Stores/warehouse management involves overseeing, controlling and safely storing the range of materials and components an enterprise uses in the production of its products, as well as the storage and protection of those products and/or other products it purchases for resale sale, until they are sold. Warehousing plays an essential role in the supply chain.

The value of an enterprise’s stock/inventory is one of its major assets. The success or failure of any enterprise can be affected by the efficiency of its stores/warehousing operations. Efficient warehouse management can save an enterprise money, help it to retain customers and to maintain continuous production; but warehouse “mismanagement” can lose an enterprise money, customers and production.

The Fee for the Program includes the supply of two substantial and illustrated Study & Training Manuals, written in clear and easy to understand language with clear explanations - without ‘jargon’ - and with practical examples, to ensure rapid study progress throughout the Program. We use both email and post/courier.

The professionally produced Manuals are divided into 12 Modules (see their contents on the next page) with a Self-Assessment “Progress” Test set at the end of each one, with detailed Recommended Answers, which together provide practice in answering examination-type questions and past-papers, to ensure rapid progress together with Final Examination success for the CIC Diploma.

The design of this unique Program is two-fold:

- It teaches the importance of ordering and storing the correct items and quantities of them required by an enterprise, and the responsibilities of stores/warehouse managers for the safe storage, security and efficient movement of inventory inwards and outwards.

- It deals with storehouse/warehouse/stockyard siting and layout, receipts and issues, equipment, materials handling, the recruitment, training, guidance, supervision of stores personnel for efficient operations.

Our Members become “all round” professional stores or warehouse personnel and managers.

Ibrahim Sillah from Sierra Leone:
“My CIC Diploma gained me employment with one of the largest companies in Sierra Leone as Stores Controller with 50 Warehouse personnel. In the same year I gained even better employment in the United Nations. Thank you CIC.”

Nina Gabelia from Georgia:
“I founded an international logistics company just after studying stores management, purchasing and logistics and gaining my Honours Group Diploma on Materials Management. My Diplomas and knowledge ensured my success.”

Luate James Freza from S Sudan:
“Immediately after I enrolled with CIC for Stores Management I was able to secure a great job with the United Nations with a good salary working in Inventory Management. I will enrol for Management and Logistics next.”

Jorge F Manuel from Angola:
“Before joining CIC I was a mere stores assistant; now with my CIC diploma I have received a number of promotions, the latest being to Materials Receiving Co-ordinator. My company is paying for my BA study with CIC.”
CONTENTS OF THE 12 ILLUSTRATED MODULES INCLUDE:

**MODULE ONE**
Introduction and Principles of Management
Need for stores, types of enterprises operating stores. Variety of stock/inventory items held. Types of work involved in storekeeping, stock/inventory control, stores/warehouse management. Need for speedy and efficient services; relations with other departments. Functions of management: planning, organising, motivating, controlling. Recruitment, training, supervision of stores personnel.

**MODULE TWO**
Storehouse & Warehouse Premises, Layout

**MODULE THREE**
Storehouse & Warehouse Equipment
Storage equipment: racking and shelving, bays and runs; open and closed racks. Binning, types of bins, cupboards and cabinets, specialised racks, reels and tanks. Pallets and palletisation; types and uses, advantages. Measuring equipment for weight, dimension, volume, density. Ladders, stepladders and steps; safe use and accident prevention. General tools and cleaning equipment.

**MODULE FOUR**
Materials Handling

**MODULE FIVE**
Storehouse & Warehouse Security

**MODULE SIX**
Stockyards and Outside Storage

**MODULE SEVEN**
Identification of Stock Items

**MODULE EIGHT**
Stock/Inventory Records
Why accurate and up to date stock records are essential. Information typically contained in stock records; design and layout. Manually posted stock records. Locations for record cards; bin cards, filing. The stores/warehouse office: duties, responsibilities, personnel. Computerised stock recording systems; bar codes and readers; radio frequency identification. Data security; backups, codes.

**MODULE NINE**
Stock Levels, Procurement, Provisioning, Purchasing
Costs of maintaining stock. Setting correct stock levels; neither excessive nor inadequate, influencing factors. The Pareto Principal. ABC classification of usage. Types of stock levels: minimum, higher, etc; average and variable. Principles of purchasing. Selecting suppliers; quality, prices, reliability, terms. Documentation. Economic order quantity, material requirements planning, just-in-time (JIT).

