



# Supply Chain Management Post Graduate Certificate

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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### Prior learning credit options at Saskatchewan Polytechnic

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See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

### How to navigate this document

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This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

### Contents of this guide

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This guide contains the following specific PLAR information and tools for this program

- A. [PLAR fees](#)
- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
- E. [PLAR contact person](#)
- F. [Self-rating course outlines](#)

## A. PLAR fees

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Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

## B. PLAR eligibility and options

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To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

### Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

### Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

## C. Dates when PLAR assessment is available

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PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

**All PLAR assessments must be completed by June 15 of each academic year.**

## D. Special directions for this program

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1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. Apply for admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
6. **Finalize** an assessment plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

## E. PLAR contact person

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Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

**Nigel Cooper, Program Head**  
Saskatchewan Polytechnic, Moose Jaw Campus  
Phone: 306 – 691 - 8239  
Email: [nigelc@saskpolytech.ca](mailto:nigelc@saskpolytech.ca)

## F. Self-rating course outlines

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Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
<b>Semester 1</b>		
<a href="#">ADMN 601</a>	Introduction to Procurement	
<a href="#">BCOM 600</a>	Business Communications	<a href="#">Arts &amp; Sciences</a>
<a href="#">LEAD 601</a>	Leadership and Professionalism	
<a href="#">MGMT 605</a>	Introduction to Supply Chain Management	
<a href="#">NGTN 600</a>	Negotiation Skills	
<b>Semester 2</b>		
<a href="#">ADMN 602</a>	Strategic Procurement	
<a href="#">COMP 602</a>	Introduction to Supply Chain Information Systems	
<a href="#">MGMT 606</a>	Logistics and Transportation	
<a href="#">MGMT 607</a>	Risk Management	
<a href="#">MGMT 609</a>	Operations Management	

## ADMN 601 - Introduction to Procurement

You will study the key concepts of purchasing for supply chain management. You will study the acquisition and sale of goods, services, materials, the purchasing cycle, and the integration and alignment of the purchasing function with an organizational strategy. Your studies will include forecasting and statistical analysis, a comparative analysis of centralized purchasing strategies, identification of best practices, and purchasing tools and techniques.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Analyze the impact of business strategies on purchasing strategies.			
2. Compare the functions of supply management in public and private institutions.			
3. Discuss supplier evaluation and selection.			
4. Apply the tools and methodologies used to manage inventory.			
5. Discuss the purchasing processes.			
6. Examine the concepts of total quality and supplier quality management.			
7. Apply forecasting and statistical analysis.			

**BCOM 600 - Business Communications**

You will practice written and oral communication skills that managers use on the job. You will study how to write effective letters, emails, and reports. You will plan and conduct meetings and deliver a verbal presentation.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the purpose and characteristics involved in creating an effective business message.			
2. Explain the process of writing.			
3. Apply guidelines for adapting short messages to audience needs.			
4. Recognize business conventions used to organize information in emails, letters, or memos.			
5. Create letters or memos that demonstrate their knowledge of organizational patterns for writing informative messages, persuasive messages, or messages that deliver negative information in the most positive style.			
6. Compose a short report that demonstrates an appropriate organization, writing style, and documentation.			
7. Apply interpersonal communication skills to workplace scenarios.			
8. Explain how to plan and conduct a business meeting.			
9. Deliver an oral presentation.			

## LEAD 601 - Leadership and Professionalism

You will develop the knowledge and skills related to professionalism and leadership in the workplace. You will apply strategies related to leading diverse teams, developing and motivating team members, and guiding teams through change. Additionally, you will reflect on your personal purpose, discover your 'why', and plan development activities that will contribute to living your purpose.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate professional behaviour and communication.			
2. Develop a personal brand.			
3. Demonstrate stress, time, and conflict management strategies.			
4. Explain what it means to be a leader.			
5. Discuss the role of 'effective leadership' in the workplace.			
6. Apply leadership strategies for embracing diversity and inclusion.			
7. Apply strategies to develop and motivate team members.			
8. Apply strategies for leading teams through change.			
9. Prepare a professional development plan.			

## MGMT 605 - Introduction to Supply Chain Management

You will learn the key concepts and techniques used in the field of supply chain management. You will examine the relationships among strategic objectives, customer expectations, and process management. You will also explore the planning, sourcing, and inventory elements of the supply chain management cycle.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Illustrate the key supply chain management concepts and their alignment with an organization's strategic competitive strategy.			
2. Examine the coordination of supply and demand in supply chain.			
3. Contrast the basic concepts of operations and value chain.			
4. Demonstrate the importance of supply chain integration.			
5. Use supply chain integration to ensure customer satisfaction with products, services, and materials.			
6. Discuss the concepts of material requirements planning (MRP).			
7. Describe sourcing and inventory strategies.			

