**Appendix A**

**Advanced Diploma in Global Logistics & Supply Chain Management (Mandarin)**

**Course Write-up**

**Document Control**

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| --- | --- | --- |
| **Version** | **Change** | **Date** |
| 1.0 | Initial Draft | 4 February 2016 |
| 1.1 | * Min age: 19 years or above
* Work experience 5 years min  parked under Work Experience. (moved from Academic Entry requirement)
 | 07 June 2016 |
| 1.3 | Course title change - Chinese to Mandarin | 15 July 2016 |

**ADVANCED Diploma in GLOBAL LOGISTICS and SUPPLY CHAIN MANAGEMENT**

**(Part-time, MANDARIN)**

1. **Programme Title**

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| --- | --- |
| **QUALIFICATION OBTAINED** | Advanced Diploma  |
| **PROGRAMME TITLE** | Advanced Diploma in Global Logistics and Supply Chain Management (Mandarin) |
| **TEACHING INSTITUTION** | London School of Business & Finance |
| **PROGRAMME TYPE** | Face to Face |

1. **Origin of the Programme**

The Advanced Diploma in Global Logistics and Supply Chain Management has been developed to provide a qualification for students who are either working in the logistics industry or who want to develop a career in one of wide range of business/industries associated with logistics. One important feature of this programme is that it has been designed for students whose first language is Chinese, or who have proof of proficiency in the language.

Whether it is the manufacturing or serving sectors, Logistics is a key issue in today’s business world. In order to run a business, whether it is a small or medium enterprise, the knowledge of logistics is a fundamental element if firm is to be operated smoothly. The course provides the students, upon completing the study of Diploma in Global Logistics and Supply Chain Management, an opportunity to develop further knowledge and competency, and a route for industry professional to gain recognition. Thus, equip them with competitive advantage in their career development.

1. **Programme Aims and Learning Outcomes**

**3.1 Programme Aims**

The aim of the Advanced Diploma in Logistics and Supply Chain Management is to give students the best possible preparation for a successful career in one of a wide range of industries. Graduates of the course will be able to demonstrate a sound knowledge of the basic underlying academic concepts and principles associated with the broader discipline of Logistics Management. Holders of the Advanced Diploma will be able to demonstrate detailed knowledge and critical understanding of the major theories in business and management, and of the way in which those theories have developed.

The Advanced Diploma in Global Logistics and Supply Chain Management aims to provide students with:

* An introduction to development in the Logistics & Supply Chain Management industry.
* To develop students’ competence and practical skills in Logistics & Supply Chain Management
* To enhance an awareness of the business, legal and social responsibilities of logistics operations.
* A high degree of effectiveness within the industry by providing a wide range of relevant knowledge and skills to complement their experience in their scope of work.
* It is a practical business management program with a focus on managing the flow of materials, people and services, to satisfy customer demand.
* The knowledge and skills that will enable them to follow a career in all areas of Logistics & Supply Chain Management and a wide range of careers in business and management.
* An understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge.
* A range of personal and professional skills that can be used in a wide range of situations and contexts.
* Support and guidance to develop as independent learners and acquire a range of transferrable skills.
* The ability to present, evaluate and interpret qualitative and quantitative data.

**3.2 Learning Outcomes**

At the end of this programme, students are expected to develop a range of specific and generic skills, covering the following fields:

* Logistics
* Management
* Strategy
* Human Resources
* Project Management

On successful completion of this programme, students should be able to:

* Evaluate the appropriateness of different approaches to solving problems related to the subjects studied.
* Apply theory to the solution of familiar and unfamiliar problems within the organisation,
* Show an understanding of logistics and supply chain management and practices in the context of their chosen specialisation.
* Demonstrate relevant Logistics & Supply Chain Management knowledge and understanding of organisations, the external environment in which they operate and how they are managed
* Demonstrate an understanding of international Logistics and Supply Chain Management, including the integration of information and decisions on transportation, inventory, material flow, and resources
* Identify and evaluate the organization’s strength and industry position and understanding the externals factors that may influence that position. Including strategic decisions about choice of products and technologies to meet the needs of customers and wants, competitive advantage and exploiting or creating new opportunities.
* Evaluate the different modes of transportation and the different strategies shippers adopt in global transportation. Transport logistics is one of the most critical aspects of business logistics to satisfy customer demands.
* Demonstrate an understanding of the role of quality and quality management techniques.
* Demonstrate interpersonal skills of effective listening, negotiating, persuasion and presentation
* Take and demonstrate responsibility for their own learning and continuing personal and professional development
* Undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations
1. **Target Students/Admission Requirements**

**4.1 Target Audience**

Working adults who would like to explore the study of the management of business world on a part-time study basis.

* 1. **Students Pathway**

The Advanced Diploma in Global Logistics and Supply Chain Management may lead to a Degree in Logistics and/or Supply Chain Management, or to employment in a role requiring personal responsibility and decision making skills.

