

Integrated Diploma Program in Warehouse and Fleet Management 倉儲及車隊管理綜合文憑課程

9 November 2010 - 25 January 2011

(Course Code: 37-04-40116388)



Organized by:



Supported by:



Nature and Objectives

Warehousing and transportation of goods are important elements in the day-to-day operation in international trade. These activities may affect customer satisfaction and hence affecting sales. Without proper warehouse and fleet management will also result in rising cost, reduced revenue and business.

This comprehensive course will enable participants to understand and acquire the necessary techniques for their daily routine.

To provide the participants with an understanding of the basic concepts and functions involved in warehousing, road freight operation and, vehicle management and vehicle maintenance.

Targeted Participants

Junior managers and supervisors in warehouse and fleet management who wish to upgrade their professional knowledge in warehousing and road freight operation management.

Minimum Entrance Requirement

Form 5 standard with at least 3 years' relevant working experience. Proficiency in English.

Mature applicant will be considered on a case-by-case basis.

Medium of Instruction

The sessions will be conducted in Cantonese supplemented with English terminologies, with handouts available primarily in English. Participants need to be conversant in both Chinese (Cantonese) and English. The assignments will be conducted in English.

Duration

9 November 2010 – 25 January 2011 (Tue and Fri)
7:00p.m. to 10:00p.m., 20 sessions of 3-hour each

Venue

Hong Kong Productivity Council,
1/F HKPC Building, 78 Tat Chee Avenue,
Kowloon Tong, Kowloon.

Program Fee

HK\$7,200 per participant

Program Organizer

Ms. May Lai E-mail: maylai@hkpc.org
Tel: (852) 2788 5573 Fax: (852) 2788 6260

Speaker Profile

Mr. Peter Y K WAN

MBA (Logistics Management), MISMA, M.Inst.TA, CMILT, MHKLA. With 30 years of logistics and supply chain management experience with particular strengths in inventory control, logistics warehousing, bond warehousing for wine, cold storage, distribution centre design and operation, Fleet management.

Award of Diploma

In order to be awarded the "Integrated Diploma in Warehouse and Fleet Management" by the Hong Kong Productivity Council, participants must satisfy all of the following requirements:

1. attain an attendance rate of at least 75%; and
2. complete 2 assignments and attain pass grade* for each of the assessments.

* The overall pass grade is set at 50 marks out of 100 marks.

Participants who fail in any of the assessments will be allowed only ONE re-submission of the failed assessments at a fee of HK\$150.

Application

To enrol, please complete the attached Enrolment Form with:

- * a photocopy of your HKCEE or higher certificate; and other qualification(s) if any;
- * a photocopy of reference letter(s) substantiating your relevant working experience; and send the documents to :

**Hong Kong Productivity Council,
Productivity Training Institute,
3/F., HKPC Bldg., 78 Tat Chee Avenue, Kowloon.
(Attention : Unit 3704 – Ms. Joan Li)**

Successful applicants will be notified of the details of payment arrangement. Participants may settle the payment by cash / credit card / cheque (Cheque should be crossed and made payable to "Hong Kong Productivity Council").

Remarks

1. The application deadline is 29 October 2010.
2. If the program is cancelled, applicants will be informed on or before 2 November 2010.

Enquiries

Ms. Joan Li E-mail: joanli@hkpc.org
Tel: (852) 2788 5431 Fax: (852) 2788 6260

Website <http://www.hktrainingonline.com>

PROGRAM OUTLINE

Module 1: Warehousing

- | | | |
|--------------------------------------|---|---------|
| • Nature and Importance of Warehouse | • Functions of warehousing | 6 hours |
| • Types of Warehousing | • Manual, Automated, Non-Automated Warehousing Handling Systems | |
| • Warehousing Operations | | |

Module 2: Warehousing Costs

- | | | |
|---------------------------|---------------------------|---------|
| • The Total Cost Concepts | • Inventory Carrying Cost | 6 hours |
| • Customer Service Levels | • Lot Quantity Costs | |
| • Warehousing Costs | | |

Module 3: Decision Strategies in Warehouse

- | | | |
|-------------------------------------|-------------------------------|---------|
| • Public versus Private Warehousing | • Location Analysis | 6 hours |
| • Facility Development | • Warehouse Layout and Design | |
| • Size and Number of Warehouse | | |

Module 4: The Road Freight

- | | | |
|--|---|---------|
| • The Nature and Structure of the Industry | • The Role of Road Freight in the Hong Kong Economy | 4 hours |
| • Trade Association in the Industry | | |

Module 5: Managing Road Freight Operations

- | | | |
|--|---------------------------------|---------|
| • Organization and Management Structure for Own-account Operations and Operations for Hire | • Staffing and Job Descriptions | 3 hours |
| | | |

Module 6: Vehicle Operating Costs

- | | | |
|---|--|---------|
| • Cost Structure | • Order Processing and Information Costs | 9 hours |
| • Cost-effective Considerations | • Fixed and Variable Costs | |
| • Break-even Analysis | • Budgeting | |
| • Costing Transport Services Operations | | |

