and any other 2 units

D Diploma Requirements

To gain the diploma you must complete 1 core unit and any other 3 units

#### **Equivalent**

A level 3 qualification is of the same level as an A Level, however, studying with IoSCM allows complete projects within your workplace, and with previous knowledge and past experience.









#### **Purchasing Processes**

- Organisations involved in the purchasing role
- Relationships
- Markets
- External factors
- Purchasing
- Sourcing suppliers
- Suppliers requirements

#### **Business**

- Strategic development
- · Business relationships
- · Human resource management
- · Management of finance
- Government legislation
- Marketing strategies

#### **Optional Units**

### Understanding the Purchasing Environment

- · The role of purchasing
- · Purchasing and business strategy
- Purchasing contexts

#### **Purchasing in Action**

- The role of purchasing and procurement
- · The sourcing and procurement cycle
- Contracts and Service Level Agreements (SLA)

#### **Client and Supplier Relationships**

- · Internal and external relationships
- Effective supplier relationships

#### **Basic Finance Costing**

- The role of costing systems in organisations
- Recording and analysing cost information
- Apportion costs
- Budget reports
- Using costing information

#### **Warehousing Operations**

- Warehouse departments
- Bridge between supply and demand
- Warehouse Management Systems (WMS)
- Types of warehouses
- Warehouse location factors

#### **Transport Planning Operations**

- Role of transport
- Transport
- Principles of transport planning
- Legislation & regulations
- · Health & safety measures

#### **Supply Chain Operation**

- The Supply Chain
- Relationships
- Supply chain components
- Logistics
- Integrated systems

#### **Ports and Shipping**

- Types of ports
- Port functions
- Seaport connection and transhipment
- · Maritime network considerations
- · Port considerations

#### **Manufacturing and Production**

- Organising production
- Level of demand
- Competitors
- Sales forecasting
- Production planning
- Planning using buffer stocks









#### **UNIT SELECTION**

#### **Optional Units Continued**

#### Logistics

• Logistical requirements of a supply chain

- Customer needs
- Optimise use of logistics
- Modes of transport
- Technology

#### **Business Improvement Techniques**



- · Improvement activities
- Improvement activities resources
- Communication

#### **Inventory Processes**

- Inventory
- Purpose of inventory
- Inventory control process
- Alternatives to holding inventory

#### Freight

- Route plan
- Environmental
- External influences
- Legislative
- Freight performance









The Level 5 qualification is intended for students with extensive experience working at management level within the supply chain sector and looking to progress to a senior management role. The course allows students to develop management skills and sector specific knowledge to support career development and operational efficiency.

\*Through completion of the IoSCM level 5 - Purchasing Management you will receive certification from IoSCM and also a regulated qualification, Level 5 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

# All loSCM qualifications are INDUSTRY RECOGNISED

#### Course Breakdown

A Award Requirements

To gain the award you must complete 1 core unit

C Certificate Requirements

To gain the certificate you must complete 1 core unit and any other 2 units

D Diploma Requirements

To gain the diploma you must complete 1 core unit and any other 3 units

#### **Equivalent**

The completion of this qualification will give you a level of study that is equivalent to a HND or Foundation Degree.









#### **Purchasing Management**



- · Key roles of management
- Impact of legislation
- Working relationships with suppliers
- Effective negotiating skills

#### **Operation Management Processes**



- Operations management
- Operations processing
- Relationship between operations management and strategic planning
- Operations improvement techniques
- Organisational challenges

**Marketing for Purchasers** 

#### **Optional Units**

#### The Machinery of Government and Procurement

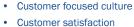
local government



Role of marketing in an organisation



- Managing customer relationships
- Analysis of marketing information
- The components of the marketing mix



**Customer Service** 

Managing customer complaints

- Measures for protecting against fraud Financial accountability for procurement
- policy and practice

