

**Government of Pakistan**

**National Vocational and Technical Training Commission**

**Prime Minister's Hunarmand Pakistan Program**

"Skill for All"



**Course Contents/ Lesson Plan**

**Course Title:** Applied Supply Chain Management

**Duration:** 06 Months

## Course Details / Description & Preliminaries

Course Title	Applied Supply Chain Management
<p><b>Objectives and Expectations</b></p>	<p><b>Employable skills for Students having minimum qualification of F.A/F.Sc/I.COM/D.COM through an intensive course on Supply Chain Management and its application.</b></p> <p>This is a special course designed to address unemployment in the youth. The course aims to achieve the above objective through hands on practical training delivery by a team of dedicated professionals having rich market/work experience. This course is therefore not just for developing a theoretical understanding/back ground of the trainees. Contrary to that, it is primarily aimed at equipping the trainees to perform commercially in a market space in independent capacity or as a member of a team.</p> <p>The course therefore is designed to impart not only technical skills but soft skills as well as entrepreneurial skills deemed essential for that purpose i.e. communication skills; marketing skills (including freelancing); personal grooming of the trainees and inculcation of the positive work ethics to foster better citizenship in general and improve the image of Pakistani work force in particular.</p> <p>Main Expectations:</p> <p>In short, the course under reference should be delivered by professional instructors in such a robust hand-on manner that the trainees are comfortably able to employ their skills for earning money (through wage/self-employment) at its conclusion.</p> <p>This course thus clearly goes beyond the domain of the traditional training practices in vogue and underscores an expectation that a market centric approach will be adopted as the main driving force while delivering it. The instructors should therefore be experienced enough to</p>

**Key Features of  
Training & Special  
Modules**

be able to identify the training needs for the possible market roles available out there. Moreover, they should also know the strengths and weaknesses of each individual trainee to prepare them for such market roles during/after the training.

- i. Specially designed practical tasks to be performed by the trainees have been included in the Annexure-I to this document. Their weekly distribution has also been indicated in the weekly lesson plan given in this document. The record of all tasks performed individually or in groups must be preserved by the management of the training Institute clearly labeling name, trade, session etc so that these are ready to be physically inspected/verified through monitoring visits from time to time. The weekly distribution of tasks has also been indicated in the weekly lesson plan given in this document.
- ii. In order to materialize the main expectations, a special module on **Job Search & Entrepreneurial Skills** has been included in the course through which, the trainees will be made aware of the Job search techniques in the local as well as foreign job markets (Gulf Countries) .Moreover, the trainees would also be encouraged to venture into self-employment and exposed to the main requirements in this regard. It is also expected that a sense of civic duties/roles and responsibilities will be inculcated in the trainees to make them responsible citizens of the country.
- iii. A module on **Work Place Ethics** has also been included to highlight the importance of good and positive behavior at work place in the line with the best practices elsewhere in the world. An outline of such qualities has been given in the

<p><b>Training Tools/ Methodology</b></p>	<p>Appendix to this document. Its importance should be conveyed in a format that is attractive and interesting for the trainees such as through PPT slides + short video documentaries. Needless to say that if the training provider puts his heart and soul into these, otherwise non-technical components, the image of Pakistani workforce would undergo a positive transformation in the local as well as international job markets.</p> <p>In order to maintain interest and motivation of the trainees throughout the course, modern techniques such as:</p> <ul style="list-style-type: none"> <li>• Motivational lectures</li> <li>• Success stories</li> <li>• Case studies (in documentary or presentation format)</li> </ul> <p>These would be employed as additional training tools wherever possible (these are explained in the subsequent section on Training Methodology).</p> <p>Lastly, evaluation of the competencies acquired by the trainees will be done objectively at various stages of the training and proper record of the same will be maintained. Suffice to say that for such evaluations, practical tasks would be designed by the training providers to gauge the problem solving abilities of the trainees.</p> <p><b>(i) Motivational Lectures</b></p> <p>The proposed methodology for the training under reference employs motivation as a tool. Hence besides the purely technical content, a trainer is required to include elements of motivation in his/her lecture to inspire the trainees to utilize the training opportunity to the full and strive towards professional excellence. Motivational lectures may also include general topics such as the importance of moral values and civic</p>
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role & responsibilities as a Pakistani. A motivational lecture should be delivered with enough zeal to produce a deep impact on the trainees. It may comprise of the following:

- Clear Purpose to convey message to trainees effectively.
- Personal Story to quote as an example to follow.
- Trainees fit so that the situation is actionable by trainees and not represent a just idealism.
- Ending Points to persuade the trainees on changing themselves.

A good motivational lecture should help drive creativity, curiosity and spark the desire needed for trainees to want to learn more.

