

THAT DESK
YOU'LL WRITE
YOUR
EXAM ON...

WAS PROBABLY
SOURCED BY US.





Supply Chain Management Association

As the leading and largest association in Canada for supply chain management professionals, the Supply Chain Management Association (SCMA) is the national voice for advancing and promoting the profession. SCMA sets the standard of excellence for professional skills, knowledge and integrity and was the first supply chain association in the world to require that all members adhere to a Code of Ethics.

With nearly 8,000 members working across the private and public sectors, SCMA is the principal source of supply chain training, education and professional development in the country. Through its 10 Provincial and Territorial Institutes, SCMA grants the Supply Chain Management Professional (SCMP) designation, the highest achievement in the field and the mark of strategic supply chain leadership.

SCMA was formed in 2013 through the amalgamation of the Purchasing Management Association of Canada and Supply Chain and Logistics Association of Canada. With a combined history of more than 140 years, today the association embraces all aspects of strategic supply chain management, including:

- Purchasing/Procurement
- Strategic Sourcing
- Contract Management
- Materials/Inventory Management
- Logistics and Transportation

WHAT IS SUPPLY CHAIN MANAGEMENT?

While many careers in the sector have existed for decades or more, the term 'supply chain management' is relatively new. SCMA defines supply chain management as:

Strategic management of the flow of goods, services, finance and information, along with relationships within and among organizations, to support and achieve an organization's objectives.

Strategic collaboration within and among organizations in a supply chain helps reduce costs, minimize inventory, enhance flexibility and improve a product's time to market.

FIELD OF PRACTICE: THREE PILLARS

The field of practice of strategic supply chain management consists of the three pillars of management, strategy and professionalism built on top of a strong foundation of functional supply chain knowledge.

APPLICATION AREAS

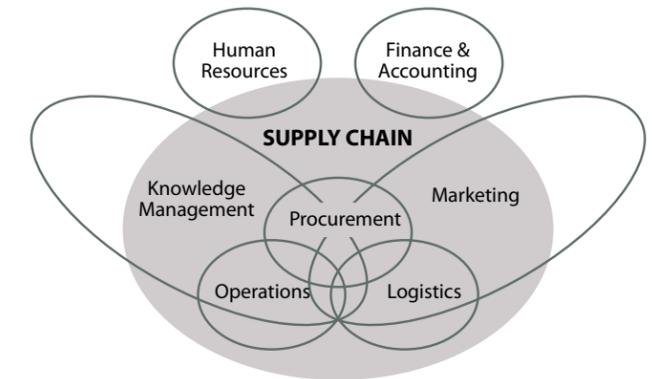
There are multiple application areas within the strategic supply chain management field of practice, including:

- Domestic and global
- Private and public sector
- Goods and services

SCMA's Supply Chain Management Professional (SCMP) designation program is built on this comprehensive, strategic view of the supply chain management field.

KNOWLEDGE AREAS

The core knowledge areas of supply chain management (procurement, operations and logistics) are integrated with supporting knowledge areas (marketing, finance and accounting, human resources and knowledge management).



THE INTEGRATED VALUE CHAIN

Today, organizations rely increasingly on effective supply chains to succeed in the global, networked economy. With relationships extending beyond traditional enterprise boundaries, organizations are managing business processes throughout an integrated value chain of multiple companies.



SCMP DESIGNATION PROGRAM

The Supply Chain Management Professional (SCMP) is Canada's most sought-after and widely-held designation in supply chain management (SCM). The highest achievement in the field, it is the mark of strategic leadership.

A rigorous, internationally accredited program certifies that the SCMP has attained the highest level of professional competency.

Adherence to a Code of Ethics ensures that the SCMP has the highest level of integrity.

A continuous professional development requirement signifies the highest level of current knowledge.



Comprehensive, challenging, and current: the SCMP designation program's focus on meeting the evolving needs of the marketplace is what sets it apart from other supply chain management programs.

Balanced to deliver advanced supply chain management knowledge and high-level business skills, the SCMP program is competency-based and designed so learning can be applied immediately in the workplace.

Program has achieved the International Federation of Purchasing and Supply Management's (IFPSM) Global Standard in Purchasing and Supply and is accredited by the Canadian Supply Chain Sector Council (CSCSC).



