SUPPLY CHAIN AND LOGISTICS COURSES

WE OFFER:

Short Learning Programmes

In partnership with ADvTECH, the leader in private education in Africa
## CONTENTS

Welcome to Oxbridge Academy .............................................. 3
Entry requirements ............................................................... 4
Supply chain and logistics courses ...................................... 5
   Short learning programmes ........................................... 6
What do logistics and supply chain management jobs entail? 10
What will you learn? ............................................................... 11
How will you benefit by studying supply chain and logistics? 12
What skills do you need? ......................................................... 13
What career opportunities are available? ............................. 14
What our students have to say .............................................. 15
How do you register for a course? ......................................... 16
What makes us different? ..................................................... 17
Study fields at Oxbridge Academy ....................................... 18
Contact details .................................................................. 19

*Accreditation and registration*
WELCOME TO OXBRIDGE ACADEMY

WHY STUDY WITH US?

At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

Do you want the right skills to:

• Pursue a rewarding career?
• Earn a promotion in your current job?
• Earn a better income?
• Secure a job that improves your quality of life?
• Start your own business?

With Oxbridge Academy’s flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.

WHY HOME STUDY?

Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the ideal option if you have a full-time job, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

Some of the benefits of home study are that you:

• Study from home
• Study at your own pace
• Save money on travelling expenses
• Are able to work full-time while you study
ENTRY REQUIREMENTS

To study with Oxbridge Academy, you need to meet the following minimum entry requirements:

- You need to be at least 16 years old.
- You need to be able to read and write in English (as all the course material is in English).
- You need to be willing to study independently from home (with assistance from a tutor via email).

There are many courses that you can study even if you haven’t completed Matric. For some courses, though, additional entry requirements apply. Please have a look at the course information pages in this brochure to see the full entry requirements for each course.
Would you like to:

- Learn the skills you need to work in supply chain management?
- Prepare for a career in the transport and logistics industry?
- Learn how to apply other skills, such as project and sales management, in the field of supply chain and logistics?

With Oxbridge Academy, you can do this by studying on a full-time or part-time basis from home.

At Oxbridge Academy, you can choose from a variety of courses that have been developed to give you the knowledge and skills you need to work in the field of logistics and supply chain management.

Courses are available in these categories:

- Short learning programmes (including IIE-endorsed courses)
SHORT LEARNING PROGRAMMES

These non-accredited skills courses are designed to introduce you to the field of supply chain and logistics management, and to equip you with fundamental knowledge and skills in this field, without requiring you to write any exams.

- You will be assessed through **written assignments**, which you can submit via post, email, or via the Online Student Portal.
- You will not be required to write any exams.

These short learning programmes are focused on skills development and are intended for personal improvement and improved performance in the workplace. The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

CLICK HERE TO FIND OUT MORE ABOUT SHORT LEARNING PROGRAMMES
OXBRIDGE ACADEMY SHORT COURSE: LOGISTICS AND SUPPLY CHAIN MANAGEMENT

This short course equips you with fundamental knowledge and skills in logistics and supply chain management. Studying this course may be a good option if you want to find out more about logistics and supply chain management before you decide to pursue a career in this direction, or you own or manage a business, and you want to improve your ability to oversee the logistics and supply chain side of it.

**COURSE CODE**
BUS103

**DURATION**
6 months

**REQUIREMENTS**
No matric

**COURSE SUBJECTS**
Logistics and Supply Chain Management 1
Logistics and Supply Chain Management 2

**STATUS**
Non-accredited short learning programme

**ASSESSMENT AND AWARD**
- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Short Course Certificate: Logistics and Supply Chain Management from Oxbridge Academy.

**FEES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Price</td>
<td>R3900</td>
</tr>
<tr>
<td>Registration Fee*</td>
<td>R450</td>
</tr>
<tr>
<td>Course Price</td>
<td>R3450</td>
</tr>
<tr>
<td>Monthly Instalments</td>
<td>R450 x 7.7 months</td>
</tr>
</tbody>
</table>

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
OXBRIDGE ACADEMY SKILLS CERTIFICATE: SHIPPING AND LOGISTICS ENVIRONMENT

This course will provide you with an overview of routine and non-routine functions regarding shipping, along with an overview of an integrated supply chain approach based on stakeholder advantage. When you study this course, you will learn about various elements of shipping practices and insurance, principles of international logistics, imports and exports, and the handling of dangerous goods.