Impact of a successful motivational strategy is amongst others commonly visible in increased class participation ratios. It increases the trainees' willingness to be engaged on the practical tasks for longer time without boredom and loss of interest because they can clearly see in their mind's eye where their hard work would take them in short (1-3 years); medium (3 -10 years) and long term (more than 10 years).

This tool is designed for training providers to ensure arrangements for regular well planned motivational lectures as part of a coordinated strategy interspersed throughout the training period as suggested in the weekly lesson plans in this document.

### **(ii) Success Stories**

Another effective way of motivating the trainees is by means of Success Stories. Its inclusion in the weekly lesson plan at regular intervals has been recommended till the end of the training. A success story may be disseminated orally, through a presentation or by means of a video/documentary of someone that has risen to fortune, acclaim, or brilliant achievement. A success story shows how a person achieved his goal through hard work, dedication and devotion. An inspiring

success story contains compelling and significant facts articulated clearly and easily comprehensible words. Moreover, it is helpful if it is assumed that the reader/listener knows nothing of what is being revealed. Optimum impact is created when the story is revealed by the person himself either:

- Directly (in person) or,
- Through an audio/ videotaped message.

It is expected that the training provider would collect relevant high quality success stories for inclusion in the training as suggested in the weekly lesson plan given in this document.

Suggestive structure and sequence of a sample success story and its various shapes can be seen at annexure III.

### **(iii) Case Studies**

Where a situation allows, case studies can also be presented to the trainees to widen their understanding of the real life specific problem/situation and to explore the solutions.

In simple terms, the case study method of teaching uses a real life case example/a typical case to demonstrate a phenomenon in action and explain theoretical as well as practical aspects of the knowledge related to the same. It is an effective way to help the trainees comprehend in depth both the theoretical and practical aspects of the complex phenomenon in depth with ease. Case teaching can also stimulate the trainees to participate in discussions and thereby boost their confidence. It also makes class room atmosphere interesting thus maintaining the trainee interest in training till the end of the course.

Depending on suitability to the trade, the weekly lesson plan in this document may suggest case studies to be presented to the trainees. The trainer may adopt a power point presentation or video format for such case studies whichever is deemed suitable but it's important that

	<p>only those cases are selected that are relevant and of a learning value.</p> <p>The Trainees should be required and supervised to carefully analyze the cases. For the purpose they must be encouraged to inquire and collect specific information / data, actively participate in the discussions and intended solutions of the problem / situation. Case studies can be implemented in the following ways:-</p> <ol style="list-style-type: none"> <li>i. A good quality trade specific documentary( At least 2-3 documentaries must be arranged by the training institute)</li> <li>ii. Health &amp; Safety case studies(2 cases regarding safety and industrial accidents must be arranged by the training institute).</li> <li>iii. Field visits(At least one visit to a trade specific major industry/ firm must be arranged by the training institute)</li> </ol>
<p><b>Learning Outcome of the Course</b></p>	<p>After completion of this course, the trainees must be able to: -</p> <ol style="list-style-type: none"> <li>i. Understand and explain the role of the supply chain in organizational success</li> <li>ii. Develop KPIs for different functions of the supply chain</li> <li>iii. Do supplier appraisal using the designed KPIS</li> <li>iv. Know and understand the procurement cycle</li> <li>v. Know the rules of the procurement (PPRA and KPPRA)</li> <li>vi. Prepare and evaluate the quotations</li> <li>vii. Know and follow the bidding process</li> <li>viii. Know and prepare the bidding documents</li> <li>ix. Know awarding of the contracts to the successful bidder.</li> <li>x. Know the vendor management</li> <li>xi. Know different types of warehouse</li> <li>xii. Know about types of Warehouse layout</li> <li>xiii. Know about safety in warehouse</li> <li>xiv. Understand and know about Material handling devices in</li> </ol>

	<p>warehouses</p> <p>xv. Understand and evaluate the transportation modes</p> <p>xvi. Know and understand the key logistics processes</p> <p>xvii. Know and understand the contract management</p> <p>xviii. Know and understand different types of contract</p> <p>xix. Know and implement lean management in supply chain</p> <p>xx. Know and understand the six Sigma in supply chain</p> <p>xxi. Understand the inventory management and stock auditing techniques</p> <p>xxii. Know and understand the supplier development activities</p> <p>xxiii. Prepare the supplier training program</p> <p>xxiv. Know and understand the effectiveness of the supplier development program</p>
<b>Entry level of trainees</b>	<ul style="list-style-type: none"> <li>• F. A, F.Sc/I.COM, D.COM</li> </ul>
<b>Course Execution Plan</b>	<ul style="list-style-type: none"> <li>• Total Duration of Course: 6 Months (26 Weeks)</li> </ul>
	<ul style="list-style-type: none"> <li>• Class Hours: 4 Hours per day (06 Days per week)</li> </ul>
	<ul style="list-style-type: none"> <li>• Theory: 20% Practical: 80%</li> </ul>
	<ul style="list-style-type: none"> <li>• Weekly Hours: 24 Hours Per week</li> </ul>
	<ul style="list-style-type: none"> <li>• Total Contact Hours: 600 Hours</li> </ul>
<b>Companies Offering Jobs in the respective trade</b>	<p>After completion of the course, trainees will be able to apply for job in any of the following organizations/industry: -</p> <ul style="list-style-type: none"> <li>• Automotive industry</li> <li>• Pharmacy, transportation</li> <li>• Freight forwarding companies</li> <li>• Airlines and shipping companies</li> <li>• Government organizations (e.g. Pakistan Aeronautical Complex, Atomic Energy etc.)</li> <li>• Cement industry</li> <li>• Beverages, food chain</li> </ul>