**4.3 Admission Requirements**

1) Age 19 years old and above; and

2) Proven evidence of having completed a Diploma in a related field or;

3) Language Proficiency in Chinese equivalent to Year 11

**Work Experience**

 Have completed High/vocational school with 5 years related experience.

1. **Other Course Details**

**5.1 Course Intake**

Part-time: Every 6 weeks

**5.2 Course Structure and Duration**

Part-time

Duration : 9 months

No. of Modules : 6

Learning Hours : Each module 30 contact hours

 Total learning hours: 6 x 30 hours = 180 hours

**5.3 Attendance Criteria**

Non-STP holders – 75%

**5.4 Teacher-Student Ratio**

1 teacher: 60 students

**5.5 Assessment**

The assessment of each module consists of:

1. Individual assignment or class test: 30%
2. Examination: 70%

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| **Grade** | **Percentage** |
| High Distinction | HD | 80-100% |
| Distinction | D | 70-79% |
| Credit | C | 60-69% |
| Pass | P | 50-59% |
| Fail | F | 0-49% |

**5.6 Graduation Requirements**

Students must take and successfully complete all modules to be awarded the LSBF Advanced Diploma in Global Logistics and Supply Chain Management (Chinese). Students must complete all modules, students who fail to do so will be given a statement of results.

Students must achieve an overall passing grade of 50%. If students fail to achieve an overall passing grade, they will be permitted to retake based on the directions given by the examination board.

1. **Course Structure and Modules**

**6.1 Modules**

1. Business Logistics Strategy
2. Global Distribution Management
3. Human Resource Management
4. International Shipping Management
5. Project Management
6. Quality Management

**Business Logistics Strategy**

This module focuses on identifying the organization’s strength and industry position and understanding the externals factors that may influence that position. It concerns strategic decisions about choice of products and technologies to meet the needs of customers and wants, competitive advantage and exploiting or creating new opportunities.

Learning outcomes:

On successful completion of this module, students should understand:

* Concepts of strategic management
* Structural analysis of cost and profit centre management
* New opportunities in global supply chain management
* Measuring purchasing performance
* JIT II concepts
* EDI systems for effective global sourcing strategies for materials and purchasing management
* Price and cost analysis
* Managing international suppliers relations

**Syllabus**

* Strategic Management and Competitiveness
* Analysis of the external environment
* General Industry and Competitor Environment
* External Environmental Analysis
* The Internal Organisation: Resources and Capabilities
* The Internal Organisation: Core Competencies and Competitive Advantage
* Business Level Strategy: Relationships; Different Strategies; 5-Forces Model; Risks
* Corporate Level Strategy: Diversification; Types of Diversification; Value Creation
* International Strategy: Motives; Benefits; Types; Trends; Entry; Risks

**Lesson Plan**

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| --- | --- |
| Session  | Subject |
| 1 | Strategic management and competitiveness |
| 2 & 3 | Analysis of external environment |
| 4 & 5 | The Internal Organisation |
| 6 | Business level strategy |
| 7 | Corporate Level Strategy |
| 8 | International Strategy |
| 9 | Revision |
| 10 | Examination |

**Recommended textbook**

Management of Strategy, Concepts and Cases. Ireland, Hoskisson and Hitt

**Global Distribution Management**

This module introduces the different modes of transportation and the different strategies shippers adopt in global transportation. Transport logistics is one of the most critical aspects of business logistics to satisfy customer demands.

Learning outcomes:

On successful completion of this module, students should understand:

* Transportations role in Supply Chain Management
* Transportations role in the economy
* Transports role in global trade execution
* The motor carrier industry
* The railroad industry
* The airline industry
* The bulk carrier industry
* Third party logistics and special service providers
* Strategies used by shippers

**Syllabus**

* Role of transportation
* The economy and global trade
* Motor carrier industry
* Railroad industry
* Airline industry
* Bulk carrier industry
* #PL and special service providers
* Shipper strategies

**Lesson Plan**

|  |  |
| --- | --- |
| Session  | Subject |
| 1 & 2 | The Role of Transportation |
| 3 | Motor Carriers |
| 4  | Railroads |
| 5 | Airlines |
| 6 | Bulk Carriers |
| 7 | 3PL and special service providers |
| 8 | Shipper strategies |
| 9 | Revision |
| 10 | Examination |

**Recommended textbook**

Edward J.Bardi, John C.Coyle, Robert A. Novack, Brian Gibson; (7th Edition); *“****Management of Transportation****”* Southern –Western Thomson Corporation.

**Human Resource Management**

Human resources management is a function in organizations designed to maximize employee performance in service of their employer’s strategic objectives. HR is primarily concerned with how people are managed within organizations, focusing on policies and systems.

