

## Professional Diploma in Logistics and Supply Chain Management

## 物流及供應鏈管理專業文憑課程

CEF subsidy ceiling  
\$20,000



## THE PROGRAMME

### INTRODUCTION

As China's economy continues to grow, it is expected that the role of Hong Kong as a major procurement and logistics centre in the great China region will become more important. Hence, The Hong Kong Management Association offers a professional diploma in logistics and supply chain management to meet the increasing demand for high-calibre professionals in the supply chain and logistics fields.

### OBJECTIVE

To provide systematic training to middle-level and front-line executives in the field of supply chain, import-export, merchandising and logistics management.

### DESIGNED FOR

The diploma targets newly promoted officers, as well as experienced managers who do not have a formal management education in logistics management but are engaged in the field of supply chain, import-export, merchandising and logistics management.

### STRUCTURE

The diploma is a part-time programme. It includes seven modules, one of which is a management report. Apart from the report, each module consists of ten sessions, comprising in total 30 hours. The curriculum is designed to develop a thorough knowledge of logistics and supply chain management in both theoretical and applied dimensions. The report helps to consolidate learning with on-the-job application. Case studies, group presentations and discussions will be used to facilitate learning.

## PROGRAMME STRUCTURE

The programme consists of seven modules, with a diploma being awarded upon successful completion of the course.

M1 Logistics Management	M2 Management Skills	M3 Electronic Commerce	
M4 Supply Chain Management	M5 Inventory Management	M6 Law of Business & Carriage	M7 Management Report

## ADMISSION REQUIREMENTS

Applicants should fulfil the following requirements:

1. be secondary school graduates (F.5);
2. possess 2 or more years of working experience;
3. have a reasonable command of written/spoken English

## LANGUAGE MEDIUM

Cantonese (supplemented with English)

Course materials, mid-term assessments and final examinations will be in English.

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## YOUR ADVANCEMENT PATH

PDLSC graduates are eligible to apply for the following programmes:

### Master Degrees

- **MBA(International Business)** Reg. 252208 **(18 months)**  
University of Greenwich, UK
- **MBA** Reg. 252769 **(18 months) (Chinese / English class)**  
Glyndŵr University, UK

### Bachelor Degrees

- **BA(Hons) Business Studies (Logistics / Business Studies)** Reg. 252020 **(1 year)**  
University of Greenwich, UK
- **BA(Hons) (International Business)** Reg. 251922 **(1 year)**  
University of Huddersfield, UK
- **BA(Hons) (Business / Account and Finance) (3 years) (Chinese / English)** Reg. 252613 / 252612  
Glyndŵr University, UK

*Admission is on a competitive and individual basis entirely at the discretion of the respective universities. Admission criteria and procedures are set by them and are subject to change without prior notice. The Association does not give any warranty and will not accept any liability regarding the above.*

*It is a matter of discretion for individual employers to recognize any qualification to which these courses may lead.*

*The above **academic advancement path** is subject to changes from time to time. Please visit the HKMA website at [www.hkma.org.hk/pd/pdlsc](http://www.hkma.org.hk/pd/pdlsc) to get the current information.*

## FEE - Each term payable by 4 instalments

Each module: HK\$3,280

Term 1	1st instalment	2nd instalment	3rd instalment	4th instalment
HK\$3,280 X 3 modules	Application Fee: HK\$200 + HK\$2,460 = HK\$2,660	HK\$2,460	HK\$2,460	HK\$2,460

## EXEMPTION

Applicants who have studied similar courses before can apply for exemptions for up to 2 modules (Management Report is a non-exempted module) of the programme. The application form for exemption can be downloaded from our website [WWW.HKMA.ORG.HK/PD/PDLSC](http://WWW.HKMA.ORG.HK/PD/PDLSC).

## REIMBURSABLE BY CONTINUING EDUCATION FUND (CEF)

**Name of Institution:** HKMA

**CEF Institution Code:** 300

**CEF Course Code:** 25F00314-1

**CEF Course Title:** Professional Diploma in Logistics and Supply Chain Management

This Programme (all 7 modules) has been included to be reimbursable under the CEF. Participants MUST submit their applications directly to the Office of the CEF. For details, please visit the website: <http://www.wfsfaa.gov.hk/cef> or contact the CEF enquiry hotline: 3142 2277.

