

LOGISTICS MANAGEMENT PROGRAMME

NQF Level 5

Participant Profile

Participants are typically Operations Managers, Supply Chain Managers or individuals who have been working in the operations/distributions/logistics field for at least three years. This short learning programme is also ideal for the person who has successfully completed a tertiary qualification in a different field of study, but whose career path has developed within the fields of logistics, distribution and supply chain management.

Short Learning Programme Structure

The Logistics Management Programme (LMP) is a short learning programme at NQF level 5 and consists of 7 modules which are presented by way of lectures, group discussions, case studies and role plays. The lecturing contact time is 36 hours per module. Two modules are conducted concurrently over 12 weeks of part-time study and are completed before the commencement of the next two modules. The short learning programme methodology is practical, involving a problem solving approach to knowledge transfer. Delivery may also take the form of block release.

Learning Outcomes

On completion of this short learning programme, the learner will be able to:

- | Interpret financial statements and control costs
- | Competently contribute to the generation, communication and implementation of a logistics plan governing the economic and efficient movement and handling of freight to satisfy legislation, customer and industry requirements
- | Demonstrate applied competence in managing and proper care of freight through the control of handling, movement, securing and safeguarding techniques
- | Demonstrate competence in designing and implementing an appropriate quality management system and ensuring that freight operations are conducted in accordance with principles, processes and procedures used in a quality assurance system
- | Manage the efficient storage of freight and freight location systems

Evaluation of Participants

Assessment is both formative and summative and includes

- Weekly individual and group exercises and tasks
- Group and individual assignments
- Open and closed book case study integrative assessments

To complete the short learning programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

Entrance Criteria

The minimum entry requirements for admission to the LMP are:

- Twenty three years of age and
- Three years business experience and
- Senior certificate or NQF 4 equivalent **or**
- Alternative admission can be achieved via the DUT RPL process or mature age exemption.
- A placement assessment may apply

MODULE 1: People Management

Organisation Structure & Business Environment; Understanding Management; Organisational Culture; Motivation and Performance; Leadership; Change and People Management; Ethics and Social Responsibility; Workplace teams; Control and Contemporary Issues.

MODULE 2: Planning Freight Logistics

Planning Optimal Transit Systems; The Management of the Transport Function; Marketing the Logistics Function; Route Planning and Scheduling; Tracking and Reporting; The Future Logistics Supply Chain.

Module 3: Business Communication

Cultural Diversity; Business Etiquette and Organisational Structure Areas that Impact on Business Communication; Channels of Communication and Application; Creating and Delivering Effective Communication, Composing/Presenting and Evaluating Messages; Practical Application of Verbal, Written and Visual Communication in the Workplace; Meetings; Management Reports; Coping with Change in the New Business Environment.

MODULE 4: Freight Care Management

Regulations in Freight Logistic; Legislation; The Logistics Chain; Handling Freight; Insurance and Freight Handling; Ensuring Quality.

MODULE 5: Quality Management, Planning and Control

Introduction to Quality Management; Quality Paradigms and Gurus, Quality Processes, Planning and Control, Quality Management Systems; Cost & Systems; Administration; Improvement Methodology; Quality Control; Statistical Process Control; Total Quality Management.

MODULE 6: Financial Accounting

Introduction to Accounting; Basic Recording Techniques- Accounting Equation; Recording Trading Inventory; Income and Balance Sheet Preparation; Other Transactions; Closing Entries and Accounting Output; Analysis and Interpretation of Financial Statements- Cash budget composition; Cash budget; Notes/workings of a Cash Budget; Cash Book Summary.

MODULE 7: Management of Goods in Storage

Planned Housekeeping within the Warehouse; What are the Key Activities Performed in a Warehouse?; Practical Housekeeping Means Wearing the Correct Clothing; Planned Housekeeping Means Providing a Clean Working Environment, Planned Housekeeping Means Providing a Safe and Secure Working Environment; Storing the Right Items in the Right Place in the Warehouse; Ergonomic Aspects of Efficient Warehousing; Selecting and Preparing Storage Space within the Warehouse; Good Housekeeping Means Motivating One's Staff.

Concluding Remarks

- Due to the dynamic nature of the South African business environment, the BSU reserves the right to make changes to its short learning programmes where necessary.
- The presentation of a short learning programme or any format is subject to sufficient enrolment as determined by the BSU.