Learning outcomes:

On successful completion of this module, students should

* Understand the basic concepts of HRM
* To know the role of HRM plays in organisation
* Appreciate how HRM is important in a national wide prospect
* To relate HRM in our career development

**Syllabus**

* Human Resource Planning
* Recruitment
* Selection and Placement
* Training
* Performance Management
* Employee Development
* Employee Separation and Retention
* Pay Structure Decisions
* Employee Benefits
* Collective Bargaining and Labour Relations
* Managing Human Resources Globally

**Lesson Plan**

|  |  |
| --- | --- |
| Session  | Subject |
| 1 | Human Resource Planning  |
| 2 | Recruitment, Selection and Placement |
| 3 | Training |
| 4 | Performance Management |
| 5 | Employee Development |
| 6 | Employee Separation and Retention |
| 7 | Pay Structure Decisions, Employee Benefits |
| 8 | Collective Bargaining and Labour Relations |
| 9 | Students’ Presentation |
| 10 | Examination  |

**Recommended textbook**

‘Text for Human Resource Management’, by: Zhang Yichi, Bei Jing Da Xue Chu Ban She

**International Shipping Management**

This module introduces students to the process and procedures of transporting freight by sea and air. The coverage also provides students with the necessary knowledge and insights into shipping terms and import export documentation with a focus on international and local contents.

Learning outcomes:

On successful completion of this module, students should understand:

* Issues and risks associated with international trade
* Shipping terms / trade documents
* INCOTERMS
* Shipping transport
* Air transport & procedures

**Syllabus**

* International Trade
* Problems and Risks
* Incoterms
* Trade Finance and Payment
* International Trade Pricing
* Shipping Documents
* Cargo Insurance
* Shipping Organisations
* Containerisations
* Types of Containers
* Physical Distribution
* Modes of Transportation

**Lesson Plan**

|  |  |
| --- | --- |
| Session  | Subject |
| 1 | International Trade |
| 2 | Problems and Risks of International Trade |
| 3 | Incoterms |
| 4  | Trade Financing and Payment; International Trade Pricing |
| 5 | Shipping Documents; Cargo Insurance |
| 6 | Containerisation; Types of Containers |
| 7 | Physical Distribution |
| 8 | Modes of Transport |
| 9 | Revision |
| 10 | Examination |

**Recommended textbook**

Export/Import Procedures and International Trade. KB Goh

**Project Management**

The aim of the module is to introduce students to the important aspects of project management, project evaluation, project implementation and project review. Project scheduling, project costs and risk strategies are also considered.

Learning outcomes:

On successful completion of this module, students should understand:

* Describe and explain the nature of projects, type of projects and why project management is important
* Apply project management ideas and techniques
* Identify and evaluate the roles with a project team and sources of conflict
* Identify and evaluate the stages within a project
* Discuss issues relating to planning and control of projects

**Syllabus**

* Introduction to Project Management – Benefits and Challenges
* The Project Team
* Project Risk Management (Types of risk; strategies to manage risk)
* Project life cycle and planning
* Planning and Control (Time; Costs; Software)
* Project Review

**Lesson Plan**

|  |  |
| --- | --- |
| Session  | Subject |
| 1 & 2 | Introduction; Issues; Benefits and Challenges |
| 3 | Project Team |
| 4  | Risk Management |
| 5 | Life Cycles and Planning |
| 6 & 7 | Planning and Control |
| 8 | Project Review |
| 9 | Revision |
| 10 | Examination |

**Recommended textbook**

Larson, E.W., & Gray, C.F., (2011); *Project Management: The Managerial Process*; 5th ed. MCGraw-Hill.

**Quality Management**

This module introduces students to the history and development of quality management, from inspection to Total Quality Management, and its modern interpretation ‘Six Sigma’. It will enable students to gain knowledge and understanding of the development of essential processes, ideas, theories and tools that are essential to this topic.

Learning outcomes:

On successful completion of this module, students should

* Understand and explain the development and concepts of Quality Management
* Understand and explain the critical importance of quality management to the organisation
* Understand how both TQM and Six Sigma can be applied to an organisation
* Gain understanding of Japanese approach to quality management
* Appreciate and evaluate the different quality management approaches
* Understand and apply quality management tools

**Syllabus**

* History of quality management
* Quality management gurus and theories
* Quality Management Systems and frameworks
* Total Quality Management
* TQM – process and methods for process improvement
* TQM – process improvement tools and techniques
* TQM – implementation framework and blueprint
* Six Sigma
* Kaizen
* Quality tools

**Lesson Plan**

|  |  |
| --- | --- |
| Session  | Subject |
| 1 | History, Gurus and theory |
| 2 | Quality Management Systems and Frameworks |
| 3 | TQM |
| 4 | TQM – process and tools |
| 5 | TQM - implementation |
| 6 | Six Sigma |
| 7 | Kaizen |
| 8 | Quality Tools |
| 9 | Revision |
| 10 | Examination |

**Recommended textbook**

Introduction to Total Quality Management, A text book for Vocational Education. Gan Dong Mei