PROGRAM AT-A-GLANCE

Who: Those seeking to launch or accelerate their career in supply chain and who work or intend to work at a management or executive level

Admission requirement: Business degree or diploma or equivalent courses, or a minimum of 10 years related work experience with a minimum of five of those years at a supervisory level or above

Delivery: Modules are in-class, self-study or online; workshops are in-class

Length: Designed to be completed in 36 to 60 months

8 Modules
Cover the core areas of supply chain management

13-Week Sessions

- Supply Chain Management
- Procurement and Supply Management
- Logistics and Transportation
- Operations and Process Management

7-Week Sessions

- Knowledge Management
- Global Sourcing
- Supply Chain Management for the Public Sector
- Supply Chain Management for Services, Capital Goods and Major Projects

6 Interactive Workshops
Address higher-level business skills in two-, three- or four-day sessions

- Leadership and Professionalism
- Negotiation Skills
- Communication and Relational Skills
- Competitive Bidding, Contract Preparation and Contract Management
- International Business and Multicultural Skills
- Ethical Behavior and Social Responsibility

In-Residence Week
Integrates and advances knowledge gained during modules and workshops; also provides final examination preparation

Final Examination
Tests knowledge acquired throughout the program and practical experience in a two-day case-based exam

Practical Experience Requirement
A minimum of three years of progressive experience in any aspect of supply chain management

Note: Previous post-secondary courses may be eligible for advanced standing in the SCMP designation program.



PREREQUISITES AND ADMISSION

PREREQUISITE BUSINESS MANAGEMENT KNOWLEDGE

Individuals who have successfully completed a degree or diploma program in a business-related function at a Canadian university, college or technical institute will be deemed to have met the admission requirement. Other individuals will need to obtain business management knowledge through post-secondary courses or SCMA educational offerings in the following areas:

- Introduction to Business
- Accounting
- Finance
- Business Communication
- Economics
- Marketing
- Organizational Behaviour

Please contact your SCMA Institute for more details, including a list of courses from your province's post-secondary institutions that qualify for the business management knowledge prerequisite.

PREREQUISITE DOCUMENTATION

Documentation must be submitted in support of the business management knowledge prerequisite.

Official academic transcripts are required from a Canadian university, college or technical institute for the prerequisite courses taken, which must document:

- Business degree or diploma achieved, if applicable, or
- Grade(s) – passing grade(s) will be defined by the institution where the course was taken, and accompanied by course descriptions, including the number of hours of study per course.

Should academic achievements have been completed outside of Canada, applicants will be required to have out-of-country transcripts first assessed through an official credentialing equivalency evaluation organization, such as World Education Services (wes.org) or International Credential Assessment Service of Canada (icascanada.ca). Assessment results must then be submitted along with transcripts.

ADVANCED STANDING

SCMA acknowledges that some prospective members interested in enrolling in the SCMP designation program will have acquired some supply chain management content knowledge in a full-time Canadian post-secondary degree program or an equivalent foreign post-secondary degree program.

SCMA has therefore allowed for both individual advanced standing as well as program to program advanced standing acquired through a post-secondary degree program accredited by SCMA.

Note: Advanced academic standing is subject to approval. You will receive a letter of confirmation when your information has been assessed. Please allow four to six weeks for your application to be processed.

Candidates who have not completed a degree/diploma but have taken some business courses at the university or college level can apply for exemptions against individual business courses.

WORK EXPERIENCE RECOGNITION

Prospective candidates who have strategic supply chain management field of practice knowledge obtained through relevant work experience (please see page 15 for more information) may be eligible to apply their work experience towards exemption from the post-secondary education requirements for entry into the program.

SCMA Institutes will administer the application process on behalf of the interested candidate.

Note: Work experience exemptions are subject to approval. You will receive a letter of confirmation when your information has been assessed. Please allow four to six weeks for your application to be processed.

REGISTRATION

Once the application is accessed and the all requirements have been met, the candidate may register through the Institute.

Membership in SCMA is mandatory for enrolment in the program.

Please contact your SCMA Institute for pricing and registration information.



PROGRAM DELIVERY

Modules and interactive workshops in the SCMP designation program are delivered through SCMA's Institutes. Candidates can choose from two different options for modules: instructor-led or self-study, which includes online delivery. The instructor-led option is offered in locations where numbers warrant.

Modules

Instructor-led modules are in-class. Each module typically consists of a series of weekly three-hour evening sessions, with approximately 10 hours required for preparation and completion of assignments, for either 13 or seven weeks.

Modules are also available online or by correspondence in a print-based self-study format.

Self-study modules incorporate relevant readings with an online discussion board to help candidates gain the most from the program, outside of a classroom setting.

Interactive Workshops

Each interactive workshop is either two, three or four days in length. Due to the interactive nature of the workshops, they are only conducted in-class with a professional facilitator.

Intake

Please consult your SCMA Institute for information on the next program intakes, including dates and locations.

Length

The program is designed to be completed in 36 to 60 months, concurrent with full-time employment.

Language

As a National association, SCMA makes the SCMP designation program available in both of Canada's official languages, English and French.

Cost

Contact your SCMA Institute for fees.

EVALUATION

Achievement of the SCMP designation is based on grades attained throughout the SCMP designation program. All learning contributes to the final mark. This includes each module and interactive workshop, as well as the In-Residence Week and Final Examination.

In addition to an overall minimum grade of 60%, a pass in every component is required.