The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.

## ENQUIRIES

For enrolment and general enquiries, please call 2774-8501 / 2774-8500 or Fax 2774-8503 (Customer Service Department) during normal office hours. For course details, please contact Ms Shirley Chan on 2774-8569.

Website: <http://www.hkma.org.hk/pd/pdlsc> Training Centres: <http://www.hkma.org.hk/trainingcentre>

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## M1. Logistics Management

### Aims

- To familiarize students with the main elements of logistics and distribution management
- To enable students to develop effective and efficient logistics arrangements

### Contents

- |                                                                                                                                                                                                                        |                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Introduction to Logistics Management <ul style="list-style-type: none"><li>- The total distribution concept</li><li>- Integrated logistics management</li></ul>                                                     | E. Effective Inventory and Warehouse Management in Logistics & Distribution Centre                                                                                                           |
| B. Customer Service <ul style="list-style-type: none"><li>- Logistics and customer service</li><li>- Customer service versus costs</li></ul>                                                                           | F. Planning the Logistics System <ul style="list-style-type: none"><li>- Logistics and corporate strategy</li><li>- Network planning process</li><li>- Logistics audit and control</li></ul> |
| C. Channels of Distribution <ul style="list-style-type: none"><li>- Channels and their networks, channel selection</li><li>- Choosing the optimum channel strategy</li><li>- Depot strategy and optimization</li></ul> |                                                                                                                                                                                              |
| D. Modal Selection and Transport Systems <ul style="list-style-type: none"><li>- Transport infrastructure</li><li>- Transport modal selection</li></ul>                                                                |                                                                                                                                                                                              |
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## M2. Management Skills

### Aims

- To familiarize students with the key management skills required in an organization
- To enable students to manage tasks and people at work

### Contents

- |                                        |                                        |
|----------------------------------------|----------------------------------------|
| A. Introduction                        | E. Leadership                          |
| B. Management Principles and Practices | F. Problem Solving and Decision Making |
| C. Supervisory Management              | G. Managing Organizational Change      |
| D. Communication in Organization       |                                        |
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## M3. Electronic Commerce

### Aims

- To provide students with the insight on using the internet for business purpose
- To help students to familiarise with the tools and techniques of electronic commerce
- To help students to appreciate the legal environment of electronic commerce

### Contents

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Internet Application in Business <ul style="list-style-type: none"><li>- the use of internet in a business environment</li><li>- concepts of e-commerce</li><li>- types of e-business interaction</li></ul>           | C. Electronic Marketing <ul style="list-style-type: none"><li>- the electronic marketing mix</li><li>- components of an internet marketing plan</li><li>- tools of electronic marketing</li><li>- information updating on the website</li></ul> |
| B. Electronic Commerce Technologies <ul style="list-style-type: none"><li>- hardware and software used in the electronic commerce system</li><li>- E-commerce business models</li><li>- maintenance of website</li></ul> | D. Legal Issues in Electronic Commerce <ul style="list-style-type: none"><li>- legal issues of running an e-commerce business</li><li>- on-line contracts, international issues and payment mechanisms</li></ul>                                |

## **M4. Supply Chain Management**

### **Aims**

- Provide students with a framework of Supply Chain Management
- Enable students to solve Supply Chain problems by analyzing the Supply Chain Network

### **Contents**

- A. Understanding the Supply Chain Network
    - Basic Elements of Supply Chain Management
    - Demand & Supply Planning
    - Purchasing & Inventory Management
    - Logistics & Distribution
  - B. Operations Excellence
    - Lean Manufacturing
    - Supplier Partnership
    - Benchmarking
  - C. Supply Chain Analysis
    - Complexity Management
    - 3A Supply Chain
    - Industry Best Practices
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## **M5. Inventory Management**