COURSE CODE
CER4015-13

DURATION
8 - 12 months

REQUIREMENTS
No matric

COURSE MODULES
The principles of mercantile practice
The procedures of importing and exporting
The finance of international trade
And 25 more learning modules

STATUS
Non-accredited short learning programme endorsed by The Independent Institute of Education (IIE)

ASSESSMENT AND AWARD
- 2 assignments
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Skills Certificate: Shipping and Logistics Environment from Oxbridge Academy.

FEES

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Price</td>
<td>R7200</td>
</tr>
<tr>
<td>Registration Fee*</td>
<td>R450</td>
</tr>
<tr>
<td>Course Price</td>
<td>R6750</td>
</tr>
<tr>
<td>Monthly Instalments</td>
<td>R450 x 15 months</td>
</tr>
</tbody>
</table>

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
OXBRIDGE ACADEMY SKILLS CERTIFICATE: SUPPLY CHAIN AND LOGISTICS MANAGEMENT

This IIE-endorsed course familiarises you with the principles of supply chain and logistics and equips you with the skills you need to perform the essential functions of supply chain and logistics management. Studying this course may be a good option if you are currently working in supply chain and logistics, and you want to improve, enhance, or update your skills, or work towards a managerial role.

**COURSE CODE**
CER4095-13

**DURATION**
8 - 12 months

**REQUIREMENTS**
No matric

**COURSE MODULES**
A Perspective for Operations Management
Operations and Supply Chain Strategy
And 14 more learning modules

**STATUS**
Non-accredited short learning programme endorsed by The Independent Institute of Education (IIE)

**ASSESSMENT AND AWARD**
- 2 assignments
- No examinations

Upon completion of this course, students will be awarded an Oxbridge Academy Skills Certificate: Supply Chain and Logistics Management from Oxbridge Academy.

**FEES**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Price</strong></td>
<td>R10 200</td>
</tr>
<tr>
<td><strong>Registration Fee</strong></td>
<td>R2000</td>
</tr>
<tr>
<td><strong>Course Price</strong></td>
<td>R8200</td>
</tr>
<tr>
<td><strong>Monthly Instalments</strong></td>
<td>R700 x 11.7</td>
</tr>
</tbody>
</table>

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.
WHAT DO LOGISTICS AND SUPPLY CHAIN MANAGEMENT JOBS ENTAIL?

The main function of a supply chain manager is to supervise the inbound and outbound flow of goods within a company.

They may have responsibilities such as:

- Placing orders for goods or services
- Managing the process of receiving and delivering goods or services
- Negotiating with carriers to secure the best possible rates for the transport of goods
- Ensuring that the best supply chain solutions are implemented
WHAT WILL YOU LEARN?

The field of supply chain management and logistics involves managing all the processes relating to the provision of goods and services to the end consumer. It involves activities such as establishing consumer needs, procuring goods, managing the movement and storage of goods, pricing products, and managing inventory levels.

When you study a supply chain management course at Oxbridge Academy, you will learn the fundamental principles of logistics and supply chain management. Depending on which course you study, you may also cover topics such as quality management, marine insurance, maritime law, and international trade.

**Logistics:**
The process of managing the movement and storage of goods (or other resources).

**Maritime law:**
The branch of law that applies to activities taking place on oceans, seas, and other navigable waters. Maritime law therefore covers, amongst other things, marine insurance and the international carriage of goods by sea.

**Supply chain:**
All the systems, steps, and resources involved in moving goods or services from the point of origin to the end consumer.
HOW WILL YOU BENEFIT BY STUDYING SUPPLY CHAIN MANAGEMENT AND LOGISTICS?

By studying a course in this field at Oxbridge Academy, you will acquire valuable knowledge and skills that you will be able to apply in a wide range of careers in the business world.

By registering as an Oxbridge Academy student, you will also:
1. Receive all the study material you need to complete your course (as part of your course fee).
2. Be able to work through the study material at your own pace.
3. Be able to ask a qualified tutor for academic assistance via email.
4. Be able to submit your assignments, view your results, and check your account balance online via our Student Portal.
5. Be able to pay your course fees in affordable monthly instalments (without having to take out a student loan).
WHAT SKILLS DO YOU NEED?

To pursue a successful career in this field, you will need the following skills and characteristics:

- Critical and analytical thinking skills
- Strategic thinking skills
- Problem solving skills
- Communication skills
- Time management skills
- Flexibility
- Willingness to travel and/or work irregular hours

In addition to these skills and characteristics, you will need the relevant technical knowledge and practical work experience for the particular role that you wish to fulfil.
WHAT CAREERS ARE AVAILABLE IN SUPPLY CHAIN AND LOGISTICS?