Drivers and decision makers of central and

#### **Contracting in the Public Sector**



Warehousing



**Transport Management** 



• Different types of contracts



- Requirements
- Warehouse policies
- Inventory strategy
- Legislation



- Nature and purpose of transport planning
- Land use
- Sustainability
- Transport demand
- Movement of freight

#### **Supply Chain Management**



#### **Quality Management**



#### **Production Management**



- Effective management and control
- Physical and information flows
- Why supply chain may not function correctly
- Strategic and operational planning

- The concept of quality management
- Embedding quality management
- Systems that support quality management



- Production planning
- Production planning, sales planning and forecasting
- Master scheduling terminology
- Development of manufacturing and control systems
- Improve planning performance





# IoSCM Level 5 Purchasing Management

#### **UNIT SELECTION**

#### **Optional Units Continued**

#### **Port and Shipping Management**



- Shipping and international trade
- · Business strategy in shipping
- Port operations management
- Agile ports
- Port development

#### **Movement of Goods**



- Principles and practices in relation to the movement of goods
- The characteristics of goods and the impact on their handling
- Considerations that influence the flow of goods

#### Logistics

- Logistic requirements of a supply chain
- Customer needs
- Optimise use of logistics
- Modes of transport
- Technology, information & communication technology

#### Inventory



- Purpose of inventory management
- · Fixed period & fixed quantity models
- Effect of inventory management on supply chain
- · Modern inventory systems







The IoSCM purchasing academy is dedicated to helping those within the purchasing industry develop and grow their knowledge and expertise. This level 6 qualification means whether you have previously studied a lower level qualification or have experience working as a senior manager, here at IoSCM we can still develop and teach you valuable topics which you can apply to your career/business.

\*Through completion of the IoSCM level 6 - Purchasing Strategy you will receive certification from IoSCM and also a regulated qualification, Level 6 in Supply Chain and Operations, via our partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

# All loSCM qualifications are INDUSTRY RECOGNISED

#### **Course Breakdown**

A Award Requirements

To gain the award you must complete 1 core unit

C Certificate Requirements

To gain the certificate you must complete 1 core unit and any other 2 units

Diploma Requirements

To gain the diploma you must complete 1 core unit and any other 3 units

**ED** Extended Diploma Requirements

To gain the extended diploma you must complete 1 core unit and any other 5 units

#### **Equivalent**

The IoSCM Level 6 is the equivalent to a Bachelor's Degree but studied in your own time, at your own pace and in the comfort of your own home.



PROCUREMENT
CHANGE MANAGER
£45,000

HEAD OF COMMERCIAL

£41,000

STRATEGIC PURCHASING MANAGER

£41,000

OPERATIONS MANAGER

£29,000

\*Salaries are based on national averages and may vary depending on location







#### **Purchasing Management**



- **Purchasing Environment**
- **Purchasing Strategy**
- IT in the Purchasing Process

Strategic role of inventories

Managing order levels

Inventory control

organisation

- Supplier Assessment and Performance
- Support Tools for the Purchasing Process

Inventory cost on business performance

#### **Optional Units**

#### Inventory





**Operations Management** 

- Managing people and change in the work
- Methods of managing capacity
- Operational scheduling and process management
- Managing quality

#### **Production Management**



- Production
- Requirement of product design and production strategy
- Location, layout and productivity of manufacturing
- Forecasting, planning and scheduling of production
- Purchasing and inventory management

#### **Supply Chain Management**



#### **Business**



**Finance Management** 



- · Effective supply chains Internal and external environment
  - Meeting strategic objectives of an Operating a marketing system
    - Financial documentation
    - Change management processes
- Balance sheets, income statements and cash flow
- Cost vs. Value of developing a project
- Financial analysis and impact on short and long term business plans
- Mergers and acquisitions

#### **Human Resource Management**

Cause of supply chain failures

Developments in information technology







Responsibilities of HRM

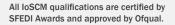
Value of 3PL and 4PL

- HRM processes and practices
- HRM and performance management
- Methods of managing employment relationships
- Reward management

