



持續進修基金
Continuing Education Fund

Continuing Education Fund (CEF) 持續進修基金

The course is on the list of reimbursable courses for CEF purposes. Institution Code is 507. Course Code is 25F01807-6. Under the CEF scheme, eligible applicants will be reimbursed 80% of their course fees, subject to a maximum sum of HK\$10,000 each, on successful completion of an approved course. For more details, please visit the CEF web-site: <http://www.info.gov.hk/sfaa/cef> or call 3142 2277 for enquiry.

採購策略及供應鏈管理專業文憑課程 Professional Diploma in Strategic Purchasing and Supply Chain Management

7 June 2010 - 18 April 2011 (Monday)

Intake 13, Course Code:40112287



Enquiries

General Enquiry

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Program Organiser

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<http://www.hktrainingonline.com>

Organised by:



Co-organised by:



THE INSTITUTE OF
PURCHASING & SUPPLY
OF HONG KONG
香港物資採購與供銷學會

Website: <http://www.ipshk.org>



Nature and Objectives

With the growing demand for professionalism in Purchasing and Supply by organisations in commerce, industry and public sectors, good understanding of the subject matters together with appropriate practical experience are essential to practitioners engaged in the field.

To meet the challenges of the competitive business environment and minute-change of technological development, it is imperative for executives to equip themselves with updated knowledge and skills in order to enhance their career advancement. Hong Kong Productivity Council (HKPC), in collaboration with The Institute of Purchasing & Supply of Hong Kong (IPSHK), will launch the 13th intake of the "Professional Diploma in Strategic Purchasing and Supply Chain Management" program, with an aim to extending participants' knowledge and managerial appreciation in the procurement and supply chain management areas.

About IPSHK

The Institute of Purchasing & Supply of Hong Kong (IPSHK) was established in 1973 and incorporated as a Limited by Guarantee (under Company Ordinance Cap. 32) in February 1996. The aim, objective and activities of the Institute are to promote professionalism in the purchasing and supply discipline through exchange among members and with relevant local and international organisations. IPSHK is a member association of the International Federation of Purchasing & Materials Management (IFPMM), registered in Switzerland, which consists of 43 professional purchasing associations in 39 countries. For details, please visit the website of IPSHK at www.ipshk.org

Professional Recognition

This Professional Diploma program is endorsed and recognised by The Institute of Purchasing & Supply of Hong Kong (IPSHK) as one of the qualifications approved for admission to IPSHK's membership (exact class of membership would depend on participant's own circumstances). Participants joining this program will automatically become Student Member of IPSHK and the first year's subscription fee will be waived.

Study Path

- Graduates of this program with 2 years' relevant work experience may apply for the final year of BSc (Hons) Logistics program offered in Hong Kong by the University of Huddersfield, UK. The BSc programme, administered by Centre for Advanced & Professional Studies of Caritas Francis Hsu College, can be completed in one-year full-time or two-year part-time. Admission to the program will be considered individually by the University.
- Graduates of this program is eligible to apply for the MBA of the Royal Roads University (RRU). For details, please contact 2186 7984 (email: business@smarthk.com). Note: Admission is entirely at the discretion of RRU.

Who Should Attend

This program is designed for executives, managers or officers involved in planning, organising, controlling or implementing purchasing and supply, Supply Chain Management (SCM) activities etc. and would like to equip themselves with contemporary knowledge and skills in strategic purchasing and SCM.

Minimum Entry Requirements

Applicant should possess a Degree or a post-secondary Diploma/Certificate in any discipline. Applicant with 5 passes in Hong Kong Certificate of Education Examination (HKCEE) and has at least 5 years' relevant working experience in a supervisory / senior level may also be accepted. Application through the mature applicant's route will be considered on a case-by-case basis.

Medium of Instruction

English with Cantonese explanation as appropriate. Handouts, assignments and project written reports will be in English.

Duration of the Programme

7 June 2010 - 18 April 2011 (Monday), 7:00p.m. – 10:00p.m.
39 sessions of 3 hours each (totaling 117 hours)

Fee

HK\$18,000 per participant (Normal Fee)

HK\$17,500 per participant (Discount Fee on or before **6 May 2010**)

Venue

Hong Kong Productivity Council

1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon

Programme Advisors

Mr. Timothy Lam

Mr. Lam is a Fellow Member of the Institute of Purchasing and Supply of Hong Kong, Member of the Chartered Institute of Purchasing and Supply (UK) and Associate of the Institute of Chartered Secretaries and Administrators. He holds a MBA from the University of Strathclyde. Mr. Timothy Lam has been working in the Purchasing and Supply industry for more than 25 years. He is now the Head of the Purchasing Office of Hong Kong Baptist University. Mr. Lam has been serving the Executive Council of the Institute of Purchasing & Supply of Hong Kong since 1985 and is now the Chairman of the Institute.

