SGUNITED SKILLS PROGRAMME

Trade Connectivity

Up-Skill in Logistics Management

Course code: GBX

Course Overview

This course aims to equip you with the skills and knowledge in logistics operations and supply chain management in order to execute logistics-related tasks effectively and efficiently. This will allow you to progress along the different career pathways shown in the Skill Framework for Logistics.

Career Opportunities

Upon completion of the course, graduates can look forward to career opportunities in roles such as:

- Customer Service Officer
- Logistics Coordinator
- Shipping Coordinator
- Warehouse Supervisor

Minimum Entry Requirement

- Singapore Citizens and Singapore Permanent Residents, aged 21 & above
- 3 Relevant 'O' Level passes and 3 years of relevant working experience
- Higher Nitec and 1 year of relevant work experience
- Nitec GPA ≥3.5 and 2 years of relevant working experience
- Higher Nitec in Technology/Services and 1 year of relevant working experience
- Nitec in Technology/Services of GPA ≥3.5 with 2 years of relevant working experience
- Relevant WSQ Qualification with 3 years of relevant working experience and WSQ Workplace Literacy Statement of Attainment (SOA)(Level 6) and Workplace Numeracy Statement of Attainment (SOA)(Level 6)WSQ Qualification

Applicants who do not meet the entry requirements may be considered for admission to the course based on evidence of at least 5 years of relevant working experience or supporting evidence of competency readiness. Suitable applicants who are shortlisted may have to go through an interview and/or entrance test. The Polytechnic reserves the right to shortlist and admit applicants.

Important information for you

With the new support scheme, you can now earn up to $1,200 per month by attending courses and equip yourself industry-relevant skills and knowledge.
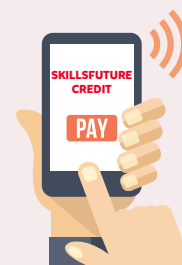
View courses
Find all courses at:
www.tp.edu.sg/sgus

Application Period
09 November 2020 - 04 January 2021
APPLY HERE

Training Allowance
$1200 per month
- Min. 75% attendance requirement

Nett Course fee
6-month course - $500
12-month course - $1000
Use your SkillsFuture Credits!

Click here for FAQ.

UP-SKILL IN LOGISTICS MANAGEMENT | 08 MARCH 2021 INTAKE

Course fee: **$750.00**
Course Duration: **9 months | Full day training**
Course commencement date: **08 March 2021**
Application period: **09 November 2020 – 04 January 2021**

APPLY NOW

COURSE CODE: GBX

Full Course fee before subsidy: $24,300.00
Please take note of the following requirements in order to be eligible for the subsidy:
1. Trainees must fulfil minimum attendance requirements and pass assessments to qualify for course fee subsidies. Trainees who are unable to meet these requirements may be asked to return the course fee subsidies that they have received.
2. The programme allows trainees to exit without penalty if they are successfully placed into a job or have secured a job on their own accord while undergoing training. However, trainees who exit the programme without a valid reason may be asked to return the course fee subsidy that they have received.

Diploma in Business Practice (Logistics Management)	Course Outline
SkillsFuture for Digital Workplace	Course Outline
Coding for All	Course Outline
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Design Thinking in Action - The SEE Cycle	Course Outline
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Data Storytelling	Course Outline
Fundamentals of Cyber Security	Course Outline
Handling Complaints	Course Outline
Learning Basic Sales Techniques	Course Outline
Industry Project / Industry Attachment	Course Outline

COURSE OUTLINE

Diploma in Business Practice (Logistics Management)
Participants of this programme will gain the skills of logistics operations and knowledge of supply chain management in order to execute logistics-related tasks effectively and efficiently. This will allow them to progress along the different career pathways shown in the Skill Framework for Logistics.

What you will learn

Certificate in Supply Chain & Logistics IT
- Distribution Centre Management
- Enterprise Resource Management
- Supply Chain Management & Technology
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Certificate in Communication & IT Skills
- Reports & Business Communication
- Oral Presentations & Meeting Skills
- Business IT & Applications

Certificate in Supply & Process Improvement
- Procurement & Materials Management
- Operations Management
- Business Process Management & Simulation

Certificate in Business Analysis
- Business Accounting
- Business Statistics
- Problem-Solving Skills in Business

Certificate in Transport & Freight Management
- Transport Management
- International Freight Practices
- International Freight Practices

SkillsFuture for Digital Workplace
This workshop that will walk participants through the latest tools of the digital world. Through hands-on training and group activities, participants will learn how to harness these digital tools to build digital confidence.

