

**OTHM LEVEL 4 CERTIFICATE IN
INVENTORY MANAGEMENT**

**CANDIDATE INFORMATION PACK
ONLINE DISTANCE LEARNING**

**The
Business
School
UK**

Programme Information

This qualification is designed to deliver a work-related qualification specific to Inventory Management as a specialist area. Although specific to a supply chain environment, it will equally be of value to any environment where the management of inventory is critical to organisational success. It addresses the core, theories, concepts, principles, and terminology for effective inventory management and the supply chain, including a focus on improvements to existing activity for effective performance.

The OTHM Level 4 Certificate in Inventory Management provides Learners with the in-depth knowledge and understanding of the role of, and techniques for, efficient and effective inventory management, and its' contribution to maximising customer service and operational efficiency within a supply chain network.

Qualification Awarded

OTHM is recognised by Ofqual as an Awarding Organisation. The OTHM Level 4 Certificate in Inventory Management is on the Register of Regulated Qualifications, and is delivered by The Business School (UK) Ltd, an approved OTHM centre for the delivery of its qualifications.

Target Audience

This Certificate in Inventory Management is designed to enhance new and existing expertise in Inventory Management, providing an in-depth understanding of inventory processes, systems and functions. This award is designed for professionals already working within a stock, warehouse or inventory environment or a related area. It is most suited to those in or who are aspiring to middle management positions in the specialist functional areas of inventory or stock management or in a supporting supply chain management role and are relevant to any environment where stock and inventory require effective management to support organisational efficiency and success.

These qualifications are designed for learners who are typically aged 18 and above.

The entry profile for learners is likely to include at least one of the following:

- Relevant Level 3 qualification or equivalent qualification
- GCSE Grade A-C in 3 subjects or equivalent qualifications
- Mature learners (over 21) with relevant management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)

Structure of Programme:

The qualification is made up of 4 mandatory units. Units are measured by level, by credit value and by Guided Learning Hours (GLH) (the numbers of hours learners will devote to their study). These are designated by OTHM and approved by Ofqual.

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Each learner must complete the 4 mandatory units. The total credit value for this qualification is 32.

Unit	Guided Learning Hours	Credit Value
Mandatory Units		
Introduction to Inventory Management	30	8
Inventory Control Principles	30	8
Current and Emerging Inventory Systems	30	8
Managing Inventory Through a Network	30	8

The aims of the unit and other information are to be found in the Qualification Specification, which can be obtained from us.

These units are all assessed by The Business School (UK) through the completion of an assignment per unit, designed to be answered using a management reporting style. The assignment briefs are available for download on the system at any time.

Your answers should be completed and uploaded to your assessor in either Adobe pdf or Microsoft Word format. You should, of course, keep a secure copy yourself. When your assessment work is completed, please upload onto the system.

Delivery of the Programme

All units are available via our Virtual Learning Environment in full.

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Total Qualification Time is comprised of the following two elements –

- *the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and*
- *an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.*

(Ofqual 15/5775 September 2015)

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Guided Learning Hours (GLH) are defined as the hours that a teacher, lecturer or other member of staff is available to provide immediate teaching support or supervision to a student working towards a qualification.

Credit value is defined as being the number of credits that may be awarded to a learner for the successful achievement of the learning outcomes of a unit. One credit is equal to 10 hours of TQT. The TQT for this qualification is 320 – 80 per unit.

Progression

Successful completion of the OTHM Level 4 Certificate in Inventory Management provides learners with the opportunity to access a wide range of academic progression, including the **OAL Level 5 Diploma in Logistics, which is currently being developed**. This qualification is approved and regulated by Ofqual (Office of the Qualifications and Examinations Regulation).

Learner Registration

The registration period is the time in which a Learner is registered onto the qualification and in which they must complete this. **For this qualification, the registration period is two years.**

- It is vital that you complete the registration information on the VLE prior to the submission of your first assessment work to your tutor. Your OTHM registration will be processed at this time so that you are able to claim successful completion of your units and qualifications at the appropriate time. If you are not registered, you will be unable to claim your certificate, regardless of whether you have produced the work and been assessed as passing.

We would strongly recommend that you complete your studies and assessment work as soon as possible!

Distance Learning

You have chosen to study via online Distance Learning. You have a maximum of **2 years** study time to complete this certificate. The online system will contain the following information:

- Course materials relevant to your chosen course
- Assignment papers relevant to your chosen course
- Unit Tutor Contact
- Welcome Pack and Study Guide
- Recommended Reading List
- Please ensure you read the welcome pack and study guide thoroughly before commencing your studies.

Your Tutor

Your tutor is personally assigned to you and their role is to offer advice, guidance and support for your learning, and to assess your work. Contact is made with your tutor via the online learning system. They should be your first contact in case of any query.

Assessment – Assignment

Each unit is assessed through the Centre Assessment Route by your tutor. Assessment activities have been developed by The Business School (UK) Ltd, which have been approved by OTHM.

You should ensure that you read the Preparation for Submission document prior to commencing work on your assignment.

You should submit your assessment work or any queries regarding the assessment work to your tutor for assessment. Information on how to submit your assignment is within the Complete Site Guide under the Information tab on the system.

Your tutor will assess your work and complete a mark-sheet and give you feedback. You will be allowed one re-submission of your work. Once your tutor is satisfied that your work reaches the required standards, this will then go through a process of internal quality assurance within The Business School (UK) Ltd and then a process of external quality assurance through OTHM. These procedures are laid down by the Awarding Organisation and are rigidly followed by The Business School (UK) Ltd. These are all administered through the online learning system.

Certification

Once you have successfully completed all the assessment work necessary for your qualification, your certificate will be claimed through the OTHM external quality assurance process by The Business School (UK) Ltd. Please note that this may take up to 3 months, but you will be able to download a successful module completion certificate from the system at the end of each module.

Policies and Principles

All Business School courses are developed and designed to be delivered in English, and therefore a good standard of English is required to offer maximum chance of success, enjoyment, participation and learning.

We will use your feedback within course reviews, annual self-evaluation for our business and will ask permission to use this for marketing purposes. Please ensure you complete the module feedback form online.

We believe that no student should be disadvantaged by reason of disability.

We expect reasonable behaviour from our learners and their representatives, and for

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them to refrain from language that may be thought of as offensive, abusive, racist, libellous or defamatory. We reserve the right to terminate the registration of students or their representatives should behaviour be found, in our opinion, to be unreasonable.

Other policies and documents are available to learners via the Virtual Learning Environment by clicking the Information tab. These include all relevant learning policies such as Appeals, Complaints, Assessment Policy, Plagiarism, Equality Diversity and Inclusion and so on. As part of our ISO:9001 accreditation all our policies are reviewed on an annual basis.

You should take the opportunity to read these policies at the beginning of your course to ensure that you are familiar with your responsibilities and those of The Business School (UK) Ltd and the Awarding Organisation.

You will also find further information in the Help tab on the VLE, including a Study Guide and a Complete Site Guide.

The logo for The Business School UK is a large, light purple circular emblem. It features a stylized gear-like border with eight teeth. Inside the circle, the text "The Business School UK" is written in a light purple, serif font, centered and stacked vertically.

The
Business
School
UK

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