	<ul style="list-style-type: none"> <li>• Hotel and restaurant, tourism</li> <li>• Fast Moving Consumable Goods</li> <li>• Fashion Industry</li> <li>• Shoes manufacturing</li> <li>• Retail Industry</li> <li>• Steel manufacturing</li> <li>• Toys manufacturing</li> <li>• Multinational Companies</li> <li>• Freelancing Sites.</li> </ul>
<b>Job Opportunities</b>	<p>After completion of this course, candidates who pass out, will be able to apply for the below mentioned job positions: -</p> <ul style="list-style-type: none"> <li>• Supply Chain Officer</li> <li>• Warehouse Officer</li> <li>• Procurement Officer/ SC Assistant / Warehouse Assistant</li> <li>• Material manager</li> <li>• Logistics officer</li> <li>• Transportation officer/ Manager</li> <li>• Inventory officer/Manager</li> <li>• Store officer</li> <li>• Freelancing</li> </ul>
<b>No of Students</b>	25
<b>Learning Place</b>	Classroom / Lab / Company warehouse / Company Supply Chain Department.

## WEEKLY SCHEDULE OF TRAINING

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Introduction	<ul style="list-style-type: none"> <li>• Program Orientation</li> <li>• Course orientation</li> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3-4)</li> <li>• Course benefits</li> <li>• Job market</li> <li>• Introduction to supply chain management</li> <li>• Introduction to components of the supply chain</li> <li>• <b>Institute/Work ethics</b> (For further detail please see Annexure-II at the end)</li> </ul>	
Week 2	Introduction to supply chain management	<ul style="list-style-type: none"> <li>• Career development in supply chain management</li> <li>• Roles of SCM professionals (Supply chain position)</li> <li>• Scope of supply chain</li> <li>• Functions of supply chain/Components</li> <li>• Importance of supply chain management in business strategy of the organization.</li> <li>• Supply Chain Management Process</li> <li>• <b>Success story</b> (For further detail please see Page No:4-5)and Annexure-III at the end)</li> </ul>	<p><b>Task -1</b> (Details may be seen in Annexure 1)</p>

<p><b>Week 3</b></p>	<p><b>Key performance Indicators KPIs and supply Chain Management</b></p>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3-4)</li> <li>• Developing KPIs for the organization</li> <li>• Quality KPIs</li> <li>• Cost KPIs</li> <li>• Quantity Delivered (against Customer schedule/demand) KPIs</li> <li>• Services KPIs</li> <li>• Warehouse KPIs</li> </ul>	<p><b>Task- 2</b> (Details may be seen in Annexure 1)</p>
<p><b>Week 4</b></p>	<p><b>Introduction to Procurement</b></p>	<ul style="list-style-type: none"> <li>• <b>Institute/Work ethics</b> (For further detail please see Annexure-II at the end)</li> <li>• Types of procurement</li> <li>• Centralized and decentralized</li> <li>• Public procurement</li> <li>• Private procurement</li> <li>• Difference between public and private procurement</li> <li>• Procurement cycle</li> <li>• Overview of PPRA rules</li> <li>• <b>Case Study</b>(For further detail please see Page No: 5-6)</li> </ul>	<p><b>Task-3</b> (Details may be seen in Annexure 1)</p> <p><b>1<sup>st</sup> Monthly Test</b></p>
<p><b>Week 5</b></p>	<p><b>PPRA and KPPRA rules regarding Procurement</b></p>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3-4)</li> </ul>	<p><b>Task - 4</b> (Details may be seen in Annexure 1)</p>