Supply chain management and logistics are essential aspects of business, and career opportunities in this field are available in almost any type of organisation. Due to the growth of the global economy, the number of jobs in this field is increasing. Job opportunities are available at all levels of employment, and there is plenty of room for career growth and advancement. With the necessary skills and qualifications, it is quite possible to work your way up from a junior position to a managerial position within a relatively short period of time. Jobs in supply chain and logistics cover a wide range of duties and activities relating to the movement and supply of goods, all the way from the point of manufacture to the point of distribution to the end consumer. Some jobs are more administrative in nature, while others are hands-on positions that may require frequent travel.

Here are a few examples of the types of jobs that you may come across in the field of supply chain and logistics:

- Customs Clerk
- Distribution Manager
- Facilities Manager
- Import/Export Clerk
- Logistics and Supply Chain Manager
- Logistics Co-ordinator
- Operations Manager
- Procurement Officer
- Scheduling Clerk
- Shipping and Logistics Co-ordinator
- Stock Controller
- Transport Manager
- Warehouse Assistant
- Warehouse Manager
- Wholesale/Retail Buyer

Note: Keep in mind that the skills and qualifications required for these positions differ, and that managerial positions require relevant experience. For some positions, a short learning programme may be sufficient, while for other positions, you may need a degree.
“The course was very fine and easy to understand. Material was delivered on time; that makes it easy to prepare yourself. Completing my studies opens doors for me as I was promoted to Logistics Operations Manager. Thanks to your staff for a job well done by making sure we understand the modules.”

- Johannes Khutlane
WHAT IS THE REGISTRATION FEE?

The registration fee represents an initial deposit, and contributes towards the activation of your course. Payment of the registration fee secures your Welcome Pack, which includes:

- Your personalised student card
- Your registration letter and information pack
- An outline of your payment plan
- A study programme
- Distance Learning Survival Guide

Note:
Your registration will only be complete once you have paid the registration fee and have undertaken to pay the balance of the course fees in monthly instalments. (You also have the option to pay your course fees in full up front.)

HOW DO YOU REGISTER FOR A COURSE?

Choose one of the options below:

- Download and complete the registration form, and send us your registration form and proof of payment via post or email:

  - Post: PO Box 12723, Die Boord, 7613
  - Email: registrar@oxbridgeacademy.edu.za

  OR

- Call our Student Advisors on 021 1100 200 to register via telephone

  OR

CLICK HERE TO REGISTER ONLINE
WHAT MAKES US DIFFERENT?

• We are committed to ‘effortless excellence in education.’
• We provide you with a free ‘Distance Learning Survival Guide’ when you register for your course.
• Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
• Our study material is specifically designed to meet your needs as a distance learning student.
• Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
• Our industry-expert tutors are highly qualified, and are available to provide you with academic support via email.
• Our fees are affordable, and can be paid in interest-free monthly instalments.

OUR VISION

To be recognised as a leader in the field of distance education and supported learning by clients, regulatory bodies and employees.
STUDY FIELDS AT OXBRIDGE ACADEMY

ADVERTISING & MARKETING MANAGEMENT
ASSESSOR & MODERATOR
BEAUTY THERAPY
BOOKKEEPING & ACCOUNTING
BUSINESS MANAGEMENT
CHILDHOOD DEVELOPMENT
COMPUTER STUDIES
CONTACT CENTRE OPERATIONS
ENGINEERING STUDIES
EVENTS MANAGEMENT

HUMAN RESOURCE MANAGEMENT
OCCUPATIONAL HEALTH & SAFETY (OHS)
PROJECT MANAGEMENT
PUBLIC RELATIONS
PUBLIC SECTOR MANAGEMENT
SECRETARIAL STUDIES
SUPPLY CHAIN & LOGISTICS
TECHNICAL MATRIC & BRIDGING
TOURISM & HOSPITALITY
CONTACT DETAILS

Telephone:
021 110 0200

Fax:
021 883 2378  |  021 883 2795

Postal address:
PO Box 12723, Die Boord, 7613

Physical address:
The Vineyard, cnr Devon Valley and Adam Tas Road, Stellenbosch, 7600

Email:
info@oxbridgeacademy.edu.za

Website:
www.oxbridgeacademy.edu.za