POLICIES AND PROCEDURES FOR THE CISCOM PROGRAM STAKEHOLDERS

(1) CISCOM PROGRAM PURPOSE, SCOPE, AND INTENDED LEARNING OUTCOMES

Program Purpose

The purpose of this course is to impart knowledge and skills in supply chain management, which is a fast-growing field, comprising a wide range of job positions in several functions in trade and industry.

Certificate holders benefit from the knowledge and the CISCOM designation through obtaining jobs and/or advancing their careers in their respective fields.

Scope

The scope of this document is to describe the certificate program instructional design plan (covering the elements of analysis, design, development, implementation and evaluation) for the BRASI CISCOM certificate program and to ensure quality, effectiveness, and value for CISCOM students through procedures and policies for continuous improvements.

Intended Learning Objectives

The following comprises the list of ILOs that students will be able to demonstrate by the end of the CISCOM program. Upon completion of the CISCOM training program, the candidate will be able to:

1. Describe basic elements and principles of supply chain management
2. Identify and distinguish supply chain channels, and factors that affect supply chain performance, such as communication, complexity, integration, and related concepts.
3. Recognize various supply chain planning processes, such as Sales and Operations Planning, Materials Requirement Planning, etc. as well as perform and verify calculations related to operations planning decisions.
4. Identify various production strategies, for example, Push/Pull Method, Input-Output monitoring and other processes.
5. Describe the impact of supplier relationship management on sustainable business operations; understand the calculations that impact buying decisions such as Economic Order Quantity, Total Cost of Ownership, etc.
6. Identify and recognize inventory management principles and methods.
7. Perform and verify calculations related to inventory management.
8. Distinguish between metrics such as On Time Delivery and Full Quantity Delivery including defining customer relationship management to business operations and performing and verify metrics such as On Time Delivery.

9. Calculate and verify various costs related to production, for example, Contribution Margin, Break-Even Point, Cost of Goods Sold, and other calculations.
10. Identify various productivity improvement tools for specific purposes and situations, demonstrating their unique value.

(2) CERTIFICATE REQUISITES

In order to participate in the certificate program learning, candidates must at minimum possess a High School Diploma. These requirements align with the program purpose, scope, and intended learning objectives as the CISCOM program includes the fundamental principles of supply chain and operations management. The program incorporates differentiated instructional opportunities, employs scaffolding and interactive learning, and allows learners of all levels and backgrounds to glean industry expertise.

In order to earn the certificate, students must:

1. Attend a minimum of nine sessions out of the total 13 training sessions.
2. Complete the formative assignments.
3. Achieve a passing score of 70% on the summative examination: the CISCOM Final Exam.

Total time commitement for the CISCOM training program is as follows:

Instructor-led Training Sessions = 39 Hours
Self Review, Assignments and Quizzes = 8 Hours
Exam = 3 Hours

Total = 50 Hours

For further eligibility requirements and certificate details, refer to the CISCOM Brochure available on the BRASI website.

(3) QUALIFICATIONS OF INSTRUCTIONAL PERSONNEL

The minimum qualification for instructional personnel are outlined in the following. All instructional personnel must have, at minimum:

1. Bachelor's Degree in the concerned subject from a recognized institute.
2. Two years of industrial experience in a manufacturing or trading organization.
3. Two years of training experience or holding a Train The Trainer (TTT) Certificate.

(4) FEES, DEADLINES, CANCELLATION, AND REFUND POLICIES

4.1 Course Fee

The course fees are posted on our web site and are subject to change without notice. Fee is due at the time of registration. BRASI may offer the facility to pay course fee in installments solely upon its discretion. In such cases, fee must be paid in full prior to taking the CISCOM Exam.

4.2 Registration Deadline

The registration closes seven calendar days before the start of the course. Later registrations may be accepted, based on the available positions.

4.3 Cancellation and Refund

4.3.1. Cancellation of registration by a Candidate

Registration may be cancelled before the start of the course, in which case the fee is refunded in full. For cancellations before the second session 50% of the fee is refunded. Refunds are not allowed after the second session.

Fee is refunded within one week from receipt of the cancellation request, subject to the above.

4.3.2. Cancellation of a course by BRASI

In case a course is cancelled by BRASI, full refund of fees is made within one week from the date of announcing the cancellation.

(5) INFERENCES ABOUT CISCOM CERTIFICATE HOLDERS

A CISCOM Certificate holder is capable of:

- Developing the Forecast of Sales
- Calculate Materials Requirement
- Prepare Production Schedule
- Calculate Safety Stock Requirement
- Calculate Economic Order Quantity for Purchasing or Manufacturing
- Conduct Cycle Count of Inventory
- Conduct Process Improvement Studies including Lean, Six Sigma, Theory of Constraints,
- Add similar activities related to Supply Chain Operations Management.

(6) CONFIDENTIALITY - COLLECTED INFORMATION AND DISCLOSURE TO THIRD PARTIES

The information considered confidential includes the following:

Contact information, i.e., mailing address, email address, telephone number, financial information, such as fee payment, credit card number, bank account, Social Security Number, date of birth, nationality, ethnicity, any health-related information, other personal information.

The above-mentioned information or any other information of confidential nature made available to BRASI is kept secure on the company's central computer or in the banking system, not accessible to any external party, except in connection with regulatory or statutory compliance.

Security and confidentiality of the above-mentioned information is maintained as follows:

- Participant records and particulars, as received through application form, email or mail are scanned and stored in the respective student course folder/online Learner Management System along with an XL database file, in the BRASI's main computer, which is password protected, accessible by the Registrar and Executive Director only.
- Assessment Instruments: The Question Bank and answer key are stored in BRASI's main computer, which is password protected, accessible by Registrar and Executive Director only.
- Assessment Keys and Related Materials: The Answer Keys also are maintained in the computer at BRASI accessible by Executive Director and Registrar only.

The above-mentioned files are neither uploaded to a shared drive nor sent out by e-mail or other means. BRASI does not use cloud computing services.

(7) REQUIREMENTS FOR PARTICIPATION - TECHNOLOGY

The technology requirements for this course include access to a personal computer with high-speed internet connection and a standard web browser such as Google Chrome, Mozilla Firefox, or Internet Explorer. A headset is required to attend the training sessions and a webcam is required for the final exam.