An overall mark of 60% or higher is required for successful completion of the program. Marks will come from these four requirements of the program:

Modules	30%
Interactive Workshops	15%
In-Residence Week	10%
Final Examination	45%
Total	100%

GRADED COMPONENTS

Modules

Submission of a case analysis or project assignment and group/individual participation, and a final exam

Interactive Workshops

Submission of a case analysis or project assignment and group participation

In-Residence Week

Case study presentation and individual participation/attendance at each session

Final Examination

Part 1: Four short cases with specific questions for each
Part 2: Full case strategic analysis

Practical Experience Requirement

Practical experience in a supply chain management role is an essential component of earning the SCMP.

Candidate performance will be monitored throughout the program and progress reports will be issued.

MODULES

There are eight modules in total. These include four 13-week sessions and four seven-week sessions.

The modules provide the basis for acquiring the functional skills needed for the technical aspects of the supply chain management profession. Each session within the module builds on the knowledge acquired in previous sessions.

Modules are highly participatory and include facilitated discussions of case studies, individual and group exercises, as well as written case reports.

13 WEEK SESSIONS

Supply Chain Management

From defining supply chain management for an organization, to assessing supply chain risk and conducting a supply chain social responsibility audit, the attention focused on supply chains by investors, customers and competitors continues to grow. Different operating environments and organizational missions employ different best practices for supply chain management.

In this module, candidates will learn to apply mapping tools to describe and analyze supply chains, with a focus on clarifying SCM strategy and linking supply chain performance to return on assets (ROA) and return on investment (ROI). Candidates will examine issues from a strategic viewpoint to show the importance of linking supply chain design to organizational goals.

Procurement and Supply Management

Procurement and supply management are sometimes considered equal yet separate areas of business; sometimes one is regarded as a part of the other, and sometimes the terms are considered interchangeable. Understanding these views will help candidates learn the differences between strategic and tactical procurement, and how to develop a strategy that supports the organization's objectives.

This module gives candidates the tools to determine make or buy decisions and to conduct effective price and cost analyses with a focus on quality, inventory and total cost of ownership. Critical issues in supplier selection, development and evaluation are addressed, as is the use of technologies in reducing costs and improving effectiveness in the procurement process. The characteristics that differentiate services procurement from product procurement are also examined. Upon successful completion of this module candidates will have a solid foundation in procurement principles.

Logistics and Transportation

With its focus on using inventory in motion (transportation) and at rest (warehousing) to provide high service levels to customers at low costs, logistics is the heart of supply chain integration.

Strategic logistics decisions involve trade-offs between purchasing, transportation, warehousing and finance. In this module, students will create RFP plans for best-of-breed system applications, develop a framework for 3PL provider selection for their organizations, including reverse logistics, and apply concepts and tools to product life cycle management, customer service costing and segregation, and inventory planning.

Operations and Process Management

All products and services undergo a value-adding transformation at some point in the supply chain.

This module will offer insights into the relationships between process flow, capacity, bottlenecks, variability, lead time, inventory, and managing the quality of a product or service. Candidates will apply appropriate tools to solve quality and process improvement problems, and explore the basic elements of a lean production system, value-added activity, and elimination of waste in a system. Candidates will identify operational conditions appropriate to various stages in the product life cycle (PLC), with a focus on how operations management provides value to the organization. The fundamentals of project management will also be discussed.

7 WEEK SESSIONS

Knowledge Management

Knowledge management is the gathering, application and dissemination of knowledge to provide a competitive advantage. This requires a combined focus on people, processes and technology.

This module addresses key considerations, such as security, privacy, audit, project management and organizational change management and prepares candidates for assessing the knowledge management systems in their own organizations and making recommendations to improve the processes and technology employed. Candidates will use their own supply chains to address information quality, information sharing and information overload.

Global Sourcing

A key component of implementing a global sourcing strategy is a long-term view when conducting a total cost of ownership (TCO) comparison, including pre-transaction, transaction and post-transaction costs of sourcing an item domestically vs. from a low-cost country.

In this module candidates will learn how to examine barriers and facilitators of sourcing from around the world and properly evaluate and integrate a global sourcing strategy with domestic sourcing. Candidates will discuss the impact of various types of intermediaries (customs brokers, 3PLs and trading companies), the means of payment available to importers/buyers, freight and payment terms, and currency exchange, as well as dealing with cultural differences that may be encountered when working with global partners.

Supply Chain Management for the Public Sector
Supply chain management in the public sector applies to federal, provincial and municipal governments, associations and charitable businesses, among others. It's important to understand the unique public sector perspective on SCM, and why some of the leading collaborative efforts of private business cannot be easily adopted.

In this module, candidates will explore the need for a politically defensible process with a positive outcome for the identified stakeholders, with a focus on sustainability as a part of the value proposition. The rationale for competitive bidding in public procurement will be explored to provide a clearer understanding of when it's o.k. to use alternatives such as negotiation, sole-sourcing, and cooperative or consortium purchasing.