		<ul style="list-style-type: none"> <li>• <b>PPRA rules (Rule 1-51)</b></li> <li>• KPPRA Rules</li> <li>• Preparing bills of quotations.</li> <li>• Preparing Bidding Documents</li> <li>• RFQ/EOI/RFP Preparation</li> </ul>	
<b>Week 6</b>	<b>Procurement Processes</b>	<ul style="list-style-type: none"> <li>• <b>Success story</b> (For further detail please see Page No: 4-5 and Annexure-III at the end)</li> <li>• Procurement flow chart</li> <li>• Procurement plan</li> <li>• Bidding Process</li> <li>• Searching supplier for the said material/services</li> <li>• Supplier selection criteria</li> <li>• Pre-&amp; Post-delivery quality inspection/assurance</li> <li>• Supplier appraisal</li> <li>• <b>Case Study</b> (For further detail please see Page No: 5-6)</li> </ul>	<b>Task- 5</b> (Details may be seen in Annexure 1)
<b>Week 7</b>	<b>Introduction to Warehouse</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No:3-4)</li> <li>• Types of warehouse</li> <li>• Warehouse layout</li> <li>• Warehouse layout design principles.</li> </ul>	<b>Task- 6</b> (Details may be seen in Annexure 1)

<b>Week 8</b>	<b>Warehouse Management</b>	<ul style="list-style-type: none"> <li>• Technology in warehouse</li> <li>• Cross docking</li> <li>• Safety in warehouse</li> <li>• <b>Success story</b> (For further detail please see Page No: 4-5and Annexure-III at the end)</li> </ul>	<b>2<sup>nd</sup> Monthly Test</b>
<b>Week 9</b>	<b>Warehouse and Material handling</b>	<ul style="list-style-type: none"> <li>• Material Handling in warehouse</li> <li>• Inventory Stock taking and updating in warehouse</li> <li>• <b>Case Study</b> (For further detail please see Page No: 5-6)</li> </ul>	<b>Task- 7</b> (Details may be seen in Annexure 1)
<b>Week 10</b>	<b>Introduction to Transportation</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture (For further detail please see Page No:3-4)</b></li> <li>• Difference between transportation and logistics</li> <li>• Modes of transportation in organization (internal and external)</li> <li>• Key logistics processes</li> </ul>	<b>Task- 8</b> (Details may be seen in Annexure 1)
<b>Week 11</b>	<b>Transportation Cost Management</b>	<ul style="list-style-type: none"> <li>• Cost of transportation in organization</li> <li>• Emerging technology In transportation</li> </ul>	
<b>Week 12</b>	<b>Transportation and Incoterms</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture (For further detail please see Page No:3-4)</b></li> </ul>	

		<ul style="list-style-type: none"> <li>• Improvement in transportation of organization</li> <li>• Incoterms (in case of International Transportation)</li> </ul>	<b>Task- 9</b> (Details may be seen in Annexure 1)
<b>Week 13</b>	<b>OVERVIEW OF THE PREVIOUS WEEKS &amp; MID TERM EXAMINATION</b>		
<b>Week 14</b>	<b>Contract Management</b>	<ul style="list-style-type: none"> <li>• Introduction to contract management</li> <li>• Types of contract</li> <li>• Preparing of contract</li> <li>• Signing off contract with supplier/customer</li> <li>• Revision and measuring performance in accordance to contract</li> <li>• Contract for re-ordering</li> </ul>	<b>Task- 10</b> (Details may be seen in Annexure 1)
<b>Week 15</b>	<b>Introduction to Lean Supply Chain Management</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3-4)</li> <li>• Lean Management</li> <li>• Lean vs. Agile Management</li> <li>• Types of lean management</li> </ul>	
<b>Week 16</b>	<b>Lean Management Principles</b>	<ul style="list-style-type: none"> <li>• <b>Case Study</b>(For further detail please see Page No: 5-6)</li> <li>• Principles of lean management</li> </ul>	<b>Task-11</b> (Details may be seen in Annexure 1)

		<ul style="list-style-type: none"> <li>Lean management tools (kaizen, 5S, PokaYoki, Six Sigma etc.)</li> </ul>	
<b>Week 17</b>	<p><b>Lean Management Implementation</b></p> <p><b>Job Search/ Entrepreneurial skills (Job Search)</b></p>	<ul style="list-style-type: none"> <li>Types of Waste in Supply Chain</li> <li>Practical Implementation of lean management in organization</li> <li><b>Success story</b> (For further detail please see Page No: 4-5and Annexure-III at the end)</li> <li><b>Job market &amp; job search</b></li> <li>Job related skills.</li> <li>Interpersonal skills</li> <li>Communication skills</li> </ul>	<b>Task-12</b> (Details may be seen in Annexure 1)
<b>Week 18</b>	<p><b>Supplier Development</b></p> <p><b>Job Search/ Entrepreneurial skills (CV Building)</b></p>	<ul style="list-style-type: none"> <li><b>Motivational Lecture</b> (For further detail please see Page No:3-4)</li> <li>Supplier Development practices</li> <li>Preparation of Supplier training plan</li> <li>Session on CV Building.</li> <li>How to make notable CV.</li> <li>Dos and Don'ts of CV making</li> </ul>	
<b>Week 19</b>	<b>Supplier Training &amp; evaluation</b>	<ul style="list-style-type: none"> <li>Conducting supplier training</li> <li>Measuring supplier training</li> </ul>	<b>Task-13</b> (Details may be seen in

