



IMPA
MARINE
PROCUREMENT
EDUCATION ACADEMY

STUDENT PROSPECTUS

“THE FIRST DEDICATED MARINE PURCHASING AND
SUPPLY EDUCATION PROGRAMME OF ITS KIND”

**im
pa** International
Marine
Purchasing
Association

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TODAY'S READER, TOMORROW'S LEADER

WELCOME

For over four decades, the International Marine Purchasing Association (IMPA) has been at the heart of the marine procurement and supply chain management industry. Extremely proactive in the sector, we act as the voice of the marine procurement industry and bring forward a diverse portfolio of world-class products and initiatives that provide value to our members and beyond. Almost 1000 of the world's leading ship-owning, ship-operating and supplying companies are members of IMPA and our geographical footprint extends to 90 different countries around the globe.

Education, above all things, is at the very centre of our work, and our Association is proud to have introduced the most comprehensive programme of education for the maritime industry, covering purchasing and supply chain management. What sets us apart, however, is not only bringing forward three innovative courses that offer maritime procurement professionals the credibility and status that other disciplines enjoy, but also the courses' design, the teaching team and the support we offer.

As you will read from this prospectus, each one of our courses is created to be taken over a relatively short period and entirely online, so that students can participate from all over the world and study whenever possible and convenient. Our team of professionals and lecturers behind the programme has a reputation that is second to none and our administration team will be there to support you along the way. We strive to make module delivery engaging and interesting using our dedicated online platform, so we keep students enthusiastic throughout the learning process.

It was not long ago since our first cohort of students graduated. All of them left inspired, challenged and empowered; some got promoted, some went on to explore other opportunities. If you too are considering the next step in your career and facing the question of how to progress further, make sure you read this prospectus and once your interest is piqued, get in touch with our team to find out more or apply.

We want you to succeed.



Susan Wraae Koefoed
IMPA Chair & CEO

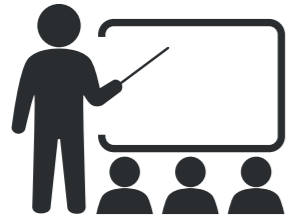
OUR ACADEMY IN NUMBERS



1ST dedicated online marine purchasing and supply education programme



100% of graduates thought the course was challenging, but engaging



3 courses for all levels of purchasing experience



6 countries from where our graduates come from



NO.1 online learning system in the world used to deliver the programme



24/7 access to our online learning management platform



100% of graduates said the programme exceeded their expectations



1 full scholarship offered each year to cover tuition fees



100% online courses to allow students to learn at their own convenience



100+ years of experience in procurement shared between our lecturers



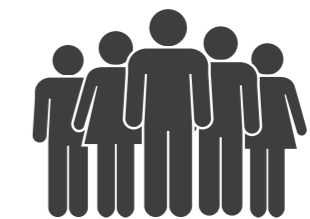
3 types of discounts for alumni who continue their education with us



600+ industry reports, guides and journal articles available to students.



930+ IMPA company members as part of your network while studying with us



62,000 professionals in front of whom graduates gain exposure through events and MT

WHY CHOOSE IMPA

The role of the marine supply chain professional has never been more challenging than today. In the face of digital disruption, increasing regulation and economic pressure, succeeding in the shipping industry is more exigent than ever. It is a game of big demands and high expectations, and IMPA believes that only education can empower, overcome and exceed.

We like to think of ourselves as challengers of status quo, constantly moving with the times and embracing change. We are creators, facilitators and promoters; we strive every day to elevate the status and effectiveness of marine purchasing.

Our Marine Procurement Education Academy brought to the market the first dedicated marine purchasing and supply education programme of its kind; an exciting new programme through which, together with our students, we build knowledge and challenge convention.

By following our education programmes, students will benefit from a research-led professional education, a dynamic learning environment and the opportunity to enhance and sharpen their skills and knowledge.

YOUR DEVELOPMENT

When you enrol in one of our programmes, you will be taught by highly-skilled experts who will ensure you will leave the course with solid procurement and supply chain management knowledge. Depending on the level of the course you are studying, this can range from beginner's understanding of procurement principles to a specialist's insight in this field.

All our courses are designed from an academic perspective and integrated with practical and useful scenarios. While this is a topic that is commercial in practice, gaining an in-depth understanding of it through taking a holistic approach is the only way to obtain tacit knowledge. By delving into the topic and carrying out the required reading, you will improve your critical thinking skills and develop a lateral understanding of procurement.

Our courses are also developed with students' participation in mind. We count on you to engage in classes, participate in debates and bounce ideas off the other students in your cohort. This way, you will also gain a multi-faceted knowledge cutting across several disciplines outside your own spectrum.

By the time you complete the programme, you will have improved your ability to articulate arguments and counter-arguments and developed effective speech composition and delivery. Lastly, through studying the modules, you will become a better time manager, a brilliant report-writer and a great negotiator.



LEARN TO GROW AND HARNESS THE POWER TO TRANSFORM

Completing the course definitely played a part in my promotion from Assistant to Purchaser



Verity Piggott
Graduate-of-the-Year,
2017/18 Cohort
Purchaser,
AW Ship Management

OUR PROMISE TO YOU



Diversity and Inclusion

At IMPA, we believe strength is in diversity. During the last academic year, students from all over the world participated in our programme. Whether based in Sri Lanka, Singapore or the Netherlands, our integrated online classrooms gave our students the opportunity to collaborate with different cultures and bounce ideas off each other to enhance the learning experience.