Supply Chain Management for Services, Capital Goods and Major Projects
Supply chain strategy is not a one-size-fits-all approach. Delivering services requires a different approach to capacity and consumption planning. Managing major projects and acquiring capital goods requires a specialized approach to understanding the TCO (total cost of ownership).

This module looks at the importance of demand, capacity, and yield management in enhancing a services purchasing strategy. There is also an emphasis on retail and wholesale operations where collaborative planning, forecasting and replenishment are addressed. You will also learn how to manage procurement for major projects, such as building construction, and how green strategies can be incorporated into your projects.

Communication and Relational Skills (three days)
Supply chain management professionals lead groups of people through managed change. To meet their professional goals, exceptional oral and written communication skills and an understanding of strategic approaches to effective communication are required.

This workshop explores the strengths and weaknesses of communication tools, such as formal documentation, e-mail and oral presentations, which are commonly used to disseminate information, formulate and prepare written business proposals for management consideration, and deliver presentations before a professional audience.

Competitive Bidding, Contract Preparation and Contract Management (two days)

Even minor errors in competitive bidding and contract management can lead to serious legal and financial consequences. This workshop equips participants with the tools required to analyze, manage and improve the bidding and contracting processes to gain a competitive advantage for their organizations. Candidates will review best practices across the contract management life cycle from a strategic perspective, with a tactical view on compliance with internal procedures, governmental laws and regulations, and contracts with external suppliers and service providers.

International Business and Multicultural Skills (two days)
Whether sourcing domestically or globally, supply chain professionals conduct business with people from many different cultures. This workshop was designed to provide SCMP candidates with a deeper understanding of cultural diversity in order to resolve professional issues in a sensitive and constructive way.

Candidates will conduct research and plan activities that involve sourcing commodities from diverse cultures, and will discuss the logistical and relationship implications of pursuing international sourcing arrangements.

Ethical Behaviour and Social Responsibility (three days)

Today's educated consumer expects business leaders to demonstrate commitment to a broad range of social and environmental concerns.

In this workshop, candidates will focus on the relationship between business ethics and corporate social responsibility as they examine different perspectives, review applicable legislation, critique organizational ethics statements, and identify various stakeholders with interests in ethical issues.

Candidates will also discuss the rationale and potential benefits of sustainable supply chains and help identify opportunities for their organizations to calculate their carbon footprints and create a greener supply chain.

For complete module and interactive workshop outlines, including detailed learning objectives, consult your Institute's website, or the SCMA National website at scmanational.ca.

INTERACTIVE WORKSHOPS

Interactive workshops deliver high-level management and general business skills. Facilitated by moderators, the interactive workshops involve a combination of individual and group exercises.

There are six interactive workshops in the SCMA designation program. Each is either two, three or four days in length.

Leadership and Professionalism (two days)

Today's SCMP candidates will become the leaders of tomorrow's ever-changing supply chains. Understanding how to lead groups of people through managed change is crucial.

In this workshop, candidates will focus on developing a leadership viewpoint and profile, creating a vision and mission statement, understanding the change management process and taking steps to becoming a more effective leader.

Negotiation Skills (four days)

Negotiation skills are essential for any manager, and especially those responsible for supply chain management. Skilled negotiators need to understand their own needs, wants and reservation points, as well as those of their counterpart.

This workshop will provide candidates with a road map for leading or participating in successful negotiations. Candidates will use self-assessment tools and prepare appropriate responses to power imbalances, persuasion techniques and ethical concerns with a focus on building longer-term relationships. Interactive activities, including negotiation simulations and role-playing exercises of increasing complexity, will allow candidates to fine-tune their negotiating skills.





PUBLIC SECTOR SPECIALIZATION

When taken together, successful completion of the two one-day courses will provide exemption for the two-day *International Business and Multicultural Skills* workshop for those enrolled in the SCMP designation program.

Contract Management

Delivered in partnership with the Treasury Board Secretariat (TBS), through the Canada School of Public Service (CSPS), this one day in-class course demonstrates best practices in the public sector for managing contracts through the four phases of the procurement process, and identifying and proposing solutions to the risks inherent in public sector contracting, using a theory and case analysis format. Successful completion of this course may also be credited towards the federal government's internal certificate in procurement.

Introduction to Public Sector Procurement

Delivered in partnership with National Education Consulting Inc. (NECI), this eight hour interactive, self-directed online course demonstrates the fundamental principles that govern public-sector procurement in Canada. The processes, law and specific nuances that can affect procurement activities, and the key legal differences between regular contract law and competitive contracting law, are examined. Duties and obligations of purchasers and suppliers during a competitive process are also explored. Successful completion of this course may also be credited towards NECI's Public Sector Procurement certificate.