	<b>Job Search/ Entrepreneurial skills</b>	<p>performance</p> <ul style="list-style-type: none"> <li>• Supplier evaluation form</li> <li>• <b>Session on Self-Employment</b></li> <li>• How to start a Business.</li> <li>• Requirements (Capital, Physical &amp; Human Resources etc)</li> <li>• Benefits/Advantages of self-employment</li> </ul>	Annexure 1)
<b>Week 20</b>	<b>Supplier Performance Criteria.</b>	<ul style="list-style-type: none"> <li>• Developing criteria for supplier performance</li> <li>• Measuring performance of supplier</li> <li>• <b>Success story</b> (For further detail please see Page No: 4-5 and Annexure-III at the end)</li> </ul>	<b>4<sup>th</sup> Monthly Test</b>
<b>Week 21</b>	<b>Introduction to Inventory Management</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Page No: 3-4)</li> <li>• Services Level and Inventory Management</li> <li>• Types of inventory</li> <li>• Types of inventory management systems</li> </ul>	
<b>Week 22</b>	<b>Inventory management Principles and Methods</b>	<ul style="list-style-type: none"> <li>• Methods of inventory management</li> <li>• Tools of inventory management</li> </ul>	<b>Task-14</b> (Details may be seen in Annexure 1)



	<p style="text-align: center;"><b>Job Search/ Entrepreneurial skills (General Employment)</b></p>	<ul style="list-style-type: none"> <li>• Classification of inventory</li> <li>• Inventory management versus Inventory control</li> <li>• Managing Inventory at distribution center</li> <li>• Difference between a warehouse and distribution center</li> <li>• Inventory distribution models</li> <li>• <b>Session on General Overseas Employment opportunities.</b></li> <li>• Job search Avenues.</li> <li>• Visa Processes and other necessary requirements.</li> <li>• Immigration Information (Legal age requirements, Health Certificate, Police Clearance &amp; Travel Insurance)</li> </ul>	
<p><b>Week 23</b></p>	<p style="text-align: center;"><b>Current and future trends in Supply chain</b></p> <p style="text-align: center;"><b>Job Search/ Entrepreneurial skills</b></p>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b>(For further detail please see Page No:3-4)</li> <li>• Green purchasing and supply chain</li> <li>• Robotics and emerging technology in supply chain</li> <li>• Outsourcing in supply chain (2PL, 3PL, 4PL) etc</li> <li>• Selection of two countries of</li> </ul>	

