



**Honours (Higher) Diploma**  
**on**  
**Materials & Logistics Management**



## **Training to become knowledgeable and highly competent in stores & inventory management, purchasing, logistics and supply - a professional in materials management.**

This Programme teaches about, explains and covers all key aspects of materials management. It covers the complete supply chain from purchasing and supply, logistics management, stock and inventory control, warehousing, transport and distribution. The Programme explains the functions and roles of staff and managers throughout the materials management process, and about how to manage efficiently the various functions and how to conduct them successfully. It also covers motivation, strategy, leadership and team management. The possession of an Honours Group Diploma demonstrates knowledge and ability and indicates that the holder has the competence, understanding and potential to become a successful senior manager, administrator or executive.

The Programme comprises of four key 'courses' as follows: -

- Stores & Warehouse Management (& Stock/Inventory) Control
- Purchasing & Resourcing Management
- Logistics, Materials & Supply Chain Management (& Transport)
- Advanced Management & Administration Theory & Practice

Summary of the contents of the core Subjects:

### **STORES & WAREHOUSE MANAGEMENT (& STOCK/INVENTORY) CONTROL**

- The stores function in an enterprise and its main activities.
- The need for efficient management of stores.
- The principles of management: recruiting, training, controlling, motivating stores personnel; attributes looked for in staff.
- Health and safety, and accident prevention in stores, stockyards and warehouses.
- Staff and managerial responsibilities for safety; protective clothing, safety equipment.
- Storehouse buildings: factors regarding their location, design and layout; considerations regarding floors, entrances and exits; sub-stores.
- Planning in stores and stockyards, heating, ensuring efficiency of movement, stores maintenance.
- Stockyards: materials, location, design, layout, throughflow, protection of stored items.
- Manual and powered stores equipment, materials handling, training of staff.
- Storage, measuring and general stores equipment.
- Facilitating orders and movement of stocks out of the stores; order picking, packaging, avoiding damages, the use of pallets and racks.
- Protection of stock against loss and damage, causes of spoilage, how to overcome these problems.

- Storehouse and stockyard security, control over keys, prevention of theft and pilfering.
- Fire prevention, fire drills and equipment.
- Ordering stock items, documentation and planning.
- Stock items, inventory identification, codes, creating and understanding coding systems.
- Stock records: their contents and uses, importance of accuracy, statistics and reports; the stores office.
- Procedures for stock receipts and issues, coordination with other departments; packing, despatch.
- Setting stock levels, reorder levels, factors in levels set; costs, ABC, EOQ, forecasting.
- Stocktaking: reasons and purposes, procedures, spot checks, stock valuation, inspections.
- Obsolete and obsolescent stock, disposal of unwanted goods.
- Data and documentation, data safety, computer systems and backups.

## **PURCHASING & RESOURCING MANAGEMENT**

- Defining and setting purchasing objectives and resourcing strategy.
- Purchasing policy formulation and its implementation, evaluation and control; the strategic options.
- Logistics and purchasing; just-in-time manufacture and buying processes; distribution channels.
- Purchasing organisations: centralisation and decentralisation of the function.
- The place of purchasing in the management hierarchy.
- Job structures, job analysis and job specifications for purchasing staff and the department.
- Administration and co-ordination of the purchasing and resourcing role, purchasing performance.
- The concept and role of total quality management, planning, creating and supporting partnerships.
- Purchasing procedures, documentation, records, control systems.
- Information technology and its effects on purchasing and supply, database facilities, using statistics.
- Master production schedules, their uses and control.
- Supplier appraisal, the aims, how appraisal and investigations are undertaken, deciding on suitable suppliers.
- Human resource management in the supply chain: planning, recruitment, training and development, supervision, control.
- Management styles and leadership, motivation, employee relations, discipline, task/relationship.
- Sourcing; matching supply with demand and production needs, materials requirement planning.
- Specifying and assuring quality of supplies; quality control and standards; controlling prices, costs and quality.

- New and potential suppliers, the stages in negotiations, bargaining, win-win outcomes.
- Tendering, forecasting, costing in resourcing, the processes and techniques.
- Buying power and relationships with long-term suppliers.
- Purchasing research, ethical considerations.

## **LOGISTICS, MATERIALS & SUPPLY CHAIN MANAGEMENT (WITH TRANSPORT)**

- The background to logistics and supply chains; trade, the movement of people and products, the development of infrastructure.
- The functions of logistics and supply chains; supply partners and networks; value and value chains.
- Logistics strategy, supply and demand, corporate and business strategy; customer service strategy; supply chain strategy; push and pull strategies.
- Cost factors affecting supply chains, risk factors, economies of scale, the business life cycle.
- Marketing and logistics; the 4Ps for marketing logistics; market driven supply chains, market segmentation.
- Order cycle time and stages, measuring customer service; stockouts, back orders, cancelled orders.
- Industrial and consumer products, the product life cycle; logistics strategies for each stage.
- Product characteristics: dimensions, weight, volume, values, associated risks; weight-bulk ratio, value-weight ratio, substitutability, risk characteristics.
- Product packing and packaging materials. Product pricing, policies, strategies, discounts.
- Procurement objectives, supplies and suppliers, sourcing decisions, supplier appraisal; economic order quantity, partnership sourcing, documents used in procurement and purchasing.
- Incoming consignments, documentation, receiving procedures, quality inspections.
- Storage and control of stock/inventory; the Pareto Principle, classifications of stock/inventory items.
- Warehouses: function, design, equipment, manual and mechanised materials handling.
- Stock/inventory control, identification; prevention of fire, loss, theft, pilfering, fraud, damage.
- Order processing, order preparation, order picking and marshalling, packing and despatching items.
- Transportation: road, rail, water, air, pipelines; freight forwarders, unit loads, palletisation, containerisation, bulk freight and groupage, freight handling, intermodal transportation.
- Operations management in supply chains, product design; production planning, methods and control; quality control.
- Efficiency in logistics and supply chains, reducing waste; just-in-time, kanban, agile supply chains.

- Facility location: distribution centres, factories and plant, warehouses.
- Reverse logistics: sales returns, defective products, product liability laws, product recall, insurance.
- LSC project management, co-ordinating activities, team-work; types of projects, project objectives, focus, scope, specifications, quality and cost relationships.
- Emergency planning and disaster/emergency management; communication, assessment, rapid action.

## **ADVANCED MANAGEMENT & ADMINISTRATION THEORY & PRACTICE**

- The evolution of management theory, principles of management.
- The classical and early theorists; Fayol, Weber, Taylor, Mayo: scientific management, authority, discipline, modern developments.
- Organisational theory: objectives, categories, ownership, environmental factors and interaction.
- Open and closed systems theory.
- Coordination, cooperation, structure, control.
- Communication and communication theories and channels.
- Organisational structures, planning, growth and development, organisation charts.
- Systems and system diagrams.
- Duties and responsibilities of executives, delegation, responsibility.
- Mission, vision, values, MBWA.
- Motivational theory: human relations, social psychology; self-realisation, motivation-hygiene, expectancy theory.
- The theories of Argyis, Maslow, McGregor, Likert, Herzberg, Vroom, Handy; intrinsic and extrinsic factors.
- Leadership theory: traits, style, contingency; theorists.
- Building and developing workgroups, group behaviour, norms, cohesiveness.
- Managing change, creating and managing culture.
- Moss Kanter, learning organisations and entrepreneurship.
- Strategic management; the theories of Fayol, Chandler, Andrews, Ansoff, BCG, Porter, SWOT.
- Environmental and competitive barriers to entry, industrial competitiveness.
- Corporate objectives, policies, business ethics, social responsibilities.