Flexible Online Courses

We value opportunity and accessibility; this is why our courses are entirely online-based. Whether you are currently working in a full-time role or based at the other end of the world, our courses allow you to learn, be assessed and actively engage in group discussions in your own time.



Specialised Curriculum and Lecturers

We are not going to lie; our programmes will challenge what you know so far, will take you out of your comfort zone and will constantly push you to strive for excellence. The advanced curriculum will ensure you leave the course empowered and comfortable to readily apply theory to practice.



Great Student Support

Our administration office will be there for you every step of the way. Whether you need support with using our facilities, help with finding resources or the opportunity to impart some feedback, one of our team will be there to give you a helping hand.



User-Friendly Learning Platform

We do everything to ensure that our students thrive in a dynamic learning environment where they can learn as much from each other as they do from our staff. We use an online platform that has been developed by technology and pedagogy specialists, to ensure that students interact with each other and build knowledge by communicating, sharing and collaborating.



Low Student-to-Teacher Ratio

We believe in small class sizes, so we only have a maximum of ten students taught at any one-time during online workshops. Not only does this ensure a less chaotic and more cohesive class culture, but you will also stay more engaged and form a better relationship with the tutor.



Access to our Knowledge Centre

We constantly seek to provide value to our members and, by enrolling in one of our programmes, you will be getting exclusive access to the IMPA Knowledge Centre. An entire collection of best practice articles, briefing papers, forms, how-to-guides, presentations and reports will show you practical industry applications to further sharpen your abilities.



Exciting Learning Methods

Our lecturers' teaching techniques are second to none. From using the flipped classroom model to ensure engagement during online discussions to using the case method to encourage brainstorming while analysing real-life scenarios, your curiosity and desire to learn will surely be awakened throughout our programmes.

TEACHING AND SUPPORT

During the programmes provided under the IMPA Marine Procurement Education Academy, you will benefit from a research-led top-quality professional education. You will be taught by highly experienced professionals whose expertise and experience are second to none.

At times, there will also be visiting lecturers, i.e. practising professionals who specialise in a specific field of procurement and supply chain management, who will impart some of their own expertise.

Additionally, throughout your time on the programme, you will be supported by the IMPA administration office who will ensure your transition to the education programme will be as smooth as possible.

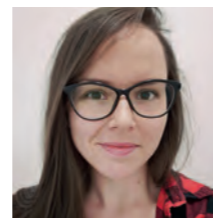
Meet our support team who will be there to help you throughout your time on the course:

Stephen Alexander
Programmes' Manager



Stephen is Secretary General and COO of IMPA. Having held various non-executive director roles and worked as trustee in charity and not-for-profit sectors, Stephen is well-known in the industry for his long-term engagement in procurement and supply chain management. Stephen has managed strategy and development in the global maritime arena.

Jasmine Schestak
Programmes' Support



Jasmine is Senior Project Manager at IMPA. With a background in law and international trade, she is the current manager of the Association's CSR initiative, IMPA ACT, and provides support with a range of other projects, including the education programmes.



“LEARN FROM THE EXPERTS. THEN BECOME ONE.”

THE STUDY ENVIRONMENT

We understand; traditional classrooms no longer make the cut in the busy lives of professionals nowadays. This is why we created an education opportunity to give marine purchasers the recognition they deserve and allow them to become better at their job through flexible study.

And we take e-learning very seriously. With us, 'e' does not stand just for electronic; it stands for efficient, engaging and effective, and it helps you exceed expectations and excel in your professional field.

In delivering the programme, we give you access to a great learning environment. Not only will you be a click away from our e-learning platform anytime and anywhere, but you will also have access to all the necessary resources that accompany the course; yes, this includes book extracts, reports and journal articles. It is our promise that, once you enrol in one of our programmes, the only investment you will make will be that of time.



OUR MOODLE E-LEARNING PLATFORM

Globally, Moodle powers thousands of learning environments. The very university or college that you attended might have used Moodle in delivering your course. And the IMPA Marine Procurement Education Academy makes no exception. Moodle is designed to support both teaching and learning.

Once you enrol in one of the programmes, you will be given log-in details to the Moodle e-learning platform which you will use to access your course.

So, what will you find in Moodle?