**MODULE TEN**
Receipts of Stock/Inventory

**MODULE ELEVEN**
Issues of Stock/Inventory

**MODULE TWELVE**
Stocktaking, Spot Checks, Valuation of Stock

The inclusive FEE for the complete Diploma Program is:
GB£200 or US$400 if paid in full on enrolment, OR 3 Installments of GB£90 or US$180 per month for 3 months, which includes Study & Training Manuals, Tests, Examination and Diploma Award, email and registered airmail despatches.
I enclose herewith the sum of: (state AMOUNT and CURRENCY) ___________________

being the Full Fee of GB£200 or US$400 OR the first Instalment of GB£90 or US$180

for this Study & Training Program which I wish to undertake with CIC.

PAYMENT IS MADE BY (see pages 4 and 5):

- currency notes
- bank draft/IMO
- British postal orders
- bank transfer (attach bank receipt)
- Credit Card (attach copies etc)
- Western Union QUICK PAY 10-digit transfer control number: ___________________
- Other method: ___________________________________________________________

The Study & Training I am paying this Fee for is the CIC Diploma Program on:

STORES, INVENTORY & WAREHOUSE MANAGEMENT

My FULL Name is:___________________________________________

My FULL Postal Address is:____________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Email address: _______________________________ Date of birth: _____________________

Telephone: _______________________________ Nationality: _______________________

Previous qualifications** if any (Certificates, Diplomas, Degrees, etc) awarded on examination success - attach photocopies (and transcript/contents if available) - or attach to your CV:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Work experience** if any; state start and finish dates, positions, work activities - or attach details and employer work references to your CV:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

(** It is not compulsory or required to have previous qualifications or work experience to enrol for this Program.)

Special needs/requirements, if any: _____________________________________________

I agree to and accept the Terms and Conditions of Registration of the College, as stated on its full Enrolment/Registration Forms and website, and I agree to abide by all CIC Rules and Regulations in force and as they might be amended or added to from time to time.

Signed: ______________________________________  Date: ____________________
There are 12 main ways by which you may send your payment to the College:

<table>
<thead>
<tr>
<th>by Bank Transfer</th>
<th>by On-line Banking</th>
<th>by Western Union ‘Quick Pay’</th>
</tr>
</thead>
<tbody>
<tr>
<td>by MoneyGram</td>
<td>by Bank Draft or Bank Cheque</td>
<td>by Western Union ‘Will Call’</td>
</tr>
<tr>
<td>by Currency Notes</td>
<td>by Credit card or Debit card</td>
<td>by PayPal</td>
</tr>
<tr>
<td>by Dahabshiil Money Transfer</td>
<td>by British Postal Orders</td>
<td>by Cheque</td>
</tr>
</tbody>
</table>

These 12 methods are explained below.

**By BANK TRANSFER**

You can arrange to make a transfer or payment straight in to one of the College’s Bank Accounts. If you (or a friend, or a family member, or your company) have a bank account, you can ask the bank to transfer a payment to the College. Most banks will allow you to send a payment by bank transfer even if you do not have an account in British Pounds, US Dollars, or Euros.

Or, you can go into a bank with some money (such as cash) and ask the bank to send that amount to a College bank account. Most banks will accept money in your local currency or British Pounds, US Dollars, or Euros; the bank will ensure the College receives British Pounds, US Dollars, or Euros.

To transfer money to one of the College’s accounts, your bank needs the details below (which you might need to write in a bank transfer form):

**Bank Account Name:** Services to Management (for Cambridge International College)

**Bank name:** HSBC Bank plc

**Bank address:** road: King Street; City & Region: St. Helier, Jersey; Post Code: JE4 8NJ; Britain

**for transfers in British Pounds (£) send to:** Account Number: 32144670

**Sort Code:** 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

**for transfers in US Dollars (US$) send to:** Account Number: 68294583

**Sort Code:** 400515, SWIFT/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

**for transfers in Euros (€) send to:** Account Number: 68343364

**Sort Code:** 400515, SWIFT/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

Then post, or scan and email, or fax, your details with the **bank receipt** to the College in Britain. We can “credit” you only with the sum the College actually receives, so ensure you also pay any bank charges, and add £15 or US$30 or €20 to the Fee amount for incidental charges.

