

**List of Competencies for On-the-Job Training (OJT)  
Work-Study Diploma in Integrated Supply Chain Management (Wholesale Trade)**

Note: LOC is subject to changes due to curriculum review/ development

<b>S/N</b>	<b>List of Competencies (Standard)</b>	<b>Company to indicate '✓' for OJT competencies it can provide</b>
1	Handle marketing channels	
2	Provide administrative support for marketing strategies	
3	Handle marketing campaigns	
4	Handle organisational and product branding	
5	Manage online business activities & transactions	
6	Analyse business data	
7	Prepare business data	
8	Manage sales accounts	
9	Create sales opportunities	
10	Provide administrative support for sales strategies	
11	Manage stakeholder relationship	
12	Develop procurement plan	
13	Manage supply selection process	
14	Manage procurement activities	
15	Utilise procurement systems capabilities	
16	Perform warehousing tasks	
17	Handle inventory planning	
18	Provide support for inventory audits	
19	Perform freight forwarding tasks	
20	Manage trade documentation	
21	Perform sustainability practices for continuous improvement	
22	Maintain regulatory compliance and standards	
23	Deploy assessment tools to benchmark initiative performance	
24	Build effective team relationship	
25	Manage departmental resources	
26	Manage team performance	
	<b>Sub-total of Competencies (Standard)</b>	

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
<b>List of Competencies (Company-specific)</b>		
1		
2		
3		
4		
5		
6		
	<b>Sub-total of Competencies (Company-specific)</b>	

**Note:**

- a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.  
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT

Total no. of competencies listed (*standard & company specific*)

Percentage of selected competencies

# MODULE SYNOPSIS – WSDip in Integrated Supply Chain Management (Wholesale Trade)

## **Course Objective**

This Work-Study Diploma in Integrated Supply Chain Management (Wholesale Trade) programme offers you a gateway into the exciting world of wholesale trade. It aims to equip trainees with essential skills, knowledge and professional attributes in managing wholesale and international trade operations, including inventory management, warehouse logistics, freight forwarding, sales and marketing, sourcing and procurement.

Additionally, trainees will develop expertise in leveraging digital commerce and data analytics to drive sustainable solutions within the global trade landscape, as well as hone their negotiation and stakeholder management skills to ensure compliance with international trade regulations and foster strong industry relationships.

## **Job Roles**

A Business & Operations Executive takes on a key role in supporting and driving core business functions from a hands-on perspective. This includes managing trade operations, inventory, and logistics, as well as handling commercial activities like sales, marketing, sourcing, and procurement. The role also focuses on leveraging digital commerce and data analytics to implement sustainable solutions and applying key professional skills, such as negotiation and stakeholder management, to ensure compliance and build strong industry relationships.

## **Modules Synopsis (TBA)**

<b>Wholesale &amp; International Trade</b>
<b>Warehouse &amp; Inventory Management</b>
<b>Freight Management</b>
<b>International Marketing &amp; Business Development</b>
<b>Procurement &amp; Supply Management</b>
<b>Digital Commerce &amp; Data Analytics</b>
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<b>Digital Commerce &amp; Data Analytics</b>
<b>Implement programmes to support sustainable initiatives</b>
<b>Company Project</b>
On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

# TRAINING PATTERN SCHEDULE

WSDip in Integrated Supply Chain Management (Wholesale Trade)

Day Release - Trainees attend 1 to 2 days of lessons per week at ITE, with the remaining work-week spent at the workplace for On-the-Job Training.

<b>April'26 Intake</b>	<b>April – June 2026</b>	ITE Vacation (June) 4 weeks	<b>July – September 2026</b>	ITE Vacation (Sept) 2 weeks	<b>October – December 2026</b>	ITE Vacation (Dec) 4 weeks	<b>January – March 2027</b>	ITE Vacation (March) 2 weeks
<b>1<sup>st</sup> Year Off-JT @ ITE</b>	<b>1 day/week (Thursday)</b>		<b>1 day/week (Thursday)</b>		<b>1 day/week (Thursday)</b>		<b>1 day/week (Thursday)</b>	
<b>April'26 Intake</b>	<b>April – June 2027</b>	ITE Vacation (June) 4 weeks	<b>July – September 2027</b>	ITE Vacation (Sept) 2 weeks	<b>October – December 2027</b>	ITE Vacation (Dec) 4 weeks	<b>October – December 2028</b>	ITE Vacation (March) 2 weeks
<b>2<sup>nd</sup> Year Off-JT @ ITE</b>	<b>1 day/week (Thursday)</b>		<b>1 day/week (Thursday)</b>		<b>1 day/week (Thursday)</b>		<b>1 day/week (Thursday)</b>	
<b>April'26 Intake</b>	<b>April – June 2028</b>	ITE Vacation (June) 4 weeks	<b>July – September 2028</b>	ITE Vacation (Sept) 2 weeks	<b>WSDip Programme 2026</b> <b>Start: 1 April 2026</b> <b>End: 30 September 2028</b> <b>Duration: 2.5 years</b>  <b>Final results release may be later than programme end date</b>			
<b>3<sup>rd</sup> Year Off-JT @ ITE</b>	<b>1 day/week (Thursday)</b>		<b>1 day/week (Thursday)</b>					