- **International Freight Management**
- Strategic importance of creating an international supply chain
- Multimodal freight movement operation
- Legislation of the international movement of freight
- Alternatives to moving international freight

#### **Logistics Management**

- Key requirements of logistics management
- Setting up a logistic operation
- Benefits of different transport modes
- Methods of rationalising logistic operations
- Technology in logistics









## **IoSCM Level 6 Purchasing Strategy**

#### **UNIT SELECTION**

#### **Optional Units Continued**

#### Management and Leadership

- · Process of management activities
- Impact of leadership and management techniques
- Risk management
- Organisational cultures
- Factors impacting time management

#### **Ports and Shipping Management**



- Shipping and globalisation
- Value of operating and agile ports
- Resource requirements
- Containerised shipping operation

#### Warehouse Management



- Warehouse layout for specific business
- Important considerations of a warehouse
- Services of 3rd party distributors

#### **Quality Management**



- Characteristics of quality
- Quality management systems
- Total Quality Management Systems in an organisation
- **European Foundation for Quality** Management (EFQM) Excellence Model

#### **Transport Management Planning**

- Transport planning and economic development
- Transport within a supply chain infrastructure
- Methods of trip distribution modelling
- Effective transport policy
- International movement of freight









The IoSCM Level 7 Purchasing Academy is dedicated to helping those within the purchasing industry who are in a senior management role with this course allowing students to study a flexible range of units and further develop skills within purchasing and supply chain areas.

IoSCM and also a regulated qualification, Level 7 in Supply Chain and Operations, via our

### \*Through completion of the IoSCM level 7 - Purchasing you will receive certification from partnership with SFEDI Awards as the Ofqual regulated Awarding Organisation.

#### **Course Breakdown**

C Certificate Requirements

To gain the certificate you must complete 3 core units in order of listing

Diploma Requirements

To gain the diploma you must complete 3 core units in order of listing and any 1 optional unit

ED Extended Diploma Requirements

To gain the extended diploma you must complete 3 core units in order of listing and any 3 optional units

#### Equivalent

The level 7 from IoSCM is of the same level as a Master's Degree but developed to help you gain skills required to succeed and make a difference in the workplace.



All IoSCM

qualifications are

**INDUSTRY RECOGNISED** 







#### **Strategic Management Principles**

- Strategic management
- Formulate organisational strategy
- Strategic effects of organisation plan
- Communicate organisational plan

#### **Business Research**



- Philosophies and approaches
- Plan project reports
- Research
- Compare research outcomes with specifications
- Present report

#### **Global Procurement in Supply Chain**



- Objectives for a procurement strategy
- Effectiveness of a procurement strategy
- Selecting effective procurement methods

#### **Optional Units**

#### **Manufacturing Production**



- Production
- Product design and production strategy
- Location, layout and productivity of manufacturing
- Forecasting, planning and scheduling of production
- Purchasing and inventory management

#### **Corporate Finance**



- Role of corporate finance manager
- Source of debt
- **Evaluating investment**
- Company shares
- Dividends
- **Business capital**

#### **Quality Management**



- The concept of quality management
- Embedding quality management
- Systems that support quality management

#### **Entrepreneurship in Business**



- Scope for entrepreneurship in today's economy
- Developing Successful Business Ideas
- Strategy Planning
- Planning Future Growth

#### **Change Management**



- Background of change management
- Proposing change
- Managing the change process

#### Leadership and Enterprise



- The relationship between management and leadership
- Effective leadership
- Theories of management and leadership in organisational contexts
- Management and leadership skills
- Enterprise culture and the characteristics of different entrepreneurs

#### **Principles of Marketing**



- Principles and concepts of marketing
- Develop a marketing strategy
- Analyse competitive advantage

#### **Logistics and Transport**



- Logistics and marketing interface
- Costs and performance within Logistics
- Concept of lead time
- Transport planning
- The impact of traffic

#### **Ports and Shipping**

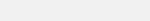


- Maritime operations in a business context
- Planning process for maritime operations
- Maritime resource management
- Maritime law

#### **Import and Export**



- Key elements of export strategies
- Key elements of import strategies
- Third party intermediaries



All loSCM qualifications are certified by

SFEDI Awards and approved by Ofqual.