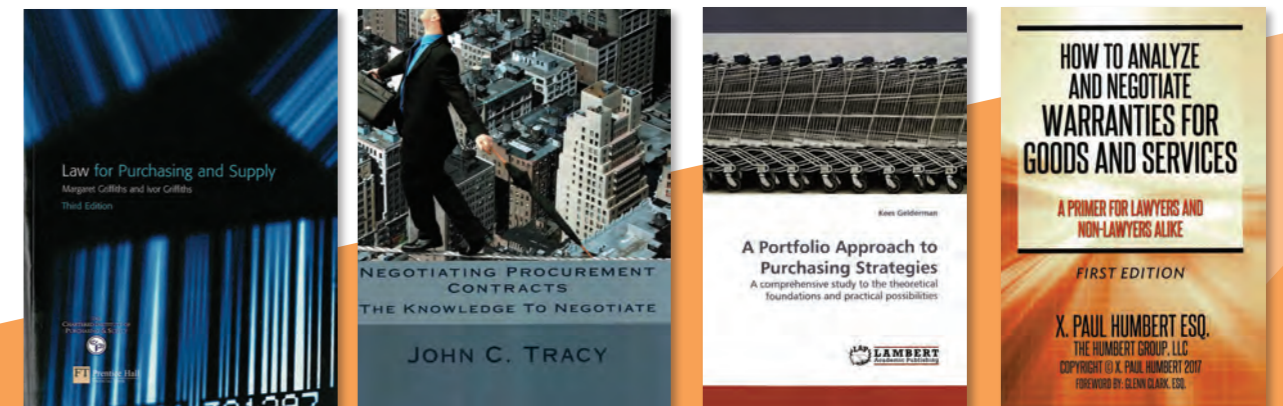
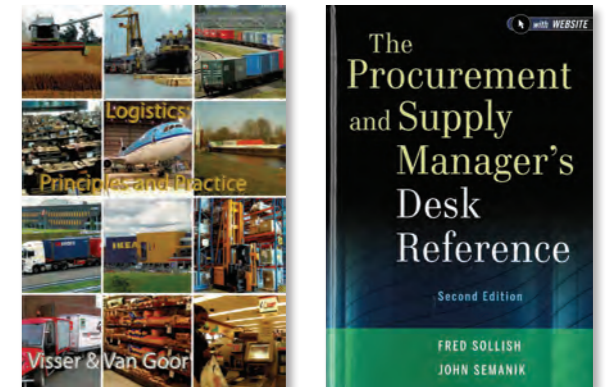
- the student handbook and module outlines for each of your modules
- video lectures and seminars,
- lecture slides, extracts from book chapters or journal articles,
- topical discussion forums and quizzes.

Hosting the majority of course materials, Moodle provides an online space for interactive teaching and promotes collaborative learning. It is extremely easy to use, mobile-friendly and can be accessed anywhere, anytime.

COURSE BIBLIOGRAPHY

Like all courses, the IMPA programmes will come with compulsory, as well as recommended reading. The below books are indicative of the essential reading for the course.

What makes us different, however, is that you will not have to purchase any of the books, nor will you have to find them in the nearby library. After you enrol in the course and before the programme commences, we will send you the required books for the course. This way, you will be able to focus solely on your learning and development journey.



READING LISTS AND LEARNING MATERIALS

Students will be learning through watching video seminars, reading the recommended books and journal articles and actively engaging in discussion forums. Our lecturers will issue a reading list for each course at the beginning of the academic year.



DESIGNED TO SUPPORT BOTH TEACHING AND LEARNING

OUR PROGRAMMES

ENTRY LEVEL PROGRAMME

MODULE ONE
Procurement and Supply Chain Management I

MODULE TWO
Negotiation Skills I

MODULE THREE
Legal Aspects of Procurement I

MODULE FOUR
Operational Buying, Logistics and Warehouse Management

“ No matter your walk of professional life, the IMPA Marine Procurement Education Academy has got your back. ”

MODULE THREE
Legal Aspects of Procurement II

MODULE TWO
Negotiation Skills II

MODULE ONE
Procurement and Supply Chain Management II

SENIOR LEVEL PROFESSIONAL

MODULE ONE
Advanced Purchasing Processes and Legal Aspects

MODULE TWO
Portfolio Analysis, Supplier Management and Strategy

MODULE THREE
Supplier Management Strategy and Financial Economic Aspects

MODULE FOUR
Advanced Negotiations and Strategies

MODULE FIVE
Corporate Social Responsibility (CSR)

EXIT AWARD BUYER

MODULE FOUR
Financial Economic Aspects

EXIT AWARD SENIOR BUYER

CASE STUDY

IMPA online Education

impa.net/education

Dedicated Marine Purchasing and Supply Education Programme

Introducing the
**most comprehensive
programme of
education** for the
maritime industry
covering purchasing and
supply chain management

Education remains a key priority for IMPA and the Association has introduced the most comprehensive education programme in its history. The intention is that IMPA's online course will provide procurement and supply chain management professionals with the credibility and status that other professional disciplines enjoy.

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training@impa.net
impa.net/education

impa International
Marine
Purchasing
Association

CLASS OF 2018

GRADUATE OF THE YEAR

CERTIFIED IMPA BUYER

GRADUATE OF THE YEAR VERITY PIGGOTT TALKS IMPA EDUCATION

SHORTLY AFTER GRADUATING WITH AN IMPA CERTIFIED BUYER DIPLOMA AND TOP OF HER 2018 CLASS, VERITY PIGGOTT, PURCHASER AT AW SHIP MANAGEMENT, SHARES HER FEEDBACK ON THE IMPA EDUCATION PROGRAMME

Warm congratulations, Verity!

Why did you decide to join the course in the first place?

Thank you. I decided to join this course because, as advertised, the level one course has been specifically designed to suit junior procurement officers. Therefore, as a new entrant, I believed this course would be an ideal platform for me to begin my career in marine procurement, alongside undertaking my purchasing role. I joined this course with the expectation that the knowledge and skills learnt would enhance my understanding of the marine procurement industry and subsequently improve my work performance. Since entering the shipping industry, I have been made aware of the prestigious reputation the IMPA organisation holds within the marine industry on an international scale, which consequently enticed me to choose this particular course, optimistic that this credible qualification would provide the opportunity to improve my career prospects.

THE SHORT READ

IMPA's prestigious reputation enticed me to choose this course

The course content was diverse, topical and highly relevant

The online aspect allowed me to commit to the course while working a full-time job

The course definitely played a part in my promotion to Purchaser at AW

I am looking forward to commencing the advanced course

How have you found the course content and structure?