### **Aims**

- To provide students with the inventory management concepts and techniques for effective planning and control
- To provide students with a concept of procurement activities in inventory management
- To enable students to handle effectively the problems involved in their daily operations and develop plans in line with the corporate strategy

### **Contents**

- A. Organizing The Stock Control Function
  - Principles of stock control
  - Stock control and other functions
  - Job specification
- B. Procurement Control and Management
  - Purchasing and Supply Concept
  - Procurement Activities
  - ISO Conception
  - Customer Services with Marketing Strategy
- C. Inventory Planning and Control
  - Analysis of customer demand
  - Re-order level policy and replenishment order quantities
  - In-process inventories
  - Inventory queue of slow-moving spare parts
- D. Inventory Systems
  - Multi-product inventory systems
  - Perpetual and periodic inventory system
  - Inventory coding system
  - Computer applications in inventory management
  - Quality control
- E. A General Approach to Inventory Control Problems

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## M6. Law of Business and Carriage

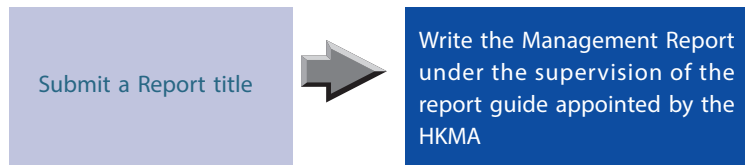
### Aims

- To provide students with knowledge of the key areas of law as they apply to inventory and logistics management
- To enable students to identify the legal aspects involved in their daily operations and management decisions

### Contents

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. The Legal Framework <ul style="list-style-type: none"><li>- The nature and source of commercial law</li><li>- Principles of contract law</li></ul>                                                                                                                                                                     | E. Rights and Duties of the Sea Carrier <ul style="list-style-type: none"><li>- The contract of carriage</li><li>- Duties and liabilities of the carrier</li><li>- Duties and liabilities of the shipper</li><li>- Consignees and indorsees</li><li>- Claims against carrier for loss, damage or delay</li></ul> |
| B. The Law of Agency                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                  |
| C. The Sale and Supply of Goods <ul style="list-style-type: none"><li>- The contract of sale and duties of the parties</li><li>- Delivery and the buyer's remedies</li><li>- Manufacturers and product liability</li><li>- Title conflicts in sales transactions</li><li>- Buyer's duties and seller's remedies</li></ul> |                                                                                                                                                                                                                                                                                                                  |
| D. International Trade <ul style="list-style-type: none"><li>- The nature and structure of international trade</li><li>- Bills of lading</li><li>- International sale contracts</li><li>- Financing international trade</li><li>- Insurance</li></ul>                                                                     |                                                                                                                                                                                                                                                                                                                  |

## M7. MANAGEMENT REPORT



The management report allows students to demonstrate their ability in applying their knowledge and skills to a real situation, usually within their own organization or based on a new business idea. Under the guidance of a supervisor, students are required to complete a comprehensive management plan including a logical sequence of analysis, decision rationale, steps of implementation, control and financial projection.

**Course contents of all modules may be subject to change if required without prior notice.**

## COMPLETION OF A MODULE AND AWARD OF DIPLOMA

### Satisfactory Completion of a Module

A minimum of 70% attendance is required for satisfactory completion of a module. Failure to do so will disqualify the student from sitting for the final written examination. Students must obtain an aggregate of 50% at least in the mid-term assessment and the final examination. For the management report, the student is required to achieve a pass grade in the report.

### Completion of the Professional Diploma in Logistics and Supply Chain Management Programme

Completion of the PDLSC Programme requires a student after initial registration to pass the continuous assessments and final written examinations of all seven modules in two consecutive terms. A candidate who has satisfied all the requirements will be awarded the Professional Diploma in Logistics and Supply Chain Management.

### Unsatisfactory Performance in a Module

On failing any one module at the first attempt, the student may sit once only for the remedial examination in the following term by paying a fee. Participants who fail the remedial examination are allowed to retake the module by paying full module fees.

However, the maximum time for participants to complete the whole programme is 2 years.