Mr. David Lee

Mr. Lee is Vice Chairman of IPSHK. He is also member of Hong Kong Quality Management Association. He holds a BBA and MBA (specialized in TQM). Mr. Lee has 30 years' working experience in administration, quality control, product & project development, and merchandising management.

Dr. Tommy Choy

Dr. Choy is the Chairman of the Professional Learning and Development Committee of the Institute of Purchasing and Supply of Hong Kong (IPSHK). He gained his MSc degrees in Manufacturing Systems Engineering, Management Science, and MPhil degree in Engineering at the University of Warwick in 1990s. He received his Doctorate at the Hong Kong Polytechnic University in the area of intelligent supplier management system in 2003. At present he is an Assistant Professor in the Department of Industrial and Systems Engineering, Hong Kong Polytechnic University, teaching subjects relating to logistics engineering and management.

Award of Professional Diploma

Participants will be a "Professional Diploma in Strategic Purchasing & Supply Chain Management" jointly by HKPC and IPSHK, if they have fulfilled the following requirements:

1. Attain a minimum attendance rate of 75%, and
2. Obtain an overall "Pass Grade" for the Assessments including individual module assignment, group project and case study.



Contents of the Programme:

Contents	No. of Session
Module 1 : Purchasing and Sourcing Management <ul style="list-style-type: none"> • Role of Purchasing in an Organisation and Why it Should be Strategic • Purchasing Function in the Supply Chain Management • Formulating and Implementing Purchasing Strategy • Understanding and Influencing the Supply-Market • Strategic Purchasing Planning and Control • Quality Assurance • Negotiation Strategies • Sourcing Fundamentals • Overview of Global Sourcing 	8
Module 2 : Supply Chain Management & Leadership <ul style="list-style-type: none"> • Functions of the Supply Chain • Purchasing Management & Supply Chain Management • Supply Chain Strategy & Leadership • Environmental Framework for the Supply Chain • Positioning the Firm in the Supply Chain • Hong Kong & China Supply Chain • Personal Competency Skills (Communication & Team Building) 	8
Module 3 : Contract Administration Aspect in Procurement <ul style="list-style-type: none"> • Contract Laws and General Legal Principles Relating to Procurement • Sales & Buy Contract Components • Agency Law Relating to Logistics • The Important Controls in the Contract Implementation • Major Issues Related to Preparing the Contract • Solutions to Contractual Issues & Disputes 	6
Module 4 : Supplier Relationship Management & Outsourcing Management <ul style="list-style-type: none"> • Types & Approaches of Outsourcing • The Growth of Strategic Sourcing Partnership & Alliance • Interactive Nature of Buyer-Seller Relationship in Business Environment • Structural-dependence in Business Market • Norm-driven Buyer-Seller Relationship • Managing Relationship and Multicultural Negotiation • Managing China Suppliers • Organisational Structure Ethics for Relationship Management 	6
Module 5 : e-Procurement & IT Applications <ul style="list-style-type: none"> • Overview of e-Commerce: B2B & B2C Businesses • Concept of e-Procurement and its Benefits • Models of e-Procurement • Relationship of e-Procurement & e-Commerce • Implementation of e-Procurement: Plans and Execution • E-Tendering for Business Sector • Benefits of e-Tendering from the Procurers' and Suppliers' Points of View 	5
Module 6 : Decision Techniques for Supply Chain Management <ul style="list-style-type: none"> • Understanding Financial Statements and Ratio Analysis • Financial Evaluation on Acquisition of Assets and Major Expenditure • Financial Impact on Purchasing Activities • Basics of Performance Measurements 	4
Project Presentation	2
Total no. of session	39
[* HKPC reserves the right to change the speakers, contents / time-table]	



Speakers

Mr. Timothy LAM

Chairman (IPSHK) and Assistant Director of Finance, Hong Kong Baptist University

Dr. Stephen NG

President (IPSHK) and Managing Director of QuST Continuation Limited

Dr. Peter CHAN

Treasurer, Institute of Transport Administration (China-HK Centre), MCILT, LLM

Mr. Solomon WONG

MBA, MBA, MCIM, MHKIM, Chartered Marketer, Business Development Manager of an engineering company