#### **SUPPORT**



#### **Unlimited Access to Industry Expert Tutors**

loSCM's Tutor Team are an amalgamation of some of the industry's finest talent. All experts within their field, the team provide preparation for your distance learning experience, assistance with your qualification and support you during each unit. Because we have tutors specialising in every sector of the industry, we have a strong perception of the requirements needed to succeed and progress within every field.



#### **Accessible Online Delivery and Assessment**

You'll gain access to a customised learning platform in which you can take mock tests, utilise a huge library of resources and interact with other students across the globe. As well as unlimited first class materials, there are self-assessments available online show the results immediately to give you direction on what you're doing well and what you might need to take another look at. You can take and retake the practise self-tests as many times as you like. By doing this, we're increasing your confidence in your ability to succeed and therefore, also ensuring you pass first time.



#### Flexibility and Study Methods

Because IoSCM qualifications can be studied entirely online, you can study in your own time and in the comfort of your own home. You can revisit materials and resources as often as required, simply log in to your personal learning platform. We do however, offer free monthly face to face or online workshops for you to attend if necessary. We understand that every individual is different, so we encourage you to learn at your own pace and in a way that suits you.



#### **Pass First Time**

Our support package is so important, not only because there isn't currently anyone who offers such a high level, but because we're dedicated to changing the industry statistics, IoSCM's current pass rate across our qualifications is 98%. With the unbeatable support we provide, you can spend less time and less money by increasing your chance of gaining your qualification first time. Our entire approach to learning is to guarantee your success.

#### INDUSTRY EXPERT TUTOR



#### **PURCHASING TUTOR PROFILE**

Over 20 Years in Purchasing and Procurement Industry

- Level 7 Qualified
- Dedicated Tutor and Trainer for Over 10 Years
- Education in Training Level 5 Certificate

"I'm passionate about supporting our learners throughout their distance learning journey. The level of support we provide, teamed with our customised approach and flexibility, guarantees success."







#### **GUARANTEE**

IoSCM are honoured to hold a reputation as an influential institution representing the supply chain. Renowned for the quality, expertise and talent behind our qualifications, we're determined to continue our success. Which is why we strive to preserve our impressive 98% pass rate with an unrivalled support package for every professional.

IoSCM are confident in the standard of our qualifications, the delivery of our curriculum and the support from tutors and mentors combined with your hard work; we know it will lead you to success, first time around. So much so, that we can guarantee that if you are unsuccessful in the passing of your course, we will offer you a second opportunity to achieve your qualification free of charge

There are some conditions to the IoSCM qualification guarantee:

- You must have submitted all assignments on time
- You must have monthly contact with your assigned student mentor to ensure we have given you our full support throughout your course
- You have two years from beginning your distance learning course in order to be eligible for this guarantee. If you have studied for longer than two years, you do not qualify for a free retake
- You must book your free course within 6 weeks of your first unsuccessful attempt
- Institution fees including membership renewal and any possible examination fees are not covered by this guarantee
- Course materials will not be re-issued
- IoSCM's interpretation of these conditions shall be binding
- We reserve the right to change or withdraw this offer at any given time

We strive to preserve our impressive

98% PASS RATE

with an unrivalled support package for every professional

UNBEATABLE GUARANTEE

With the achievement of each level, you will

EXPAND YOUR
EARNING POTENTIAL
AND EVOLVE YOUR
CAREER.

Speak to us today about our progression routes on 0800 1422 522