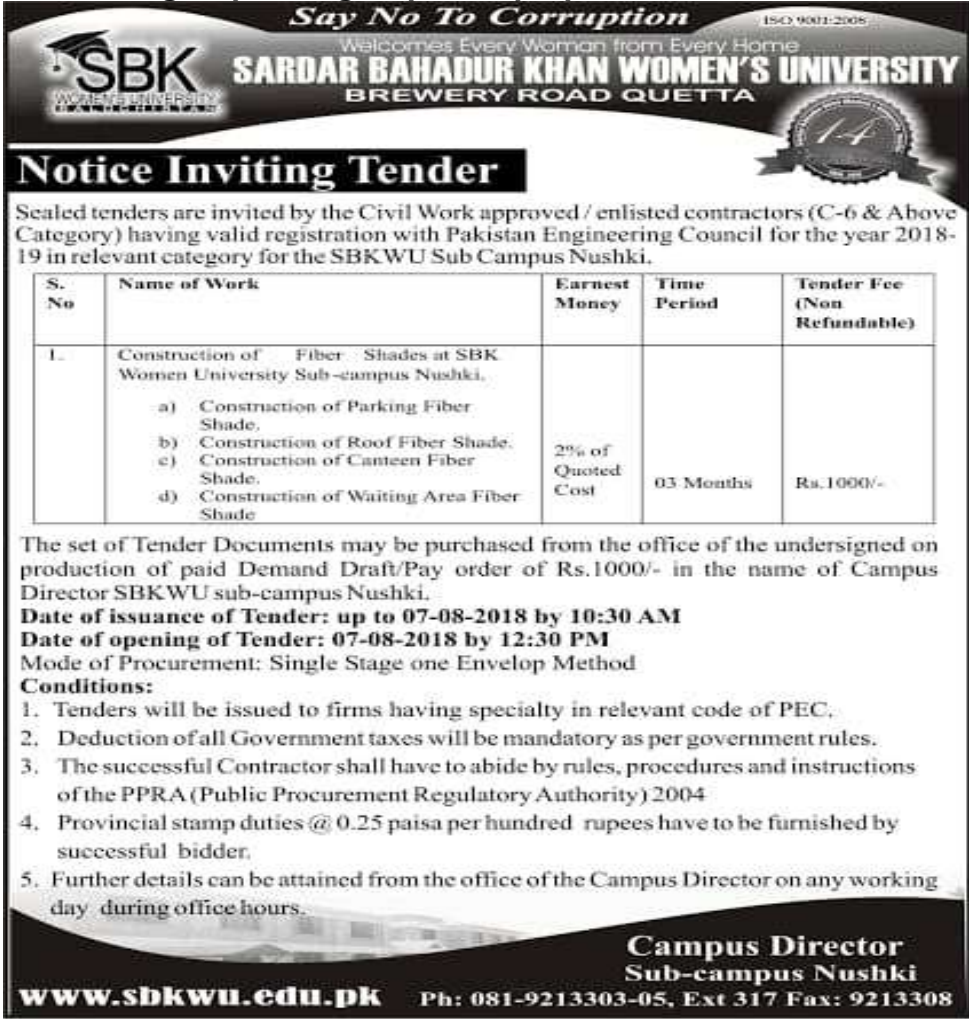
	( 2 countries)	<p>destination (Gulf Countries, Malaysia, South Korea etc)</p> <p>focusing on:-</p> <ul style="list-style-type: none"> <li>• Trade specific Job Prospects and Earning levels.</li> <li>• Country Specific Labor laws, entry and exit requirements (Legal age requirements, Health Certificate, Police Clearance &amp; Travel Insurance etc.).</li> </ul>	
<b>Week 24</b>	<b>Field Project</b>	<ul style="list-style-type: none"> <li>• Visit to Industrial setup for field project purpose</li> <li>• Success story (For further detail please see Page No: 4-5 and Annexure-III at the end)</li> </ul>	<b>Task-15</b> (Details may be seen in Annexure 1)
<b>Week 25</b>	<b>Field Project</b>	<ul style="list-style-type: none"> <li>• Visit to Industrial setup for field project purpose</li> </ul> <p><b>Motivational Lecture</b> (For further detail please see Page No: 3-4)</p>	<b>Task-15</b> Continued...
<b>Week 26</b>	<b>Final Assessment &amp; Field Project</b>	<ul style="list-style-type: none"> <li>• <b>Field Project Presentation.</b></li> <li>• Final exam/Assessment</li> </ul>	<b>Final Assessment</b>

**Tasks for Applied Supply Chain Management**

**Notes:** 1.The tasks are required to be performed multiple times by each trainee/group until sufficient proficiency level is acquired. The trainer is required to determine the number of times; the task needs to be repeated by a trainee as per his/her low/medium/high level of skill and proficiency during any stage of the course.

2. Field Visits where required, must also be arranged by training institute for conduction of tasks in an efficient manner.

Task No.	Tasks Description	Week No.
1	<p>Enlist and prepare a catalogue/directory of industrial manufacturing companies of Pakistan, as per their category/products with details as under:-</p> <ol style="list-style-type: none"> <li>1. Cement</li> <li>2. Energy</li> <li>3. Textile</li> <li>4. Fertilizers</li> <li>5. Automobiles</li> <li>6. Agricultural products</li> <li>7. Steel Manufacturing/Foundry</li> <li>8. Sports goods</li> <li>9. Medical Equipment etc</li> </ol> <p>Every trainee has to select at least 05 (different ones) different companies from abovementioned different categories shown.</p>	Week 2
2	<p>Prepare KPIs for Cost, Quantity, Quality, Services, and Warehouse for the following industries. Trainees should be divided into groups and asked to perform the above-mentioned task related to the industries mentioned below:-</p> <ul style="list-style-type: none"> <li>• Automotive</li> <li>• Pharmaceutical</li> <li>• Steel</li> <li>• Tourism and Hotel</li> <li>• Fashion</li> <li>• Food/Beverages</li> <li>• Cement</li> </ul> <p>Demonstrate how KPIs are developed and then make a complete list with respect to selected parameters of KPIs (Cost, Quantity, Quality, Services, and Warehouse) selected by the all trainees.</p>	Week 3