What you will learn
- Learn how to hunt for the best deals online, in Singapore and overseas so that you do not miss the next sale. Split bills among friends without exchanging physical money, and while doing so, ensure that your passwords, credit card numbers and accounts are never compromised.
- Run a virtual garage sale and earn some money in the process. Learn the techniques of digital and social media marketing to make sure that your sale is well advertised.
- Collaborate virtually with colleagues on your next project. Manage task lists, documents and communications securely while your team works together in separate locations, even time zones.

Coding for All
This workshop uses a project-based approach to introduce participants to coding fundamentals using an appropriate coding language (i.e. Python). Participants will learn how to develop simple applications from scratch. No prior programming experience is required.

What you will learn
- Basic concepts and techniques of coding in a language, such as Python
- Hands on activity will be performed using IDLE and/or Pycharm

Career Readiness

This module focuses on one's personal and career management, as well as employability skills. It develops the understanding of one's career profile and skills needed for career success, and provides one with the qualities to remain relevant in a changing job market environment. It emphasizes career ownership and continuous learning for lifelong employability. In addition, participants will learn how to prepare career documents such as a résumé, cover letter and be better prepared for interviews.

Design Thinking in Action - The SEE Cycle

This course will help non-designers sift through the jargon and gain insight into the cyclical and highly iterative creative thinking process. Participants will be encouraged to adopt an open and expansive mindset that will embrace productive failure, risk-taking and deep inquiry.

What you will learn
- Overview of Design Thinking
- Introduction to The SEE Cycle
- Beginning With The Right Mind-set
- Presenting The Design Challenge
- The Power of Empathy
- Identifying the Issue
- Deconstruction and Reconstruction
- Presentation and Critique
- Generating New Ideas
- Discovering the Impossible
- Distilling the Best
- Validating Viable Options
- Presentation and Critique
- Summary and Conclusion

Basic Business Analytics @ Work

This workshop is a quick jumpstart to do basic business analytics. Participants will get to understand of the importance of Analytics, to get hands-on experience to handle data, as well as to create interactive dashboards. This workshop will also show case the potential and possibilities of doing more with advance business analytics.

What you will learn
- Introduction to Analytics
- Business Analytics Life Cycle
- Text Mining

Data Visualisation

This course focuses on the skills to analyse, visualise and present analysed data. It will cover the knowledge and best practices of data visualisation with commercial visualisation software.

What you will learn
- What is data visualisation?
- The different types of data visualisation
- Overview of the applications of data visualization
- Applying data management
- Understanding data attributes, data quality dimensions
- Analysing the nature of raw data
- Preparing for data cleansing
- Handling data cleansing, data visualisation techniques
- Understanding the various visualisation techniques
- Applying appropriate techniques to display data
- Building a basic dashboard using appropriate reporting components
- Validating the selection of graphical representations

BACK

Data Storytelling

In this workshop, participants will learn to communicate data findings, tailored to a target audience, by connecting the dots using compelling narratives and visuals such as storyboarding and visual aesthetics.

What you will learn
- Be equipped with concepts and techniques to transform data into stories
- Learn various attributes that can alter the impact on your audience
- Gain a new perspective to communicate your data differently

BACK

Fundamentals of Cyber Security

The course focuses on the fundamental principles of cybersecurity and lays the foundation for intermediate and advanced topics.

What you will learn
- Basic principles of cybersecurity
- Authentication, authorisation and accounting
- Types of controls
- Basic concepts of risk assessment and treatment
- Common types of risks and applicable controls

BACK

Handling Complaints

Participants should understand the communication process involved when applying suitable complaint resolution techniques. They should also be skilled in overcoming barriers to listening when engaging stakeholders.

BACK

Learning Basic Sales Techniques

This workshop covers an overview of basic sales techniques and participants will learn and understand the fundamentals of personal selling.

What you will learn
- Develop sales mindset and attitudes that drive commitment to sales target
- Create positive first impression and sales conversation
  Overcome sales objections with sales closing techniques

BACK

Industry Project/Industry Attachment

This programme involves project-based learning, where you are required to be either attached to companies or work on real-life projects for companies or centres, related to your course of study. You are expected to undertake various activities discussed with and assigned by the supervisors or participating host organisations. The programme enables you to apply knowledge and skills acquired in the course of your study to address practical problems in the real workplace.

BACK

The information in this brochure is accurate at the time of updating (28 Sep 2020).

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