I found the course content to be very diverse, covering topical, highly relevant and essential procurement knowledge necessary to thrive in the industry. The majority of the course content was relevant to my daily work activities, enabling me to apply the skills, strategies and theories learnt into real life situations, as well as using my own work experiences to validate and support my arguments.

I found the overall course structure being split into four different modules clear and easy to follow. Each module followed a similar structure, with assessments taking various

forms from group coursework projects, case studies, reports, assignments to contribution in the discussion forums. As each module was alike in structure, I was always aware of the workload and dedication required throughout, knowing the final assignment of each module would be the most challenging. The targets in place were always realistic and

“

I AM CONFIDENT THIS COURSE WILL PROVE USEFUL IN MY DAILY WORK LIFE, AS WELL AS FURTHER ASSISTING MY CAREER PROGRESSION. THE ANALYTICAL SKILLS, STRATEGIES, THEORIES AND KNOWLEDGE LEARNT CAN ALL BE APPLIED IN MY DAILY WORK ACTIVITIES TO HELP IMPROVE MY DECISION-MAKING ACTIONS

achievable, with the tutors continuously providing comprehensive and beneficial feedback on how to improve and reach the next grade level.

How did you feel about the online aspect of the course? Was your learning curve supported enough by the teachers and did the discussion forum assisted you?

I really enjoyed the entirely online format of the course, as I found it extremely accessible with the online education portal permitting 24-hour student/teacher interaction and access to all course materials and resources. This allowed the course to be flexible around my day-to-day work.

Albeit the course was entirely online based, the tutors constantly supported my learning as whenever I had any queries and needed advice, the tutors were always more than happy to assist, responding promptly and comprehensively.

I enjoyed the teacher's methods of encouraging forum discussions and student interaction as I was able to greatly enhance my learning experience through these engagements. The discussion forum allowed us, students, to express our differing interpretations, which subsequently broadened our understanding, as well as gaining clarification from the tutors when needed on a common platform for all students to observe.

Was it entirely feasibly to commit to the programme while working full time?

Yes, and this was due to the course structure and online convenience. The tutors allowed sufficient time for us students to complete the weekly assignments, so the course never interfered with work commitments. Although the course was full on, with weekly assignments, together with 2 or 3 forum questions per week, it must be emphasised that these forum questions were always applicable to the assignment topic, so greatly assisted and enhanced our understanding of the assignment.

Do you feel that the course provided good value and that it will enhance your career prospects?

Yes, I believe the course provided good value, as the knowledge and credible qualification gained are extremely beneficial for any procurement professional looking to increase their career prospects. In September 2018, I was promoted from Assistant Purchaser to Purchaser at AW, and the course definitely played a part in this promotion.

I am confident this course will prove useful in my daily work life, as well as further assisting my career progression. The analytical skills, strategies, theories and knowledge learnt can all be applied in my daily work activities to help improve my decision-making actions. Furthermore, I believe gaining this diploma from such a highly respected organisation as IMPA will help me gain the recognition required to further progress my profession. Would you recommend the course to a friend? I would certainly recommend this course to a friend who is interested in/or working within the marine industry, either as a marine purchaser or supply professional.

You are now looking forward to the advanced course, which you said you are eager to join. We are too! What would you like to learn this time and what are your expectations?

Yes, I am very much looking forward to commencing the advanced course! After looking through the course content outline online, I am most looking forward to building on my negotiation skills. I am also interested in learning about the tender process, as working for a ship management company, this process is a crucial practice that needs to be performed diligently when bidding for new ships.

Based on the great success of the first course, I have high expectations for the advanced course. I can imagine the course to be more challenging and demanding, yet just as informative, with the tutors and fellow students being just as attentive.



ASSISTANT BUYER



START DATE

TBC



DURATION

16 weeks



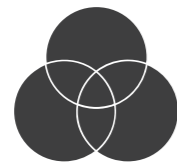
STUDY TIME

4-6 hours per week



STUDY MODE

Online



ENTRY REQUIREMENTS

Must be new to procurement and have a good level of English



FEES

GBP 2,750 per annum
Funding available



LEVEL

Easy



DIFFICULTY

Beginner



ASSISTANT BUYER

ASSISTANT BUYER

START DATE

TBC

DURATION

16 weeks

DIFFICULTY

Beginner

LEVEL

Easy

STUDY TIME

4-6 hours per week

STUDY MODE

Online

FEES

GBP 2,750 per annum
Funding available

ENTRY REQUIREMENTS

Must be new to procurement
and have a good level of English

OVERVIEW

Our entry-level programme into the world of maritime procurement, the Assistant Buyer course is suitable for the assistant maritime buyer who fulfils an operational procurement role in a department involved with procurement or ordering processes in the shipping industry. Delivered across two blocks of eight weeks, the course will introduce you to the different phases of the purchasing process and the different levels of purchasing activities.

During this time, you will be trained to perform supporting operational purchasing and logistical activities, including:

- ordering, expediting and evaluating,
- basic legal aspects of procurement, reporting, communication, time management and negotiation skills,
- procurement automation and e-procurement, and
- the basics of the tactical procurement process, such as specifications, supplier selection and contracting.

