

Integrated Diploma Program in Warehouse and Fleet Management

倉儲及車隊管理綜合文憑課程

9 March 2010 - 20 May 2010

(Course Code: 37-04-40109991)



Organized by:

PRODUCTIVITY
生產力培訓學院 Training Institute

Supported by:

CHKLI
香港物流學會



LSOM
Hong Kong R&D Centre for Logistics and Supply Chain Management Enabling Technologies
香港物流及供應管理應用技術研習中心

Hong Kong Productivity Council
香港生產力促進局



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.

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 examination and assignments will be conducted in English.

Duration

9 March 2010 – 30 May 2010 (Tuesday and Thursday)
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, or
HK\$6,840 per participant if application is made on or
before 26 January 2010.

Speaker Profile

Mr. Peter Y K WAN

MBus (Logistics Management), MISM, 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 HKID card;
- * 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 : ICT & Logistics Unit – 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 23 February 2010.
2. If the program is cancelled, applicants will be informed on or before 2 March 2010.

PROGRAM OUTLINE

Module 1: Warehousing

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|--------------------------------------|---|---------|
| • 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

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

Module 3: Decision Strategies in Warehouse

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

Module 4: The Road Freight

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| • 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

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| • Organization and Management Structure for Own-account Operations and Operations for Hire | • Staffing and Job Descriptions | 3 hours |
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Module 6: Vehicle Operating Costs

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| • 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

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

Module 8: Fleet Size

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

Module 9: Vehicle Selection and Design

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| • 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

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|---|---|---------|
| • Problems in Planning and Implementation | • Methods of Depot Siting and Vehicle Routing | 3 hours |
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Module 11: Use and Maintenance of Vehicle

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| • 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

Enquiries

General Enquiries

Ms. Joan Li

Tel: (852) 2788 5431

Fax: (852) 2788 6260

E-mail: joanli@hkpc.org

Program Organizer

Ms. May Lai

Tel: (852) 2788 5573

Fax: (852) 2788 6260

E-mail: maylai@hkpc.org

Website

<http://www.hktrainingonline.com>



Enrolment Form 報名表

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

Integrated Diploma Program in Warehouse and Fleet Management

倉儲及車隊管理綜合文憑課程

1. Course 課程 _____

HK\$7,200 (Normal Fee)

Course Code 課程編號 37-04-40109991 Fee 學費 HK\$6,480 (Enrolment made on/before 26 January 2010)

Duration 日期 9 March 2010 to 20 May 2010

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

Mobile / Pager 手提/傳呼機 _____ 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 _____

Signature 簽名 _____ Date 日期 _____

- For cheque payment, please send the cheque for the appropriate fee with this completed form to Joan Li (Unit 3704), Productivity Training Institute, 3/F., Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon. 以支票繳費者，請把填妥的表格連同支票一併寄往九龍達之路78號生產力大樓香港生產力促進局三樓生產力培訓學院(3704小組) 李小姐收。
- For reservation (if applicable), please fax the completed form to (852) 2788 6260. 預訂留位者(如適用)，請將已填妥的表格傳真至：(852) 2788 6260。

IMPORTANT NOTE 注意：

- Course fee must accompany 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。
- 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。
- 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。
- 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正。
- An applicant may, subject to approval from HKPC, nominate a person to attend the program 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。
- 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。
- HKPC reserves the right to change the contents, venue, date and 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。
- 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。