3	<p>Prepare list of at least 10 public sector and 10 private sector companies where PPRA rules apply pertaining to the following procurement requirements</p> <p>1: Quotations. 2: Request for proposal (RFP) 3: Expression of interest.</p>	Week 4																					
4	<p>Prepare a document of bid on a project/tender of your choice. Use a newspaper advertisement of tender as template. (Trainer will split the class into groups. All groups will prepare different documents of bid)</p>  <p><b>Notice Inviting Tender</b></p> <p>Sealed tenders are invited by the Civil Work approved / enlisted contractors (C-6 &amp; Above Category) having valid registration with Pakistan Engineering Council for the year 2018-19 in relevant category for the SBKWU Sub Campus Nushki.</p> <table border="1" data-bbox="321 829 1219 1079"> <thead> <tr> <th>S. No</th> <th>Name of Work</th> <th>Earnest Money</th> <th>Time Period</th> <th>Tender Fee (Non Refundable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Construction of Fiber Shades at SBK Women University Sub-campus Nushki.</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>a) Construction of Parking Fiber Shade.</td> <td rowspan="4">2% of Quoted Cost</td> <td rowspan="4">03 Months</td> <td rowspan="4">Rs.1000/-</td> </tr> <tr> <td></td> <td>b) Construction of Roof Fiber Shade.</td> </tr> <tr> <td></td> <td>c) Construction of Canteen Fiber Shade.</td> </tr> <tr> <td></td> <td>d) Construction of Waiting Area Fiber Shade.</td> </tr> </tbody> </table> <p>The set of Tender Documents may be purchased from the office of the undersigned on production of paid Demand Draft/Pay order of Rs.1000/- in the name of Campus Director SBKWU sub-campus Nushki.  <b>Date of issuance of Tender: up to 07-08-2018 by 10:30 AM</b>  <b>Date of opening of Tender: 07-08-2018 by 12:30 PM</b>  Mode of Procurement: Single Stage one Envelop Method  <b>Conditions:</b></p> <ol style="list-style-type: none"> <li>Tenders will be issued to firms having specialty in relevant code of PEC.</li> <li>Deduction of all Government taxes will be mandatory as per government rules.</li> <li>The successful Contractor shall have to abide by rules, procedures and instructions of the PPRA (Public Procurement Regulatory Authority) 2004</li> <li>Provincial stamp duties @ 0.25 paisa per hundred rupees have to be furnished by successful bidder.</li> <li>Further details can be attained from the office of the Campus Director on any working day during office hours.</li> </ol> <p style="text-align: right;"><b>Campus Director Sub-campus Nushki</b></p> <p><b>www.sbkwu.edu.pk</b> Ph: 081-9213303-05, Ext 317 Fax: 9213308</p>	S. No	Name of Work	Earnest Money	Time Period	Tender Fee (Non Refundable)	1.	Construction of Fiber Shades at SBK Women University Sub-campus Nushki.					a) Construction of Parking Fiber Shade.	2% of Quoted Cost	03 Months	Rs.1000/-		b) Construction of Roof Fiber Shade.		c) Construction of Canteen Fiber Shade.		d) Construction of Waiting Area Fiber Shade.	Week 5
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	d) Construction of Waiting Area Fiber Shade.																						

15X3

5	Trainer will split the class into groups. All groups will prepare at least three quotations for the other group as per advice by the trainer. Prepare a CS (comparative sheet) of the previously called bids on above mentioned tender / any chosen organization. A sample CS based on 80% technical and 20% financial weightage may be taken to prepare the required document.	Week 6
6	Design and Review ware house layout in selected industrial setups/firms for efficient space utilization.	Week 7
7	Collect the record of one month stock taking and inventory updating activity for selected firm(s)/industrial setup. Visit the warehouse and compare the physical and documented record. If discrepancies are identified, trainees should intimate the concerned management regarding inventory issues as per documented evidence.	Week 9
8	Please suggest modes of transportation for importing the different items given below:- <ol style="list-style-type: none"> <li>1. Cement</li> <li>2. CNC Machines</li> <li>3. Diesel and crude oil from Saudi Arabia</li> <li>4. Machinery from China</li> <li>5. Textile export to Nepal</li> <li>6. Medical equipment from China</li> <li>7. Cars from Japan</li> <li>8. Cosmetic from China</li> <li>9. Electronics from Japan and Germany</li> <li>10. Mobile phone from USA</li> <li>11. Laptops from Singapore</li> <li>12. LNG from Qatar</li> <li>13. Cement from Lucky production site to Karachi</li> <li>14. X ray machines from China or America</li> </ol>	Week 10
9	Please suggest and justify the incoterms for goods transport in Task 7.	Week 12
10	Prepare a contract on previously worked out CS (comparative sheet) on announced tender / purchasing of the goods or services using the template selected and displayed/developed by trainer as exhibited in the class.	Week 14
11	Describe 7 principles of lean management. Identify how many principles are being practiced in the supply chain of the industry/Firm selected by the trainees.	Week 16
12	Please implement the lean management tools i.e. 5S, Kaizen, Poka, Yoki and Six sigma in selected industrial set up. Trainees are required to present their findings in 5 separate documents related to each tool mentioned. They must identify the wastage level and recommend the best fit method for reducing wastages in the processes.	Week 17
13	Critically evaluate supplier performance with respect to the criteria adopted by the firm/industrial setup and highlight the main findings/issues if any.	Week 19

Conduct & apprise the management about supplier evaluation using the sample form provided with an aim to refine the existing processes/practices.