WHAT WE LOOK FOR

- You are enthusiastic, committed and would like to learn about marine procurement and supply chain management.
- You are considering an entry-level position in a procurement department or are now working as an assistant maritime buyer.
- You are either just starting to be or not yet familiar with operational purchasing and logistical activities and have not yet built the foundational knowledge to operate in the field of marine procurement and supply chain management.
- You have a satisfactory level of English, equivalent to upper-intermediate across writing, listening, speaking and reading bands.

STRUCTURE

During the programme, you will be studying four different modules that will help you build a solid foundation of knowledge in procurement and supply chain management.



MODULE ONE

Procurement and Supply Chain Management I

Discover the purchasing process and learn to perform supporting operational purchasing and logistics activities. Take control of order, delivery and receiving, and understand supplier evaluation.



MODULE TWO

Negotiation Skills I

Become a better communicator by becoming aware how cultural elements come into play when communicating. Get an introduction to the negotiation process; learn about power balance, power position and negotiation styles. Gain practical reporting skills and learn to multitask.



MODULE THREE

Legal Aspects of Procurement I

Learn about contracts and their purpose. Immerse yourself in the process of contracting, the different legal systems and frame agreements. Get to grasp with market research, e-procurement, and the tender and bid evaluation processes.



MODULE FOUR

Operational Buying, Logistics and Warehouse Management

Get an introduction to Incoterms, packaging and transport costs. Learn why companies maintain inventory, when they need to restock and manage risks associated with too much or shortage of inventory.

TEACHING AND ASSESSMENT

All students will be given 24/7 access to our online learning platform.

Teaching will be carried out through video seminars that can be watched at your convenience, written lessons, online group discussions and workshops. During our programmes, students learn as much from each other as they learn from the lecturers; as a result, it is expected of you to display commitment and continually get involved in online group discussions.

Assessment will be by a mixture of exams, quizzes, and written coursework.

Participation into the online workshops will also be taken into account for the overall classification.

FEES

The tuition fee for the Assistant Buyer online programme is GBP 2,750.

FUNDING

Funding is available in the form of one scholarship; competition for this is high. Head to the last pages of this prospectus to find out more about how to apply.

ENTRY-LEVEL PROGRAMME INTO THE WORLD OF MARITIME PROCUREMENT

BUYER



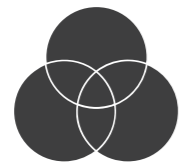
START DATE

TBC



STUDY TIME

12 hours per week



ENTRY REQUIREMENTS

Must have basic knowledge of procurement and have one year of experience in procurement



LEVEL

Intermediate



DURATION

32 weeks



STUDY MODE

Online



FEES

GBP 3,499 per annum
Funding available



DIFFICULTY

Medium



BUYER

BUYER

START DATE
TBC

DURATION
32 weeks

DIFFICULTY
Medium

LEVEL
Intermediate

STUDY TIME
12 hours per week

STUDY MODE
Online

FEES
GBP 3,499 per annum
Funding available

ENTRY REQUIREMENTS
Must have basic knowledge of procurement and have one year of experience in procurement

OVERVIEW

Our intermediate-level programme for maritime procurement, the Buyer course is suitable for the purchaser who operates on an operational or tactical level in a maritime procurement department. Delivered across four blocks of eight weeks, the course will help you master the skills to excel in your position.

During this time, you will be trained to perform efficiently operational purchasing and logistical activities, including:

- organising procurement processes in an efficient manner,
- executing operational and tactical procurement process activities,
- advanced legal aspects of procurement, communication and negotiation skills, and
- financial economic skills and tools relevant for process management and negotiations.

WHAT WE LOOK FOR

- You are enthusiastic, committed and have a basic knowledge about marine procurement and supply chain management.
- You have at least one year of professional experience in marine procurement and are looking to make the next step in your career OR you have successfully graduated from our Assistant Buyer course.
- You are familiar with all elements of supporting operational purchasing and logistical activities and have already built the foundational knowledge to operate as an assistant in the field of marine procurement and supply chain management.
- You have a satisfactory level of English, equivalent to upper-intermediate across writing, listening, speaking and reading bands.

STRUCTURE

During the programme, you will be studying four different modules that will help you build an intermediate-level knowledge in procurement and supply chain management.



MODULE ONE

Procurement and Supply Chain Management II

Get a better understanding of purchasing and specification processes. Learn to prevent gold plating, navigate the company's strategic perspective on procurement, carry out supplier market research and much more.



MODULE TWO

Negotiation Skills II

Learn how and why to create a communication plan and become a highly-effective communicator. Dive into the different negotiation styles that exist, nation cultures and the 'dos and don'ts' in negotiations. Learn to prepare for supplier and stakeholder negotiations.



MODULE THREE

Legal Aspects of Procurement II

Understand general purchasing terms and conditions and learn about the battle of forms. Analyse the differences between common law and civil law and learn about the applicable law system.



MODULE FOUR

Financial Economic Aspects

Get to grasp with financially analysing a supplier. Learn to analyse cost drivers, run cost-price analyses, and understand cost-reduction methodologies and strategies.

TEACHING AND ASSESSMENT

All students will be given 24/7 access to our online learning platform.

Teaching will be carried out through video seminars that can be watched at your convenience, written lessons, online group discussions and workshops. During our programmes, students learn as much from each other as they learn from the lecturers; as a result, it is expected of you to display commitment and continually get involved in online group discussions.

Assessment will be by a mixture of exams, quizzes, and written coursework.