Module 7: Rate Fixing and Profit

- | | | |
|-----------------------------|-------------------------|---------|
| • Pricing Policy | • Markets and Marketing | 4 hours |
| • Determining Traffic Rates | | |

Module 8: Fleet Size

- | | | |
|--------------------------------|--------------------------------|---------|
| • Problems related to Size | • Operating Efficiency | 5 hours |
| • Factors Affecting Fleet Size | • Vehicle Capacity and Loading | |

Module 9: Vehicle Selection and Design

- | | | |
|------------------------------------|---|---------|
| • Vehicle Types and Specifications | • Selection Criteria | 5 hours |
| • Vehicle Requirements | • Vehicle Design and the Use of Proper Cargo Handling Equipment | |

Module 10: Vehicle Routing and Depot Siting

- | | | |
|---|---|---------|
| • Problems in Planning and Implementation | • Methods of Depot Siting and Vehicle Routing | 3 hours |
| | | |

Module 11: Use and Maintenance of Vehicle

- | | | |
|--|--|---------|
| • Vehicle Safety Requirements | • Transport and Handling of Abnormal Loads | 9 hours |
| • Testing Procedure | • Liquid Cargo and Hazardous Loads | |
| • Maintenance and Repairs | • Standards and Inspections | |
| • Proper Usage and Correct Loading of Vehicles | | |

Total Training Hours

60 hours

課程編號 Programme Code:	課程名稱 Programme Title:	學費 Programme Fee:
37-04-40116388	Intergrated Diploma Program in Warehouse and Fleet Management 倉儲及車隊管理綜合文憑課程	HK\$7,200 per participant

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS.

甲部 (Part A) 申請者資料 Applicant Information:					
中文姓名 (先生/小姐/太太/女士*): Name in Chinese (Mr./Miss/Mrs./Ms.*):					
英文姓名: Name in English:	姓 Last name	名 First name	(必須與香港身份證 / 護照相同 Must be the same as shown on ID card / Passport)		
公司名稱: Company Name:					
職位: Position:					
最高教育程度 Highest Achieved Education Level (請選擇一項。 Please select one only.):					
<input type="checkbox"/> 小學 Primary School		<input type="checkbox"/> 中學 Secondary School		<input type="checkbox"/> 文憑至副學位 Diploma to Associate Degree	
<input type="checkbox"/> 學位 Degree		<input type="checkbox"/> 研究院或以上 Postgraduate			
辦事處電話: Office Telephone:		手提電話: Mobile No.:		住宅電話: Home Telephone:	
電郵地址: E-mail Address:				傳真: Fax:	
通訊地址: Correspondence Address:					

乙部 (Part B) 繳費方法 Method of Payment:	
請選擇一項 Please select one only	
<input type="checkbox"/> 現金Cash / <input type="checkbox"/> 易辦事 EPS / <input type="checkbox"/> 信用卡 Credit Card (親臨本局報名處辦理 Must be made in person at our enrolment counter)	
<input type="checkbox"/> 支票號碼 Cheque No.: _____, (公司 Company / 私人 Private*)。 (支票請劃線, 抬頭人為「香港生產力促進局」。The cheque has to be crossed and made payable to the "Hong Kong Productivity Council.")	
課程費用由僱主贊助? Is the programme fee sponsored by your employer? <input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO	

*請刪去不適用者/ Please delete whichever inappropriate

聲明 Declaration:	
本人聲明在此報名表格及隨附文件所載的資料, 依本人所知均屬完整真確。 I declare that all information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.	
本人同意如本人獲取錄入學, 本人當遵守學院的規則。 I consent that if admitted, I will comply with all the Rules and Regulations stipulated by the Institute.	
本人已細閱報名表的重要通知, 並明白所有「重要通知」內容均以本院課程單張及網頁之最後更新版本為依歸。 I have read and understood the "Important Note" in this enrolment form is subject to revisions in the course pamphlets and the latest updates in the Institute's website.	
申請者簽名 Applicant's Signature: _____	日期 Date: _____

報名程序

請填妥報名表, 連同相關課程需要的文件及費用, 親身或以郵遞方式遞交。

郵寄地址: 九龍達之路78號生產力大樓香港生產力促進局生產力培訓學院 (請於信封面註明報讀課程名稱及編號。)

重要通知:

- 報名表(可用影印本)必須連同學費於開課前一併繳交, 否則報名無效。
- 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。
- 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。
- 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正。
- 申請者可提名他人代替其本人出席課程, 惟事須先得本局同意。
- 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人入學申請的權利。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。
- 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。
- 颱風及黑雨警告: 如課堂時間是在早上(09:00-13:00)、下午(14:00-17:00)或晚間(6:30-10:00), 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。

Enrolment Procedure:

Please complete and send the enrolment form with required documents and fee to the Institute in person / by mail.

Mailing Address: Productivity Training Institute, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon. (Please mark the programme title and programme code on the envelope.)

IMPORTANT NOTE:

- Course fee must be accompanied with this form (or photocopy) before course commence, otherwise enrolment would be rejected.
- 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.
- Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
- 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.
- An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
- 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.
- HKPC reserves the right to change the contents, venue and / or time as necessary.
- 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.