## *Initial Supplier Evaluation*

Category	Weight	Subweight	Score (1 - 5 scale)	Weighted Score	Subtotal
<b>Quality Systems</b>	20				
Process control systems		5	4	4.0	
Total quality commitment		8	4	6.4	
PPM defect performance		7	5	7.0	17.4
<b>Management Capability</b>	10				
Management/labor relations		5	4	4.0	
Management capability		5	4	4.0	8.0
<b>Financial Condition</b>	10				
Debt structure		5	3	3.0	
Turnover ratios		5	4	4.0	7.0
<b>Cost Structure</b>	15				
Costs relative to industry		5	5	5.0	
Understanding of costs		5	4	4.0	
Cost control/reduction efforts		5	5	5.0	14.0
<b>Delivery Performance</b>	15				
Performance to promise		5	3	3.0	
Lead-time requirements		5	3	3.0	
Responsiveness		5	3	3.0	9.0
<b>Technical/Process Capability</b>	15				
Product innovation		5	4	4.0	
Process innovation		5	5	5.0	
research and development		5	5	5.0	14.0
<b>Information Systems Capability</b>	5				
EDI capability		3	5	3.0	
CAD/CAM		2	0	0.0	3.0
<b>General</b>	10				
Support of minority suppliers		2	3	1.2	
Environmental compliance		3	5	3.0	
Supply base management		5	4	4.0	8.2
				<b>Total Score</b>	<b>80.6</b>

14

Conduct an analysis of inventory management methods used by the firm/industry selected by the trainees. Each trainee must select at least one firm/industry for this purpose. They must also apply tools of inventory management e.g. Barcode data, ABC analysis, Cycle counting, Lot tracking and traceability etc to demonstrate their understanding. Trainees must be able to classify inventory items as per their classification i.e. Class A, Class B and Class C.

Week 22

15

**Field Project:** Visit a selected industry/firm in the field and critically study the existing practices of supply chain management in the firm/industry.  
Recommend the implementation of emerging technologies (Recycling, Refurbishing, Renewable etc) in supply chain management of the firm/industry using power point presentation.

Week 24 & 25

### Workplace/Institute Ethics Guide

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Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. It is a set of values centered on importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for employee's success:

**1. Attendance:**

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

**2. Character:**

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

**3. Team Work:**

The ability to get along with others including those you don't necessarily like. The ability to carry your own weight and help others who are struggling. Recognize when to speak up with an ideas and when to compromise by blend ideas together.

**4. Appearance:**

Dress for success, set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are, can last a life time

**5. Attitude:**

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems and procedures in light of changing responsibilities.

**6. Productivity:**

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work; do things the best you know how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

**7. Organizational Skills:**

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Takes an appropriate approach to social interactions at work; Maintains focus on work responsibilities.

**8. Communication:**

**Written communication**, being able to correctly write reports and memos.

**Verbal communications**, being able to communicate one on one or to a group.

**9. Cooperation:**

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing workplace situations and the application of new or different skills.

**10. Respect:**

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions and suggestions.



## Annexure-III

### Suggestive Format and Sequence Order Of Success Story

S.No	Key Information	Detail/Description
1.	<b>Self &amp; Family background</b>	<ul style="list-style-type: none"> <li>• Self-introduction</li> <li>• Family background and socio economic status,</li> <li>• Education level and activities involved in</li> <li>• Financial hardships etc</li> </ul>
2.	<b>How he came on board NAVTTC Training/ or got trained through any other source</b>	<ul style="list-style-type: none"> <li>• Information about course, apply and selection</li> <li>• Course duration, trade selection</li> <li>• Attendance, active participation, monthly tests, interest in lab work</li> </ul>
3.	<b>Post training activities</b>	<ul style="list-style-type: none"> <li>• How job / business (self-employment) was set up</li> <li>• How capital was managed (loan (if any) etc).</li> <li>• Detail of work to share i.e. where is job or business being done; how many people employed ( in case of self-employment/ business )</li> <li>• Monthly income or earnings and support to family</li> <li>• Earning a happy life than before</li> </ul>
4.	<b>Message to others (under training)</b>	<ul style="list-style-type: none"> <li>• Take the training opportunity seriously</li> <li>• Impose self-discipline and ensure regularity</li> <li>• Make Hard work pays in the end so be always ready for the same.</li> </ul>

**Note: Success story is a source of motivation for the trainees and can be presented in a number of ways/forms in a NAVTTC skill development course as under: -**

1. To call a passed out successful person of institute. He/she will narrate his/her success story to the trainees in his/her own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful person Audio video recording that has to cover the above-mentioned points.
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning per month etc) and narrates his/her story in teacher's own motivational words.