

GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION - GIMPA
(Center of Excellence for training in Leadership, Management and Administration)



In

collaboration with

The Chartered Institute of Logistics and Transport Ghana (CILT Ghana)

Is pleased to invite prospective applicants to enroll in the following programmes:

1. INTERNATIONAL PROFESSIONAL CERTIFICATE IN LOGISTICS & TRANSPORT - CILT (WEEKDAY & WEEKEND)

Objectives

At the end of the course, participants will be able to:

- Practically manage logistics, warehousing, ports, fleet and transport operations at a supervisory level
- Join the world's most established professional body for Logistics and Transport professionals
- Use the skills and knowledge acquired to succeed in one of the most important, enjoyable and financially rewarding sections of the economy
- Qualify for the grade of Member (MILT) and pursue the Professional Diploma Programme in Logistics and Transport.
- Participate in all activities of the CILT, both local and international
- Enjoy the benefits of a new type of career continuity that CILT offers its members

Course Content

The programme consists of the following courses of which candidates must **successfully complete four** through examinations. Three (3) **core units**, and then have a choice of **one (1) unit** from a selection of nine optional subjects. The modules are:

Core modules

1. Business Theory
2. Business Application
3. Supply Chain Management

Optional modules (choose one)

1. Freight Transport Operations
2. Global Logistics
3. Green Logistics
4. Inventory
5. Passenger Transport Operations
6. Port Operations
7. Procurement
8. Transport Planning
9. Warehousing

NB: Optional courses that do not have a minimum of fifteen (15) or more students will not run/be offered

Target Group

This course is designed for line managers and supervisors working in the field of supply chain, logistics and transport, freight forwarders, personnel in supply and transport in the Armed Forces, Police, Fire Service and CEPS. It is designed to increase knowledge, skills and confidence as part of the managerial

role. The qualification meets the knowledge standards for non-chartered membership (MILT) of the Chartered Institute of Logistics and Transport

Entry Requirements

To qualify for this programme, participants ought to have been educated up to Senior Secondary School (SSS), GCE Ordinary and Advanced Levels with minimum of credits, or equivalent professional qualifications. Mature entry exams will be taken by applicants who are 27 years and above but do not meet the academic qualification for only the entry level.

Course Fee

The course fee is **£170.00 (International fees)** for both Ghanaian and Non-Ghanaian students and **GH¢2,600.00** for Ghanaians and **GH¢2,800.00** for Non-Ghanaians (**Local fees**).

Duration

The duration of the course is six months and will commence on (i) **Monday, March 26, 2018** (weekday) & **Saturday, March 31, 2018** (weekend) AND (ii) **Monday, August 13, 2018** (weekday) & **Saturday, August 18, 2018** (weekend). Weekday lectures would be held in the evenings from **5.00 pm - 7.00 pm** on **Mondays, Tuesdays, Thursdays** and on **Saturdays** from **9.00 am - 11.00 am**. The weekend lectures (**Saturdays only**) starts from **8:30 am - 7:00 pm**

2. INTERNATIONAL PROFESSIONAL DIPLOMA IN LOGISTICS AND TRANSPORT - DILT (WEEKDAY)

General objective:

The course aims at equipping participants with the knowledge and skills to manage Transport and Logistics and Supply Chain Operations of their organizations.

Specific objectives:

At the end of the course the participants will be able to:

- Professionally manage inventories and warehouse operations
- Evaluate financing options for transport acquisition and operations
- Undertake a strategic review of the logistics and transport environment
- Analyse logistics and supply chain processes for competitive advantage
- Apply the principles of managing passenger transport operations across all modes to the Ghanaian environment
- Appreciate the impact of global supply chains on local logistics and transport operations

Course content:

The programme is organized into **two Mandatory (M)**, **two Electives (E)** and **Optional modules (O)**. The two Mandatory modules are compulsory to all participants. The two Electives are not compulsory but every participant is expected to offer at least one of the modules. With the Optional modules, participants are to choose either one or two of the modules depending on the participants' area of specialization. At the end of the programme, participants will have offered either **2M + 2E +1O** or **2M + 1E + 2O**, totaling five modules in both cases.

It is advised that students/participants who want to specialize in Transport Management or Planning would select **2M + 2E +1O** permutation. Those who want to specialize in Logistics or Supply Chain should select the **2M + 1E + 2O** permutation.

The modules are:

Mandatory

1. Management in Logistics and Transport
2. Supply Chain Management

Elective

1. Transport Operations
2. Transport Planning

Optional

1. Inventory
2. Movement of Goods
3. Movement of People
4. Production Planning
5. Sourcing and Procurement
6. Warehousing
7. International Business/Global Logistics
8. Project Management

NB: Optional courses that do not have a minimum of fifteen (15) or more students will not run/be offered

Target group:

This course is designed to build capacity for effective and efficient management of Logistics and Transport functions at tactical level. It helps participants to appreciate strategic issues affecting the industry and develop strategic solutions to help beat competition. Participants will also understand the position and role of Supply Chain, Logistics and Transport in the entire organizational architecture; and enhance one's professional competitiveness and be abreast with cutting edge thinking and knowledge.