Mr. Albert AU

MBA, Fellow IPSHK, with over 30 years supply chain management experience in tertiary institution and various public utilities organizations

Mr. Roger NG

Fellow member of ACCA and an associate member of ACIS, CPA, MHKSI, with more than twenty years in accountancy, treasury and training experiences.

and / or consultant of HKPC or other guest speakers in relevant areas



Application

To enrol, please submit the enrollment form together with copies of the following documents:

- HKID Card;
- HKCEE certificate;
- Certificates of other post-secondary qualifications (e.g. Certificate, Diploma, Bachelor, Master, and other professional qualifications);
- Reference letters showing you relevant working experience; to

Ms. Willis Wong, Productivity Training Institute, Hong Kong Productivity Council
3/F, , HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon.

Upon acceptance of the application, successful participants will be notified for the details of payment arrangement. Participants may settle the payment by cheque, cash or credit card (VISA / MASTER only) at our Enrolment Counter (Cheque should be crossed and made payable to "Hong Kong Productivity Council").

Remarks

- The application deadline is **24 May 2010**. If the program was cancelled, applicants will be informed before **31 May 2010**.
- Application is subject to HKPC's approval. Payment of fee should not be construed as acceptance of admission.



Enrolment Form 報名表

Professional Diploma in Strategic Purchasing and Supply Chain Management (Intake 13)

1. Course 課程 採購策略及供應鏈管理專業文憑課程

Course Code 課程編號 37-04-40112287 Fee 學費 \$18,000 (Normal Fee) \$17,500 (IPSHK member or enrol on or before **6 May 2010**)

Duration 日期 7 June 2010 - 18 April 2011 (Monday)

2. Name (English) (Mr/Mrs/Ms*) _____ 姓名 (中文) (先生/女士/小姐*) _____

Mobile 手提 _____ E-mail Address 電郵地址 _____

3. Organisation (English) _____

公司名稱(中文) _____ Position 職位 _____

Mailing Address 通訊地址 _____

Tel 電話 (Day日間) _____ (Night晚間) _____ Fax 傳真 _____

4. Payment Method 付款方法

Enclosed is my cheque of HK\$ _____ Cheque No. _____

(The cheque has to be crossed and made payable to the "Hong Kong Productivity Council".)

現附上港幣\$ _____ 的劃線支票，支票號碼為 _____ (支票抬頭請書明支付「香港生產力促進局」，並請劃線)。

Signature 簽名 _____ Date 日期 _____

* For reservation, please fax the completed form to (852) 2788 6260. 預訂留位者，請將已填妥的表格傳真至：(852) 2788 6260.

IMPORTANT NOTE 注意：

1. Course fee must be accompanied with this form (or its photocopy), otherwise enrolment may be rejected.
報名表(可用影印本)必須連同學費一併繳交，否則報名可能無效。
2. HKPC has adopted a Personal Data (Privacy) Policy. Information about the policy is available at HKPC enrolment counters for collection. You may also contact our Personal Data Controlling Officer for further details.
本局已實施個人資料(私隱)政策，有關資料單張可於報名處索閱，或閣下可與本局個人資料管理主任查詢。
3. Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
本局建議申請者以信用卡、易辦事或支票繳交學費。學費收據以本局機印方為有效，支票收妥作實。
4. Enrolment fee is not refundable unless HKPC is notified in writing of your withdrawal at least 5 working days before the course commences. A handling charge of HK\$200 will also be levied.
除非本局於課程開始前最少5個工作日收到申請者書面通知退學，否則已繳學費概不退還。申請者申請退還學費需繳交手續費二百元。
5. An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
申請者可提名他人代替其本人出席課程，惟事先須得本局同意。
6. HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application.
香港生產力促進局保留在任何情況下及以任何原因拒絕任何入學申請的權利。申請者繳付學費後，仍須符合入學的所有條件，其申請方可獲得接納。
7. HKPC reserves the right to change the contents, venue and / or time as necessary.
香港生產力促進局保留在任何情況下更改課程內容、授課地點、日期及時間的權利。
8. Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. Participants will be notified when the class will be made up as soon as possible.
颱風及黑雨警告：如課堂時間是在早上(9:00-12:00)、下午(2:00-5:00)或晚間(6:30-9:00)，將在下列情況下取消：(一)八號或以上颱風訊號或黑色暴雨警告訊號在早上6:00、11:00 或下午4:00仍然懸掛；或(二)香港天文台在早上6:00、11:00或下午4:00或之後，宣佈將懸掛八號或以上颱風訊號或黑色暴雨警告訊號。本局將盡早通知學員補課的日期及時間。