



Professional Certificate in Strategic Purchasing and Supply Chain Management

CONNECTION TECHNOLOGY 裝備未來
FUTURE SKILLS

QF Level: 5
QR Registration No: 22/000187/L5
Validity Period: 01 Nov 2022 To 31 Oct 2025



資歷架構
Qualifications
Framework



持續進修基金

Course Highlights

- This is a QF Level 5 and CEF approved course
- Assessed by assignments, group project and case study (no examination required)

Topics Covered

- Purchasing and Sourcing Management
- Establish and Maintain a Supply Chain
- Manage Relationship with Suppliers
- Negotiate a Contract
- Formulate Inventory Control Systems
- e-Procurement & IT Applications

Programme code	10016312-01
Date and time	11 Nov 2024 – 14 Nov 2025 (Every Monday) 19:00 – 22:00
Venue	1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong
Language	Cantonese (Supplemented by English)
Course fee	HK\$20,000 (Payable by 12 installments) The 1 st installment (HK\$1,650) to be settled upon acceptance of application, subsequent installments (2 nd installment -11 th installments HK\$1,650 & 12 th installments HK\$1,850) can be settled by monthly bank auto-pay transaction.

Programme Objectives

The programme aims to develop learners with a comprehensive understanding of the theoretical and practical issues underpinning the management of the procurement and supply chain in the business environment of public and private organisations strategically, including retail.

Introduction

With the growing demand for professionalism in purchasing and supply, good understanding of the subject matter together with appropriate practical experiences 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.

Programme Intended Learning Outcomes

Upon completion of the programme, learners should be able to:

- Source goods required by the organisation through different channels and negotiate contract matters with suppliers by mastering the organisation's need for goods purchase;
- Formulate an end-to-end delivery plan and deliver goods to various locations in public or private organisations effectively by identifying the needs for purchase and making use of effective inventory monitoring method;
- Establish an effective performing team by developing personal competency skills including communication and team building;
- Establish sound communication channels with suppliers for mutual benefits by mastering the business characteristics of suppliers and managing relationship with them effectively;
- Understand the goals expected by both sides to the contract by using good communication skills;
- Fight for favourable terms for and protect the benefit of the organisation by using negotiation skills;
- Prepare contract terms to clearly express the wishes of both sides by applying relevant laws and regulations;
- Formulate inventory systems for efficient inventory management and warehouse management to smoothen the business operation in the public or private organisations by mastering the knowledge of inventory management and analyse and consolidate information;
- Plan and implement e-procurement and e-tendering systems in the context of e-commerce and supply chain management by mastering the organisation's needs.

Who Should Attend

This programme 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.

Admission Requirements

Applicants shall:

- Hold a recognised Advanced Diploma or Higher Diploma / Associate Degree awarded by a recognised institution; or
- Aged 23 or above as of 31 August with 5 passes in HKCEE / 5 DSE subjects at Level 2 or above including Chinese Language and English Language, plus at least 5 years of relevant working experience.

Graduation Requirements

Participants will be awarded a “Professional Certificate in Strategic Purchasing & Supply Chain Management” and eligible for CEF reimbursement after fulfilling the following requirements:

1. Attain a minimum attendance rate of 75%;
2. Obtain a minimum mark of 50% (pass grade) in the assessments of Topics 1 and 2, as well as the two groups projects; and
3. Obtain an overall mark of 50% in the assessments of Topics 3 to 6.



Contents	No. of Sessions*
Topic 1 : Purchasing and Sourcing Management <ul style="list-style-type: none"> • Knowledge of Goods Purchase Management • Strategic Purchasing Planning & Control • Goods Purchasing Cycle • Quality Assurance of Goods Purchased • Price and Cost Analysis • Supplier Relationship Management • Exhibit Professionalism 	7
Topic 2 : Establish and Maintain a Supply Chain <ul style="list-style-type: none"> • Functions of Supply Chain Management • Purchasing Management & Global Supply Chain Management • Supply Chain Strategy and Leadership • Sustainability Development for Supply Chain • Positioning the Firm in Supply Chain Structure • Hong Kong and China Supply Chain Analysis • Personal Competency Skills (Communication & Team Building) 	7
Topic 3 : Manage Relationship with Suppliers <ul style="list-style-type: none"> • Understand the Current Market and Merchandising • Elements for Retail Procurement • Organisational Structure Ethics for Relationship Management • The Growth of Strategic Sourcing Partnership & Alliance • Norm-Driven Buyer-Seller Relationship • Managing China Suppliers Strategies • Achieve "Win-Win-Win" 	6
Topic 4 : Negotiate a Contract <ul style="list-style-type: none"> • Contract Laws and General Legal Principles Relating to Procurement • Statutory Framework for Sale of Goods in Hong Kong • Principal and Agent Relationship in Sale of Goods Contract • Alternative Dispute Resolution (ADR) for Contractual Dispute • Negotiation and Drafting of Sale of Goods Contract 	6

Contents	No. of Sessions*
Topic 5 : Formulate Inventory Control Systems	
<ul style="list-style-type: none"> • Inventory Fundamentals • Inventory Management • Approaches to Managing Inventory • Independent Demand Ordering Systems • Distribution Inventory • New Approaches to Inventory Management • Understand the Differences Among Approaches to Inventory Management (EOQ, JIT, MRP, and DRP) • Realise How Variability in Demand Affects Inventory Decision Making • Warehouse Management • Technology Application in Warehouse Operation 	6
Topic 6 : e-Procurement & IT Applications	
<ul style="list-style-type: none"> • Overview of e-Commerce: B2B and B2C Businesses • Concept of e-Procurement and Its Benefits • Models of e-Procurement • Relationship of e-Procurement and e-Commerce • e-Tendering for Business Sector • Implementation of e-Procurement: Plans and Execution • Emerging Digital Technologies in e-Procurement 	5
Group Project Presentation	2
Total No. of Sessions	39
*3 hours per each session, total 117 contact hours.	

CEF Reimbursable Course

The course has been included in the list of reimbursable courses under the Continuing Education Fund (CEF).

This course/ The mother course (Title of Qualification) of this module is recognised under the Qualifications Framework (QF Level [5]).

Course Code is 81K140848. Standard CEF Refund Policy is applicable to this course.

Scan to learn more CEF details.



Enrolment Methods

1. Scan the QR code to download and complete the enrolment form.
2. Mail the crossed cheque with payee name “Hong Kong Productivity Council” (in HK dollar) and the application form to HKPC Academy, Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Ms Maggie CHEUNG).
3. Please indicate the course name and course code on the back of the cheque and envelope.
4. Visit the registration counter of HKPC Academy, Hong Kong Productivity Council (1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon) to enrol and settle the course fee.
Office hours: Mon to Fri 09: 00 – 18: 00