IN-RESIDENCE WEEK

In-Residence Week is an intensive week that allows SCMP candidates to synthesize, apply and test knowledge and skills gained throughout the designation program. It is the pinnacle of the program, with participants examining leading-edge issues in supply chain management at the highest strategic level.

Through a varied schedule that includes case studies, group work, informative lectures and intensive Final Examination preparation, candidates will integrate

their functional knowledge of supply chain management with the competencies of leadership, professionalism and ethical behaviour. Participants will also develop their analytical, problem solving, teamwork and communication skills.

The In-Residence Week faculty is selected from among North America's top practitioners and academics in supply chain management. These individuals are chosen not only for their teaching ability, but also for their first-hand

expertise in the field. Participants enjoy a high level of interaction with the faculty.

In-Residence Week also provides an opportunity for candidates to create and reinforce relationships and build valuable business networks with peers - both within their own industries and beyond.

FINAL EXAMINATION

The Final Examination is the last step in obtaining SCMP accreditation and is held once a year at various locations across Canada. The examination tests the candidate's ability to apply knowledge gained in all the modules and interactive workshops, as well as skills acquired through practical experience.

The format of the examination consists of two parts, written on separate days. Part 1 is four short case questions. Part 2 is a full case analysis, written two days after Part 1. At the end of writing Part 1, candidates are provided with a background paper on the case for Part 2. This allows candidates to develop an understanding of the situation they will be analyzing, and can spend their exam time preparing their response rather than reading background material. The nature of the required response to the case is provided to the candidate at the commencement of Part 2.

PRACTICAL EXPERIENCE REQUIREMENT

The goal of any program leading to a professional designation is to produce competent professionals through a combination of education and practical experience. Practical experience in appropriate supply chain management roles – concurrent with the SCMP designation program – is an essential component of earning the SCMP.

The practical experience requirement ensures that SCMP candidates have acquired sufficient real-life knowledge along with hands-on skills, and are able to demonstrate the competencies of strategic supply chain management professionals.

More specifically, practical experience provides a professional environment in which candidates develop competence through:

- Enhancing their understanding of organizations, of how business works and of work relationships.
- Being able to relate their work to other business functions and activities.
- Becoming aware of the environment in which services are provided.
- Developing appropriate professional values, ethics and attitudes in practical situations.
- Having the opportunity to work at progressive levels of responsibility.

SCMP candidates must satisfy the following practical experience requirement in order to complete the program and earn the designation:

- A minimum of three years of full-time, progressive practical experience in any aspect of the field of practice of supply chain management (encompassing core and supporting areas), of which:

– No more than one year of related practical experience gained prior to enrolment as an accreditation candidate may be recognized.

- Progressive practical experience describes the period of employment during which candidates effectively apply the progressive levels of competence acquired while pursuing SCMP accreditation. This competence is demonstrated by the successful performance of job functions that progress incrementally in both scope and responsibility.

- Career advancement may typically be achieved through lateral/ horizontal or vertical movement within the same or across multiple enterprises:

– Vertical Movement: Candidate moves from one position or functional level to another within the same company or across companies, usually accompanied by a change in position title and with commensurate levels of progressively greater responsibility, accountability (typically including budgeting and staffing) and decision rights.

– Lateral/Horizontal Movement: Candidate moves within the same functional level or the same position (no change in job title or classification), but has the opportunity to assume functional responsibilities that have increasingly greater strategic orientation, accountability (possibly including budgeting and staffing) and active involvement and participation in decision-making.

ASSESSMENT AND VERIFICATION

Throughout the program, candidates must report details of their practical experience on an annual basis, or more frequently when there is a change in:

- a) Job position (title change) and/or
- b) Employer organization or
- c) Employment status.

Candidates applying to write the SCMP Final Examination will be required to submit details using a designated form, along with supporting documentation of having completed at least three years of progressive practical experience in the field of practice of supply chain management. Examples of supporting documentation include:

- Employment confirmation and/or employer reference letters stating positions held with corresponding scope of responsibilities
- Detailed position descriptions
- Current resume, and
- Organizational chart to illustrate functional level and position.

EMPLOYER SUPPORT

Employer support is critical for SCMP candidates to meet the designation program's practical experience requirement. Organizations can demonstrate their commitment to continuous improvement and staff development by providing candidates with opportunities to advance their professional competence.

While practical experience usually begins at a relatively junior level, it should be incrementally progressive in both scope and responsibility. This period should be long enough and intensive enough to permit candidates to demonstrate that they have gained the knowledge, skills, values, ethics and attitudes required for successfully performing their work and for ongoing growth throughout their careers.