Participation into the online workshops will also be taken into account for the overall classification.

FEES

The tuition fee for the Assistant Buyer online programme is GBP 3,499.

FUNDING

Funding is available in the form of one scholarship; competition for this is high. Head to the last pages of this prospectus to find out more about how to apply.

INTERMEDIATE-LEVEL PROGRAMME FOR MARITIME PROCUREMENT

SENIOR BUYER



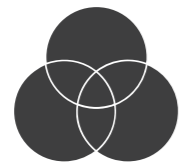
START DATE

TBC



STUDY TIME

12 hours per week



ENTRY REQUIREMENTS

Must have intermediate knowledge of procurement and have three years of experience in procurement



LEVEL

Advanced



DURATION

32 weeks



STUDY MODE

Online



FEES

GBP 4,499 per annum
Funding available



DIFFICULTY

High



SENIOR BUYER

SENIOR BUYER

START DATE
TBC

DURATION
32 weeks

DIFFICULTY
High

LEVEL
Advanced

STUDY TIME
12 hours per week

STUDY MODE
Online

FEES
GBP 4,499 per annum
Funding available

ENTRY REQUIREMENTS
Must have intermediate knowledge of procurement and have three years of experience in procurement

OVERVIEW

Our advanced-level programme for maritime procurement, the Senior Buyer course is suitable for the seasoned maritime buyer who desires to be an expert in the field. Delivered across four blocks of eight weeks, the course will help you manage complex procurement situations and interact with multi-disciplined teams around you. It will also offer you the tools to develop strategic supplier relations.

During this time, you will be trained to become a specialist in procurement and will be able to:

- manage complex procurement portfolios,
- manage technically-complex procurement processes,
- develop contract and supplier management strategies,
- develop and implement supplier risk-management strategies, and
- develop procurement strategy.

WHAT WE LOOK FOR

- You are enthusiastic, committed and have an intermediate knowledge about marine procurement and supply chain management.
- You have at least three years of professional experience in marine procurement and are looking to make the next step in your career OR you have successfully graduated from our Buyer course.
- You are familiar with all elements of performing operational purchasing and logistical activities and have already built the knowledge to operate as a buyer in the field of marine procurement and supply chain management.
- You have a satisfactory level of English, equivalent to upper-intermediate across writing, listening, speaking and reading bands.

STRUCTURE

During the programme, you will be studying five different modules that will help you build specialist knowledge in procurement and supply chain management.



MODULE ONE

Advanced Purchasing Processes and Legal Aspects

Learn to evaluate complex capex and strategic tenders, structure databases and manage data. Understand frame agreements, service contracts and strategic contracts at an advanced level.



MODULE TWO

Portfolio Analysis, Supplier Management & Strategy

Learn to conduct pareto and portfolio analyses, develop advanced portfolio procurement strategies and conduct SWOT analyses. Learn how to develop a multi-year procurement strategy and plan procurement action.



MODULE THREE

Supplier Management Strategy and Financial Economic Aspects

Get to grasp with advanced portfolio strategies, cost-reduction strategies, cost types and cost models. Learn to analyse spend, benchmark, identify total cost of ownership and should-cost models.



MODULE FOUR

Advanced Negotiations and Strategies

Revisit the negotiation process and learn about negotiations with dominant/limited-source suppliers. Become an expert in the different styles for negotiation and portfolio procurement strategies, as well as in how to prevent deal-breaking conflicts.



MODULE FIVE

Corporate Social Responsibility (CSR)

Understand the importance of CSR in procurement, and learn about the tools, certificates and quality labels. Learn to implement CSR in your organisation and its supply chain.

TEACHING AND ASSESSMENT

All students will be given 24/7 access to our online learning platform.

Teaching will be carried out through video seminars that can be watched at your convenience, written lessons, online group discussions and workshops. During our programmes, students learn as much from each other as they learn from the lecturers; as a result, it is expected of you to display commitment and continually get involved in online group discussions.

Assessment will be by a mixture of exams, quizzes, and written coursework.

Participation into the online workshops will also be taken into account for the overall classification.

FEES

The tuition fee for the Assistant Buyer online programme is GBP 4,499.

FUNDING

Funding is available in the form of one scholarship; competition for this is high. Head to the last pages of this prospectus to find out more about how to apply.

ADVANCED-LEVEL PROGRAMME FOR MARITIME PROCUREMENT

CASE STUDY



It broadened both my knowledge and network in the industry. It also made me more committed, dedicated and enthusiastic

SCHOLARSHIP HOLDER

MA. CONCEPCION C. CATAN TALKS IMPA EDUCATION

CLASS OF 2018

GRADUATE OF THE YEAR

CERTIFIED IMPA BUYER

FRESHLY GRADUATED FROM IMPA'S COURSE FOR CERTIFIED BUYERS, SCHOLARSHIP HOLDER AND GRADUATE-OF-THE-YEAR MA. CONCEPCION C. CATAN OF BW FLEET MANAGEMENT SHARES HER OPINION OF THE IMPA EDUCATION PROGRAMME

Congratulations for your achievement, Connie! Why did you decide to join IMPA's course?

Thank you! I decided to join the course as I believed it would furnish more learning and show me the current trends and approaches in global maritime procurement. As a purchaser, learning about the IMPA training and the scholarship opportunity was very interesting.

You are indeed a scholarship holder, which means that you have won IMPA's essay contest. What has this meant to you?