Entry requirements:

To qualify for the programme, participants must:

- Possess the International Certificate in Logistics and Transport or,
- Possess University degree and / or HND (or equivalences) coupled with relevant areas of study. This category of applicants must have been granted exemptions at the certificate level.
- In addition, participants must have worked in a Supply Chain, Logistics and Transport environment for a minimum of three years

Course fee:

The course fee is **£200.00 (International fees)** for both Ghanaian and Non-Ghanaian students and **GH¢3,000.00** for Ghanaians and **GH¢3,200.00** for Non-Ghanaians (**Local Fees**).

Duration: The course covers two (2) semesters and will start on (i) **Monday, March 26, 2018** (weekday) & **Saturday, March 31, 2018** (weekend) AND (ii) **Monday, August 13, 2018** (weekday) & **Saturday, August 18, 2018** (weekend). Weekday lectures would be held for three (3) hours in the **evenings** from **5:00pm - 8:00 pm** every **Monday, Tuesday, Wednesday** & on **Saturdays**. The weekend lectures (**Saturdays only**) starts from **8:30 am - 7:00 pm**

3. INTERNATIONAL PROFESSIONAL ADVANCED DIPLOMA IN LOGISTICS AND TRANSPORT - ADILT (WEEKDAY & WEEKEND)

Objectives:

At the end of the course, it is expected that participants will be able to:

- Use the skills and knowledge acquired to succeed in one of the most important, enjoyable and financially rewarding sections of the economy.
- Play a key role in the oil and gas economy emerging in the country.
- Qualify to be considered for election or upgrade to Chartered Member Grade (CMILT).
- Participate in all activities of the CILT, both local and international.
- Enjoy the benefits of a new type of career continuity that CILT offers its members.

- Be ushered into a wide array of logistics, supply chain and transport professionals for invaluable networking and career continuing professional development.

Course Content

To achieve success at the CILT Advanced Diploma qualification, students must **complete five (5) mandatory** units as follows:

- ADIP-01 Strategic Contexts
- ADIP-02 Leadership and Strategic Management
- ADIP-03 Strategic Network Planning
- ADIP-04 Delivering Strategic Performance
- ADIP-05 Research Methods and Professional Project

Target Group

The Advanced Diploma programme is designed to build the capacity of participants for effective and efficient management of Supply Chain, Logistics and Transport functions, to enable them appreciate strategic issues affecting the industry and develop strategic solutions to help beat competition. The Advanced Diploma specifically gives strategic management, leadership and decision-making skills to enable senior managers and leaders aspire to the highest levels of logistics and transport management.

Participants will understand the position and role of Supply Chain, Logistics and Transport in the entire organizational architecture to enhance their professional competitiveness and be abreast with cutting edge thinking and knowledge. After completion, participants are expected to become familiar with analytical concepts and research methodologies and use them in their day to day management role. It is the final level of the CILT International Professional programmes, and builds on the Certificate and Diploma foundations.

Entry Requirements

Entry qualifications are as follows:

- International Diploma in Logistics and Transport of the Chartered Institute of Logistics and Transport
- Degree/Masters in Logistics, Supply Chain, Transport or Closely-related discipline with any accredited institution.

Course Fee

The course fee **£230 (International fees)** for both Ghanaian and Non-Ghanaian students and **GH¢3,500.00** for Ghanaians and **GH¢3,700.00** for Non-Ghanaians (**Local fees**).

Course Duration

The programme is a trimester programme with an average of sixteen (16) weeks per semester, with the last semester used for **Project work**. The programme commences on (i) **Monday, March 26, 2018** (weekday) & **Saturday, March 31, 2018** (weekend) AND (ii) **Monday, August 13, 2018** (weekday) & **Saturday, August 18, 2018** (weekend). Weekday lectures would be held for three (3) hours in the **evenings** from **5:00pm - 8:00 pm** every **Monday, Tuesday** and **Wednesday**. The weekend lectures (**Saturdays only**) starts from **8:30 am - 7:00 pm**

Venue

Lectures will be held on the main GIMPA campus.

Accreditation

The Chartered Institute of Logistics and Transport International holds the Charter for its International programmes since 1926; recognized by the UK National Qualifications Framework (Level Six), which

places the programme at the equivalent level of an academic degree. CILT International has been in partnership with GIMPA to run its international programmes in Ghana since 2004.

The National Accreditation Board (NAB) of Ghana provides valuation of the Advanced Diploma certificate as equivalent to a university degree.

Mode of application

The application forms may be downloaded from our website www.gimpa.edu.gh and www.ciltgh.org and paid for at Unibank (A/C No. **0510110559613**) GIMPA branch before submission OR purchased at the GIMPA Cash Office for the cost of **GH¢150.00** after presenting the pay-in-slip from Unibank.

Contact

GIMPA- Centre for Management Development (CMD)

P. O. Box AH50, Achimota

Accra, Ghana

Tel: 050-1432845, 0303-930457/58 or 0302-401681-3 ext. 2125/1489

E-mail: ciltprogrammes@gimpa.edu.gh or cmd@gimpa.edu.gh

Or visit www.gimpa.edu.gh/www.ciltgh.org for more information on the programmes.

NOTE: Closing date for submission of application forms: Friday, March 9, 2018 for March session and July 13, 2018 for the August session.