COMPETENCIES ACROSS CAREER STAGES

The SCMP designation program is built on a competency map that recognizes that the knowledge, skills and attributes of a supply chain management professional must advance along with career stage. Our competency map identifies three specific roles for a supply chain management professional as they progress through their career:

Early Career – A provider of business advice and information

Mid-Career – A tactical leader and operational decision-maker

Career Peak – A leader and strategic decision-maker



SAMPLE POSITION TITLES AND COMPETENCIES

To provide additional guidance on meeting the practical experience requirement, the following are examples of typical position titles within the field of supply chain management. Sample functional and managerial/professional competencies that would be demonstrated at each career stage are also included.

EARLY CAREER

PROCUREMENT

- Junior-Senior Buyer/Clerk
- Purchasing Assistant/Clerk/Analyst
- Procurement Specialist

LOGISTICS

- Logistics Clerk/Assistant
- Warehouse Clerk/Assistant

OPERATIONS

- Production Administrator/Assistant/Clerk/Expediter/Planner
- Material/Inventory Control Administrator
- Material Handler

SAMPLE EARLY CAREER

COMPETENCIES

- Competitive bidding preparation, contract administration
- Negotiations
- Process documentation/improvement
- Supplier selection and management
- Cost analysis (ABC, TCO)
- Value analysis
- Specification development and/or writing
- Cross-functional team participation

MID-CAREER

PROCUREMENT

- Commodity Manager
- Purchasing Agent/ Coordinator/ Officer/ Specialist/Supervisor/Team Lead
- Stores/Warehouse/Distribution Supervisor
- Senior Buyer/Agent/Analyst
- Global Sourcing Analyst/Specialist/ Coordinator

LOGISTICS

- Logistics Analyst/Administrator/ Coordinator/Specialist/Supervisor
- Supervisor, Warehouse & Distribution/Team Lead
- Commodity Manager

OPERATIONS

- Production Analyst/ /Coordinator/ Specialist/Supervisor
- Material Requirement Planner
- Material Manager

SAMPLE MID-CAREER

COMPETENCIES

- Contract management
- Complex negotiation
- Vendor certification and performance management
- Total cost of ownership/business case analysis and budget control
- Supply chain mapping and improvement/ innovation
- Project management
- Cross-functional team co-ordination/ motivation
- Policy, regulatory, compliance

CAREER PEAK

PROCUREMENT

- General Manager, Materials Management/ Procurement/ Purchasing/Sourcing
- Vice-President, Materials Management/ Supply Chain/Supply Management/ Strategic Sourcing
- Chief Procurement/Supply/Supply Chain Officer

LOGISTICS

- General Manager, Fleet/Distribution/ Logistics/Traffic/Warehouse
- Vice-President, Logistics/Supply Chain Management
- Chief Executive, Logistics/Supply

OPERATIONS

- General Manager, Inventory/Operations Management/ Production Planning
- Vice-President, Operations

ENTERPRISE MANAGEMENT

- CEO
- President
- COO

SAMPLE CAREER PEAK

COMPETENCIES

- Business-supply chain strategic planning
- Department/business unit management
- Global/country operations
- Supply chain performance metrics
- Supply chain redesign
- Strategic/global sourcing
- Risk management
- Business continuity planning

ADMINISTRATIVE POLICIES AND PROCEDURES

EXIT/RE-ENTRY CONSIDERATIONS

It is recognized that there may be a need for a candidate to exit and re-enter the program for employment, maternity/parental or compassionate reasons.

Candidates seeking an opportunity to exit and re-enter at a later date are required to provide their Institute with verifiable details and/or supporting documentation.

INTER-INSTITUTE TRANSFERS

Candidates who relocate from one province to another will have their current status recognized.

ACCESS TO THE PROGRAM

BY NON-ACCREDITATION CANDIDATES

Access to SCMP program courses and workshops is available on an "open-enrolment" basis to a limited number of people not in the designation program, including SCMPs wishing to upgrade their knowledge and skills. Contact your SCMA Institute for details.

GETTING STARTED ON YOUR SCMP

1 Application for Program Admission

Complete the application for admission and submit it along with all supporting documentation to your SCMA Institute. The application can be found on the SCMA Institute website.

2 SCMA Membership

SCMA membership is compulsory while pursuing the designation and for its ongoing use once earned.

3 Module and Interactive Workshop Registration

To register for the first module and interactive workshop, contact your SCMA Institute today.

A complete listing of SCMA Institutes can be found on the SCMA National website at scmanational.ca. Residents of Newfoundland and Labrador and the Northwest Territories only, please contact the SCMA National office.

MAINTAINING THE SCMP

Once you have obtained the SCMP, you must remain an SCMA member in good standing to continue to use the designation. This entails meeting the following conditions:

- Uphold the SCMA Code of Ethics
- Participate in continuous professional development
- Pay an annual membership fee to your Institute

SCMA CODE OF ETHICS

Adherence to a prescribed set of professional standards is a condition of membership in the Supply Chain Management Association and its affiliated Institutes. All members must abide by the SCMA Code of Ethics and the association's by-laws.