I am very grateful to the Association, as they saw the enthusiasm on my paper and chose me to be one of the scholars in 2017. This created and opened an opportunity for me to continuously develop and improve my craft. It broadened both my knowledge and network in the industry. It also made me more committed, dedicated and enthusiastic, so that I could be successful on this course and really enjoy learning more.

How have you found the course content?

The programme and course content were structured and organised. The topics and discussions were based on the facts and situations that we are facing today. When I was looking at the syllabus for the first time, I realised that the course would help not only improve our own processes, but also address and educate us on how to deal with different areas of procurement.

How did you feel about the online aspect of the course?

Was your learning curve supported enough by the teachers and did the discussion forum assist you?

The format of the course provided flexibility to us, the students, as we are often located in different countries and working on different time zones.

THE SHORT READ

IMPA's scholarship created an opportunity for me to develop and improve my craft

The course broadened both my knowledge and network in the industry

I was actively encouraging my colleagues to do research too on every topic that I learned

Having this diploma uplifts my confidence

The daily discussion between students and tutors regarding different topics were very interesting, as they widened my knowledge on every aspect of procurement. Additionally, the weekly tasks allowed us to research and understand deeply each assigned subject. Engaging with the forum and the students' different views and opinions were indeed very good ways to learn. If I were to make a suggestion on the format, it would be good to have a video chat at least once a month, as you would get to see and interact live with co-students and tutors.



With IMPA's Chair and CEO, Susan Wraae Koefoed and IMPA's VP of Education and Training, Mr Rob C. Scharff, MSc. MBA. B Eng.

Was it entirely feasible to commit to the programme while working full time?

For one who is eager and interested in learning, yes, it was entirely feasible. One has to be committed and mindful that there will be sacrifices in relation to the family too, but time management is the key to success. You have to handle it well and it will be achievable.

Do you feel that the course provided good value for money and that it will enhance your career prospects? Would you recommend the course to a friend?

Yes, investing in education is always worthwhile. I believe in knowledge sharing, and I have been already encouraging my colleagues to do research as well on every topic that I learned, as each and every one is indeed very useful to our daily work life. I have introduced and shared my experiences with them on my journey to receiving an IMPA Certified Buyer's diploma. Having this certificate uplifts my confidence and will surely contribute to my career advancement.

CASE STUDY

MPA
SINGAPORE
2018
Management Event

GRADUATE HIDEKI ITOH

OF FUJI TRADING SINGAPORE TALKS IMPA EDUCATION

CLASS OF 2018

CERTIFIED IMPA BUYER

RECENTLY GRADUATED FROM THE IMPA CERTIFIED BUYER COURSE, MR HIDEKI ITOH, MANAGER IN THE SUPPLY SYSTEM DIVISION OF FUJI TRADING SINGAPORE, SHARES HIS FEEDBACK ABOUT THE ASSOCIATION'S EDUCATION PROGRAMME

Congratulations for your achievement, Hideki! Why did you decide to join IMPA's course?

I already knew about the International Marine Purchasing Association's education offering and was interested in taking it up. The way I enrolled onto the programme, however, was with the help of my General Manager who offered me the opportunity to join.

How have you found the course content and what were you looking forward to learning about?

In summary, the course covered the basics of procurement and taught us the skills needed to do our job efficiently. It was very useful, for instance, to see how ship-owner and ship-management companies buy. I thoroughly enjoyed it.

What do you think about the online format of the course?

This was the first time when I participated in such a programme, so it was very exciting.

I found that the instructors managed classroom time well and they were always prepared for every class, bringing forward the necessary resources and guidance. What I liked the most, however, was that the teachers encouraged discussion and

we had the online discussion forum where

THE SHORT READ

The course taught us the skills needed to do our job efficiently.

Juggling work and education was tough, but once I became adjusted to the speed of things, I coped very well.

We now have more productivity at work.



Mr Hideki Itoh with IMPA's VP of Education and Training, Mr Rob C. Scharff, MSc. MBA. B Eng.

all students were able to bounce ideas off each other and exchange opinions regarding different procurement topics. It took me a while until I learned how to properly engage, but in the end, I did, and it all worked for the best – I found this format interesting and think it worked very well.

Was it feasible to commit sufficiently to the course while working?

I will not lie; juggling work and education at the same time was tough, especially in the beginning, as there was a lot of interaction expected from us in the discussion forum. I think this feeling persisted more in the first and second term, but once I became adjusted to the speed of things, I coped very well.

Would you recommend this course to a friend?

Definitely, yes! I have already told management how important it was to learn about these definitions and business models, and strongly highlighted the value offered by the

programme. Before I had attended the course, we relied much more on past experience when providing services. With the knowledge gained, I feel that we now have more productivity at work. I really do not think we could find another education programme such as the one offered by IMPA.

“

THE COURSE COVERED THE BASICS OF PROCUREMENT AND TAUGHT US THE SKILLS NEEDED TO DO OUR JOB EFFICIENTLY

FUNDING & APPLYING

THE JAN R. JOHANNESSEN SCHOLARSHIP



Each academic year, IMPA offers a place on one of our programmes to a student who would like to join the course, but is unable to gain the necessary funding. The student who wins this place is known as the Jan R. Johannessen scholar.

This year, we set the task as follows. Write a 1000-word essay on the importance of education in maritime procurement. Once finished, please send the finalised essay to training@impa.net.