## NGTN 600 - Negotiation Skills

You will develop negotiation skills needed for interactions with suppliers, customers, and multiparty arrangements in the supply chain industry. You will learn about stages of negotiations, sources of influence, and how to prepare and conduct the negotiations. In addition you will become familiar with various factors that impact negotiations including emotional and practical applications.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine the roles and responsibilities of the participants in a strategic negotiation process.			
2. Use persuasion to negotiate an agreement.			
3. Discuss the elements of a two-party negotiation.			
4. Demonstrate the six phases of negotiation.			
5. Participate in a multiparty negotiation.			
6. Analyze the sources of power, the role of politics, and the impact of culture and ethics on the negotiation process.			



## ADMN 602 - Strategic Procurement

You will examine the strategic importance of procurement on the competitive success and profitability of a modern organization. You will use spend analytics to determine the cost of ownership, manage supplier relationships, and determine the cost of maintaining these relationships. You will develop approaches to analyze an organization's contract management and category management strategies.

**Credit unit(s):** 3.0  
**Prerequisites:** ADMN 601  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Apply procurement spend analysis and category management in relation to strategic procurement decisions.			
2. Describe supplier selection, evaluation, and relationship management.			
3. Describe global supply management.			
4. Demonstrate the legal contractual management strategies in a global environment.			
5. Implement procurement law and ethics.			
6. Apply cost management strategies.			
7. Examine purchasing and supply strategies trends.			

## COMP 602 – Introduction to Supply Chain Information Systems

You will study the basic concepts of an information system and its application to the supply chain industry. You will learn about information systems, security, ethics, information technology, data resource management, trends in digital communications, and enterprise resource systems used in the supply chain industry.

**Credit unit(s):** 3.0  
**Prerequisites:** MGMT 605, ADMN 601  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the impacts of an information system on the supply chain industry.			
2. Discuss the ethical, social, and political issues raised by information systems.			
3. Analyze real-world issues related to the use and misuse of information systems in the supply chain environment.			
4. Examine the impact of current and emerging technology used in the supply chain management industry.			
5. Discuss the impact of enterprise resource planning on supply chain management.			
6. Analyze the impact of enterprise resource planning on the performance of a firm.			

**MGMT 606 - Logistics and Transportation**

You will examine the role of logistics of supply chain management, the transportation of goods and materials, and the warehousing of goods and materials.

**Credit unit(s):** 3.0  
**Prerequisites:** MGMT 605  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Analyze the utilities, functions, and objectives of logistics in managing the supply chain.			
2. Examine the role of transportation in the supply chain.			
3. Examine the role of warehouses and their impact in managing the supply chain.			
4. Analyze the role of lean and Six Sigma operating systems.			
5. Examine the impact of logistics on international trade.			
6. Explore the role of customer service in managing the supply chain.			
7. Design a supply chain network distribution.			

## MGMT 607 - Risk Management

You will examine the use of risk mitigation tools and strategies to inform supply management decisions. You will practice identifying, prioritizing, and mitigating specific risks. You will develop risk mitigation plans for specific risk factors associated with a particular business' supply chain. You will learn strategies to reduce risk and the impact of risk.

**Credit unit(s):** 3.0  
**Prerequisites:** ADMN 602, MGMT 606  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify risks associated with supply chains.			
2. Discuss the impacts of risks related to domestic and global supply chains.			
3. Develop strategies to prioritize risks in the supply chain.			
4. Examine tools and strategies to monitor and prevent risks.			
5. Identify strategies and tools to mitigate risks that should be considered/implemented in the supply network design phase.			
6. Discuss the risks and costs associated with adhering to the principles of environmental sustainability.			
7. Analyze the risks and costs associated with adhering to the principles of social responsibility.			
8. Discuss enterprise risk management framework.			

## MGMT 609 – Operations Management

You will be introduced to the function of operations management and how to manage resources effectively to gain a competitive advantage. You will gain an understanding of the responsibilities and current tools of operations managers in service and manufacturing organizations. Key topics include the role of the operations manager, productivity improvement, facility location decisions, demand forecasting, inventory management, quality management systems and relationship between operations and supply chain management.

**Credit unit(s):** 3.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Describe the role of operations managers in service and manufacturing businesses and operations productivity.			
2. Describe how an organization’s operations strategy aligns with its business strategy.			
3. Identify the major factors for making facility location decisions and evaluating alternatives.			
4. Apply demand forecasting techniques.			
5. Solve basic inventory management problems using various techniques.			
6. Describe quality management systems and the tools used to calculate process control.			
7. Discuss supply chain management and its role in providing a sustainable competitive advantage.			