The SCMA Code of Ethics consists of two parts. Part A sets out the Standards of Conduct that members will follow that are appropriate for a professional in supply chain management. Part B outlines the Professional Principles under which members will perform their roles and duties.

Visit your SCMA Institute website or the SCMA National website at scmanational.ca for the full SCMA Code of Ethics.

CONTINUOUS PROFESSIONAL DEVELOPMENT

Continuous professional development for SCMPs ensures that a high level of competency, current knowledge and professionalism in the field of supply chain management is maintained throughout their career.

In order for the SCMP designation holder, the supply chain management profession and employers to benefit from and maintain the credibility of the designation, a commitment to career-long learning is expected.

Maintenance of the designation entails accumulating credits through professional development activities, as prescribed by SCMA's Institutes.



SUPPLY MANAGEMENT TRAINING

With an estimated 350,000+ positions scheduled to come on-line between 2012 and 2017*, supply chain career opportunities are starting to explode.

Today's global market demands skilled practitioners to support the management of complex supply chains. SCMA's Supply Management Training (SMT) program meets this need with a series of tactical courses and seminars designed to provide a solid skills base.

The SMT program will equip entry- to mid-level practitioners with the necessary skills to support supply chain functions, and the related business skills to help advance their careers. Take them individually or complete them all to earn a Diploma/Certificate in Supply Management.

Program accredited by the Canadian Supply Chain Sector Council (CSCSC).



*2012 CSCSC HR Study Update

PROGRAM AT-A-GLANCE

Who: Those seeking to improve their functional knowledge of supply management, including supervisors and first-time managers with a desire to grow their careers.

Admission requirement: No education or experience prerequisites required

Delivery: Instructor-led, online or traditional self-study formats

Length: Courses vary in length. Take them individually or complete them all to earn a Diploma/Certificate in Supply Management.

Technical courses (13 sessions per course)

- Introduction to Procurement
- Introduction to Logistics
- Introduction to Transportation
- Introduction to Operations Management

Soft-Skill Workshops (2-4 days per workshop)

- Communication and Relational Skills
- Negotiation Skills
- Competitive Bidding, Contract Preparation and Contract Management

Business Management Seminars (2 days per seminar)

- Introduction to Accounting and Finance
- Introduction to Marketing
- Introduction to Business Planning

Note: Supply Management Training is distinct from the Supply Chain Management Professional designation program, although successful completion of some courses may be applied towards the SCMP designation program. Previous post-secondary courses may be eligible for advanced standing in the SMT program.

REGISTRATION

Supply Management Training is delivered through the SCMA Institutes. In some cases, this is in conjunction with a post-secondary institution. Self-study options, including online training, may also be available.

- **No education or experience prerequisites**
- **SCMA membership not mandatory**
- **Select the courses, workshops or seminars that best meet your needs**
- **Take one or take multiple courses or seminars**
- **Instructor-led format; self-study is available for courses**

Contact your SCMA Institute for more information on course, workshop and seminar availability or to register.

EVALUATION

Evaluation in Supply Management Training courses and seminars is based on a variety of graded components, including quizzes, written assignments and oral presentations. Both individual and group work is incorporated.

Courses: include a final examination consisting of true/false, multiple choice and short-answer questions.

Seminars: include a final assignment, exam or presentation.

Passing Grade: In order to successfully complete a Supply Management Training course or seminar, a passing grade of 60% is required.

Those who successfully complete all courses and seminars within a stipulated time frame will be eligible to receive a diploma or certificate in recognition of completion.

TECHNICAL COURSES

(13 SESSIONS PER COURSE)

INTRODUCTION TO PROCUREMENT

Candidates will learn the essentials of procurement, including how to determine quantity, specifications and price. A variety of scenarios will be covered, including the pros and cons of international versus domestic procurement, and when and how to use either negotiation or a competitive bidding process. This course will provide candidates with a solid, general understanding of the role of procurement.

INTRODUCTION TO LOGISTICS

This course will explore the links between procurement, operations and transportation. Candidates will learn how to develop processes that react to changes in demand signals efficiently and effectively, minimizing waste and balancing the needs of various departments within the organization.

INTRODUCTION TO TRANSPORTATION

Candidates will examine the advantages and limitations of the four basic modes of transportation: road, rail, air and water, as well as intermodal transportation. Topics covered include the role of freight forwarders, brokers and integrated transportation companies. The course will also cover contracts, insurance, customs clearance and letters of credit.

INTRODUCTION TO OPERATIONS MANAGEMENT

This course will familiarize candidates with operations management in manufacturing, distribution and services organizations. Candidates will learn the basics of location selection and layout, and discuss forecasting techniques, demand planning and inventory ordering and the challenges of balancing capacity with demand.