The IMPA Council will review the essays and select the winning piece. You will then be informed in due course of the outcome of your application. As competition is high, please apply early to avoid disappointment. We recommend applying for the scholarship within no less than one month before the start of the programme in which you plan to enrol.

THE ALUMNI LOYALTY DISCOUNT

If you have successfully completed one of our online programmes on or after 2019, you will receive an Alumni Loyalty Discount. The amount of the discount is dependent on the grade you achieved in the course you graduated from. This goes as follows:

- 15% if you passed the previous course with a “Distinction”,
- 10% if you passed the previous course with a “Merit”,
- 5% for successful completion.

In order for this discount to be applied to you, there is no need to do anything. Upon applying for the programme, our office will automatically apply the relevant discount if you are one of our alumni.

HOW TO APPLY

- 1** Research our information and choose your course, while making sure to check all the entry requirements carefully.

Find out as much as you can about your chosen course. If you cannot find all the information in this prospectus and our website, get in touch with us, as we are happy to help with clarifications. We may even put you in touch with one of our alumni who will be able to shed light on their own experience.

Check the entry requirements carefully: academic requirements, professional experience required, tuition fee and English language level needed. It is important to check these carefully, as we cannot be lenient at all when it comes to these.

- 2** Apply for the programme by attaching the following to an email that you send to training@impa.net within no less than one month before the start of the programme in which you plan to enrol.

- The completed application form
- A copy of your recently-updated resume/CV
- If applying for the scholarship, your essay on the importance of education in marine procurement

- 3** The administration team processes your application and, if it needs extra information from you, we will ask for it.

- 4** Whether your application is successful or not, we will contact you via email; in the former case, we will send you a formal letter. In some cases, we might think that you are not suited for the particular course that you applied for, but are suitable for a different level. If this happens, we will switch you to a different course provided you approve this.

FREQUENTLY ASKED QUESTIONS

How does online learning work?

Online learning is a method of learning that is carried out fully online. In other words, you will be able to choose when and how you study, while all activities in the classroom, as well as essay submissions are completed using our online learning platform.

Will I need a computer with regular access to internet?

Yes, it will be necessary to have a computer with regular access to internet. It is possible for you to access the materials from work or from libraries, but we recommend that you have access to a computer based in your home, as there will often be quizzes or exams that you will have to take in a quiet environment. Our online learning platform is also accessible via mobile, and you will be able to download it from the app store and log in as usual with the credentials that we generate for you.

What is deemed as relevant work experience?

This depends on the course. If you have doubts about the eligibility of your work experience for one of our courses, get in touch at training@impa.net.

How many hours per week will I need to study?

The amount of time that you spend studying will depend on a variety of factors, such as the level of the course you are enrolled in, how comfortable you already are with the subject and the level of proficiency that you are looking to gain. For our Assistant Buyer course, for example, it is approximated that you will need to study up to six hours per week to achieve proficiency in the subject, while for our Buyer and Senior Buyer courses, it is estimated that you will have to put in up to 12 hours per week to graduate successfully. Of course, these are only approximations, and it is important to note that, should you wish to gain further proficiency in the subject beyond the required base, you will need to invest more time.

What types of activities will I need to engage in?

You will have video seminars to watch, lessons, books and journal articles to read, quizzes to complete and online discussion forums to engage in.

How many students are on the programme?

We believe in smaller classes being conducive of better performance. You will not have to worry about sizeable cohorts who will impede you from getting involved or receiving feedback from lecturers. Our promise is to keep each class smaller than ten students at any one time.



FREQUENTLY ASKED QUESTIONS

How am I marked on my progress?

Your marks will be dictated by the level of your answers to our assignments, your answers to regular quizzes and your input in discussion forums. But there is no need to worry, as we will make this clear from day one and you will know what is expected of you for different marking levels.

Do I have to work at particular times of the day?

No. This is what online learning is all about. You can work whenever you have the time for it. Of course, there will be deadlines across the course, but you will know these beforehand and will have time to prepare.

Is competition for a place high?

We have a reputation for introducing an innovative course that offers recognition to and elevates the status of purchasing professionals. As a result, there is a fair degree of competition, but we do strive to allow everyone who meets the entry requirements to participate in our courses.

What if I need to take a break from my studies?

If you need to take a break from your studies, you will need to inform us as soon as possible. In some circumstances, we might allow you to come back on the course immediately after the break and catch up (depending on the length of your break). In other instances, you might be asked to continue your studies with our next intake. Our promise is that you will be able to continue them.

When and how do I pay for the course?

Once we receive your application and we send you a study offer, you will be issued with an invoice for the required

amount. You will then have 28 days to pay, as long as the payment is cleared before the start of the programme. Payments are made by bank transfer.

What is an academic transcript?

An academic transcript is a record of your achievements that you will receive upon successful completion of one of our programmes. It records the modules that you have completed and the marks you were awarded.

Will I be able to attend a graduation ceremony?

Of course! You will be invited to attend a ceremony at one of our landmark events, either IMPA London or IMPA Singapore. To attend your graduation, you will be offered a full pass to the event of your choice.



If you have any further questions, we would be delighted to talk to you about the course.

IMPA Administration Office
Please ask for Jasmine or Stephen
+44 (0) 1206 798900
training@impa.net



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MEET OUR TEAM

Want to chat with a member of our staff?
Attend one of our exhibitions, either in London or Singapore.

For details of upcoming events, visit impaevents.com