

## SESSION PLAN

**Course Title : LEVEL 5 CERTIFICATE IN LOGISTICS AND WAREHOUSE OPERATIONS**

No.	Module	Time
1.	<u>Supply Chain Management</u> <ul style="list-style-type: none"> <li>• What is SCM</li> <li>• Management and control,</li> <li>• Barriers to effective operations,</li> <li>• Technology in supply chain</li> <li>• Physical and Information Flow</li> <li>• Supply and Planning</li> </ul>	9am – 5 pm Mrng Tea Break 10.30am – 10.45am Lunch Break 1 pm – 2pm Afternoon Tea Break 3.30 – 3.45 pm
2.	<u>Logistics Management</u> <ul style="list-style-type: none"> <li>• What is Logistics</li> <li>• Scheduling</li> <li>• Optimizing logistics operations</li> <li>• Transport modes</li> <li>• Technology in logistics</li> <li>• Quality in logistics</li> </ul>	9am – 5 pm Mrng Tea Break 10.30am – 10.45am Lunch Break 1 pm – 2pm Afternoon Tea Break 3.30 – 3.45 pm
3.	<u>Inventory Management</u> <ul style="list-style-type: none"> <li>• Why hold inventory</li> <li>• Costs of Inventory</li> <li>• Importance of controlling inventory</li> <li>• Alternatives to holding inventory</li> <li>• The cost of holding inventory</li> <li>• How inventory systems can improve the control of stock</li> <li>• Inventory Classification System: ABC System</li> <li>• How to audit stock</li> <li>• Technique used to control stock levels</li> </ul>	9am – 5 pm Mrng Tea Break 10.30am – 10.45am Lunch Break 1 pm – 2pm Afternoon Tea Break 3.30 – 3.45 pm
4.	<u>Warehouse Management</u> <ul style="list-style-type: none"> <li>• The role of warehouse in Logistics System</li> <li>• Warehouse Storage System</li> <li>• Warehouse Equipment</li> <li>• Warehouse Operations</li> <li>• General Warehouse Flow</li> <li>• Warehouse Layout and Design</li> </ul>	9am – 5 pm Mrng Tea Break 10.30am – 10.45am Lunch Break 1 pm – 2pm Afternoon Tea Break 3.30 – 3.45 pm

	<ul style="list-style-type: none"> <li>• Material Handling</li> <li>• Warehouse Safety &amp; Security</li> </ul>	
5.	<u>Warehouse Management (Continue)</u> <ul style="list-style-type: none"> <li>• Technology in warehousing</li> <li>• Financial system in warehousing</li> <li>• Resource Requirements</li> <li>• Modern Trend in Warehousing</li> </ul>	9am – 5 pm Mrng Tea Break 10.30am – 10.45am Lunch Break 1 pm – 2pm Afternoon Tea Break 3.30 – 3.45 pm
6.	<u>Warehouse Management (Continue)</u> <ul style="list-style-type: none"> <li>• Warehouse legislation</li> <li>• Warehouse policies &amp; procedures</li> <li>• Warehouse best practices</li> </ul> <u>Exam &amp; Assessment</u>	9am – 5 pm Mrng Tea Break 10.30am – 10.45am Lunch Break 1 pm – 2pm Afternoon Tea Break 3.30 – 3.45 pm