SOFT SKILL WORKSHOPS

(TWO TO FOUR DAYS PER WORKSHOP)

NEGOTIATION SKILLS (FOUR DAYS)

Negotiation skills are essential for any manager, and especially those responsible for supply chain management. Skilled negotiators need to understand their own needs, wants and reservation points, as well as those of their counterpart.

This workshop will provide candidates with a road map for leading or participating in successful negotiations. Candidates will use self-assessment tools and prepare appropriate responses to power imbalances, persuasion techniques and ethical concerns with a focus on building longer-term relationships. Interactive activities, including negotiation simulations and role-playing exercises of increasing complexity, will allow candidates to fine-tune their negotiating skills.

COMMUNICATION AND RELATIONAL SKILLS (THREE DAYS)

Supply chain management professionals lead groups of people through managed change. To meet their professional goals exceptional oral and written communication skills and an understanding of strategic approaches to effective communication are required.

This workshop explores the strengths and weaknesses of communication tools, such as formal documentation, e-mail and oral presentations, which are commonly used to disseminate information, formulate business proposals, prepare written business proposals for management consideration, and deliver presentations before a professional audience.

COMPETITIVE BIDDING, CONTRACT PREPARATION AND CONTRACT MANAGEMENT (TWO DAYS)

Even minor errors in competitive bidding and contract management can lead to serious legal and financial consequences. This workshop equips participants with the tools required to analyze, manage and improve the bidding and contracting processes to gain a competitive advantage for their organizations. Candidates will review best practices across the contract management life cycle from a strategic perspective, with a tactical view on compliance with internal procedures, governmental laws and regulations, and contracts with external suppliers and service providers.

*Workshops in the SMT program are also part of the SCMP designation program. Successful completion of these workshops as part of the SMT program provides exemption from them in the SCMP designation program.



BUSINESS MANAGEMENT SEMINARS

(TWO DAYS PER SEMINAR)

INTRODUCTION TO ACCOUNTING AND FINANCE

Understanding the impact of SCM decisions on the corporate bottom line is a requirement for success in supply chain management. This seminar presents the principles of accounting and budgeting, and defines basic terminology used in finance and accounting. Candidates will learn how to read financial statements and be introduced to using key ratios to interpret the financial information most commonly impacted by SCM operations. They will also learn how to make a business case for an investment and evaluate investment opportunities.

INTRODUCTION TO MARKETING

This seminar will provide candidates with an understanding of the role and purpose of marketing, with an emphasis on how marketing affects supply management and how the supply chain reacts to changes in the marketing mix. Market research, segmentation and selection are key topics covered, as well as the Four Ps of marketing: product, pricing, placement and promotion.

INTRODUCTION TO BUSINESS PLANNING

This seminar provides an overview of organizational strategic planning, including the basic elements of a strategic analysis (SWOT). Porter's Five Forces model for analyzing the competitive environment will be introduced and candidates will also learn how to develop a strategic plan in a supply management role that supports the mission and vision of the organization.



ADVANCED STANDING AND EXEMPTION

Those who complete the Supply Management Training program, and qualify for entry into the Supply Chain Management Professional Designation program may be exempted from two of the modules if they first complete the three Advanced Standing and Exemption courses:

PRINCIPLES OF FINANCIAL MANAGEMENT

Supply chain practitioners must understand the language of finance if they want to have a leadership role in the boardroom. Making appropriate decisions in supply chain requires understanding how to improve the company's cash-to-cash cycle, knowing the impact of cash flow vs. profitability, and determining the impact of supply chain decisions on earnings. This on-line self study course helps students recognize and understand various financial statements and key elements of financial management. Focus is on understanding the strategic profit model and calculating Return on Assets (ROA) and Return on Equity (ROE). Students will perform probability calculations, using frequency distribution, standard deviation and variation metrics.

SUPPLY CHAIN OPERATIONS WORKFLOW

From writing tests in school to competing in sporting events, keeping score helps us understand the best performers, and those who could use tips to improve. Benchmarking ourselves against others helps us to determine what changes we need to make to improve our performance. This on-line self-study course helps students understand cycle time and its impact on inventory, and provide tools to help improve project and time management skills. Students will also review the 5 steps of the Theory of Constraints and the Supply Chain Operations Reference (SCOR) model, which focuses on five areas of the supply chain – plan, source, make, deliver and return. Students will review the SCOR model and learn to apply metrics to benchmark their company's performance against others in their industry.

CASE STUDY REPORT WRITING

Critical to a well-written report is both a consistent format (style) and logical content (substance). When writing a report, there must be a cohesive and connecting thread between thoughts. This on-line self-study course introduces students to the case study method, where students are asked to analyze data, develop alternatives and defend a series of recommendations. It is the keystone of the SCMP designation program's approach to learning. Each case provides the student with an opportunity to be the decision-maker, analyzing the business issue presented, making judgments and determining a course of action.

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