*Note, to overcome possible problems of changes in exchange rates between your local currency and British Pounds or US Dollars, you can use the “Western Union Global Pay for Students” service - for details see the “How Can I Make a Fee Payment” section of the CIC website.*

**By ON-LINE BANKING**

If you (or a friend, or a family member, or your company) have a bank account which offers “on-line banking”, you can make a transfer or payment straight to one of the College’s bank accounts. The College’s bank account details are stated above in the “By Bank Transfer” section.

**By WESTERN UNION ‘QUICK PAY’ SERVICE**

This is the best and quickest way to send a payment to the College. If there is a Western Union Agent in your country or area which offers the ‘Quick Pay’ service, then the Agent can send your payment to the College on your behalf. You can pay to the Western Union Agent in your ‘local’ currency (or in British Pounds, US Dollars or Euros). You (or a friend, family member or your company) can make a payment through Western Union Quick Pay’s service using these details:

**Account Name:** Services to Management  **Code City:** SMCOLLEGE, UK  **Account No:** AUK040697

*(If you need more information about using Western Union Quick Pay, ask the College)*
**By MONEYGRAM**

If there is a MoneyGram Agent in your country or area, then the Agent can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the MoneyGram Agent in your ‘local’ currency (or in British Pounds, US Dollars or Euros). If you wish to make a payment by MoneyGram transfer you should first contact the College with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm to you the name of the receiver (the person to whom the transfer should be sent) and the location of the receiver (this is information the MoneyGram Agent will need).

**By BANK DRAFT or INTERNATIONAL MONEY ORDER (IMO):**

You (or a friend, or family member, or your company or employer) can buy or order a bank draft - sometimes called a bank cheque or IMO - from a bank. The bank draft or IMO must be payable to 'Cambridge International College' and must be in British Pounds or US Dollars or Euros. It must be posted by registered post or courier to the College in Britain. A bank draft or IMO in British Pounds or Euros must be drawn on a bank in London (England); a bank draft or IMO in US Dollars must be drawn on a bank in New York (USA). Bank drafts and IMOs in Euros or US$ can only be accepted if they have a minimum value of €200 or US$200.

**By WESTERN UNION ‘WILL CALL’ SERVICE**

If there is a Western Union Agent in your country or area, the Agent might be able to send a payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Western Union Agent in your ‘local’ currency (or in British Pounds, US Dollars or Euros). If you wish to make a payment by Western Union ‘Will Call’ transfer you must first contact the College with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm if it will accept a payment by Western Union ‘Will Call’, and to whom a transfer should be addressed. *(Do NOT use Western Union ‘Will Call’ without receiving permission, and ‘receiver’ details, from the College)*

**By CURRENCY NOTES**

The College accepts notes in British Pounds (£), United States Dollars (US$), Euros (€). The notes must be clean and new. If you send currency notes by post, send them by registered postal delivery or courier to minimise the chance of theft whilst on their way to the College.

**By CREDIT or DEBIT CARD**

You can make a payment using your American Express, Mastercard or Visa debit or credit card. You must send the College by post or email: a signed letter from the cardholder stating the card number and expiry date and his/her name and contact address, which authorises a stated sum of money to be paid, and the purpose of the payment; and a photocopy of the front and back of the signed credit or debit card itself. The amount charged will be in British Pounds.

**By PayPal**

If you have a debit or credit card, or a PayPal account, then you can quickly enrol and make your Fee payment through the College website using the secure worldwide PayPal payment system: simply go to the College website, fill in your details, and follow the instructions so that you can use your debit or credit card, or a PayPal account, to make a payment.

Additionally, if you have a PayPal account, you can also send other payments to CIC by sending from your PayPal account to: registrar@cambridgetraining.com

**By DAHABSHIIL Money Transfer:**

A Dahabshiil Agent in your country or area can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Dahabshiil Agent in your ‘local’ currency (or in British Pounds, US Dollars or Euros). Address the transfer to:

**Beneficiary:** David Simon Lawson  
**Destination:** Britain  
**Telephone:** 01534 485485

Then post, or scan and email, or fax, your details with the Dahabshiil receipt to the College, stating clearly the Money Transfer Number and the “sender name” exactly as it is on the receipt.

**By BRITISH POSTAL ORDERS**

You (or a friend or family member) can purchase British Postal Orders from British Post Offices and send them to the College - by registered or recorded delivery post - with your details.

**By PERSONAL CHEQUE**

Avoid using “personal” cheques wherever possible, because despatches of Study & Training Materials will be delayed by at least 4 weeks when Fee payment is made by personal cheque.