



The Institute of Packaging (SA)

One Year Diploma in Packaging
Technology 2017

COURSE OVERVIEW

The Institute of Packaging (SA)



One Year Diploma in Packaging Technology: 2017

Course Overview

This one year part-time course is offered by the **Institute of Packaging (SA)**, and is widely recognised by the packaging industry in South Africa. It is accredited by the World Packaging Organisation, and by the IOP: Packaging Society (UK) (formerly known as the British Institute of Packaging), as well as the Australian Institute of Packaging. It is also prescribed by the Central University of Technology, Bloemfontein, for their third year Graphic Design students, and is from time to time conducted “under licence” by certain African countries.

‘Packaging’ is a multi-faceted discipline and science, requiring the packaging specialist to have an all round understanding of both technical and business related aspects. This course addresses these needs and is suitable for both the newcomer to the field as well as the more experienced.

The course begins by reviewing the major business aspects that the packaging specialist requires to be conversant with, from economics to marketing. The course majors on the technical aspects of packaging covering the essentials of protection and preservation for a wide variety of consumer and industrial goods, from the factory to the final consumer, in particular the requirements of foodstuffs, pharmaceutical and industrial goods. Other pertinent aspects addressed are graphics design, printing processes, environmental aspects, legal aspects, specifications and materials handling.

The need to understand and utilise ‘Packaging’ cost effectively and efficiently underpins most positions in the packaging, printing and related industries. The IPSA course therefore is applicable to people in the following positions: sales, marketing, design, technical, production, quality control, R&D, buyers, warehouse managers and logistics managers. It is popularly attended by both packaging converters and users of packaging, including retailers.

The course runs every year with a duration of about 10 months, with usually one or 2 sessions (lectures) per week. It sets a high standard academically with 5 tests and 2 national exams during its duration. Of note is its practical component, a ‘packaging assignment’, and spread over approximately a six month period, which each student is required to research and report on. Potential students (most of whom are working people) should be aware that the course imposes a fairly severe academic work load on participants – that is, it is no “walkover” academically, and this needs to be weighed up carefully in regard to their employment work load.

The IPSA one year diploma has been developed over many years to meet the particular needs of the packaging industry in South Africa. It is bench marked against similar first level ‘packaging’ courses offered in Britain, USA, and Australasia and is equivalent in standard to the first year of a degree in packaging.

Course Objective

- * To assist the newer entrant into the packaging, printing and related industries to acquire a basic knowledge in all aspects of business, technical, design and marketing within these fields.
- * In regard to those already employed in these industries, to provide an opportunity to further their knowledge and basic understanding with the objective of improving their contribution to their organisations.

(Our separate course - ‘An Introduction to Packaging Technology’ certificate course is for those who are brand new to the industry).

Duration and Lectures

February to October / November every year - lectures are held every week in the major centres (Johannesburg, Durban, Cape Town). In certain smaller centres (e.g. Port Elizabeth) where obtaining the services of a permanent lecturer are problematical, a system of self-study is used, where the students study themselves from the prescribed text book, but have a “mentor” available to them in case of difficulty. This method can also be applied for in a region

even where lectures are held, if there is a difficulty in attending lectures. The Course may also be undertaken by distance learning.

However, additional course work may on occasions be required at other times by agreement with the students.

Course Content

Business aspects of Packaging

Management principles and practices
The management reporting system
Successful marketing
Packaging : a marketing tool
Economics of packaging

Package Planning

Introduction to packaging
Fundamentals of packaging as a corporate identity
Product assessment
Package production and handling
Marketing

Packaging Practices

Protection 1 - cushioning
Protection 2 - permeability and gas barrier
Protection 3 - other environmental hazards
Package testing
Specifications and quality control
The law and packaging
Packaging and the environment

Product Handling and Packaging

Materials handling
Materials handling practices
Materials handling equipment
Distribution Packaging
Packaging machinery

Packaging Materials

Paper and board
Paper board packaging
Adhesives and labelling
Corrugated board
Plastic material
Flexible packaging
Glass packaging
Metals 1 - tinplate
Metals 2 - aluminium
Closures

Graphics (summarised, as this is a wide field)

The design brief and principles
The major printing processes used in packaging
Types of labelling
Printing inks, print characteristics and process choice

Food Packaging

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Version 16.08.16

The composition of food
Food spoilage
Food processing
Grain products
Savoury snack foods
Beverages
Sugar, chocolate and confectionery
Milk and milk products
Poultry and eggs
Fruit and vegetables
Fish
Meat and meat products
Food packaging control

Special Applications

Pharmaceutical packaging 1 and 2
Cosmetics and toiletries packaging
Industrial and chemical packaging
Industrial packaging : flexible
Industrial packaging : rigid

Certification

Provided a student achieves the necessary pass mark in 5 tests throughout the year, in mid-year and course end examinations, in a practical student assignment, and as an average final weighted final year mark, he / she will receive the Institute's official Diploma in Packaging Technology. A pass mark is 50%.

Lecturers

Our lecturers are drawn from both the academic field, and from practising professionals within the packaging industry. Students therefore receive not only theoretical input but benefit from contact with practical people with hard won knowledge and experience in their fields.

Entrance Requirements

A proficiency in the English language, and maths and science (normally at about grade 12 level) is advisable if the student is to cope with the course requirements.

Bearing in mind the number of potential students whose mother tongue is NOT English, we ask that this proficiency be testified to **in writing** by the employer's HR Manager or equivalent (see Diploma Enrolment form), in support of the students enrolment application.

The purpose of these requirements is to give the student the best chance of success and to avoid the payment of fees by a student (or employer) where the student has little chance of completing the course successfully.

Course Fees and Text Book Cost

The course fee for South African students enrolled with the Institute for the entire year's course in 2017 is **R 14 000.00 incl VAT**. This is payable **prior to the commencement of the course** (i.e. by 31 January of the year of study) and includes -

- one year student membership of the Institute
- the prescribed text book – "A Handbook of Packaging Technology"
- lecturing tuition over the year / distance learning or mentor assistance
- a free subscription for the year of study to a monthly packaging journal, currently "Packaging and Print Media".
- VAT (where applicable)

A reduced fee is applicable to students repeating one semester only, or one or two examinations (where permitted by the Rules and Conduct of the course) or who are re-attempting the practical assignment (where they may have failed this, or failed to submit this, in the previous year). These options are open ONLY to students who attempted the course in the immediately preceding year of study. Contact us for details.

Refunds

Kindly note that **No refund of fees** will be entertained for any reason whatsoever should a student withdraw after the commencement of the course, or be disqualified from the course in the circumstances laid out in the official Course Rules and Conduct (copy can be supplied upon request). Students who withdraw after enrolment but **before the commencement of the course** will be eligible for a refund **less** the cost of the text book (which is not returnable) and a R600-00 administration fee, both figures VAT inclusive

Enrolment Form

This will be supplied upon request, or can be accessed via the Institute's website www.ipsa.org.za. Once completed in full, this should be emailed, faxed or posted to the nearest of the addresses given below. Interim enquiries can be addressed as below.

Distance Learning, and Self Study (mentor assisted) - The course can also be done by this means. (See website for explanations)

Enquiries and Enrolments

See further detail on the Institute's official website or contact the Education Secretary of the Region in which you reside –

REGION	CONTACT NAME	TELEPHONE	E MAIL
<i>Distance Learning, Border & Eastern Cape</i>	<i>Jill Barclay</i>	<i>082 8120956</i>	<i>IPSA@mweb.co.za</i>
<i>Western Cape</i>	<i>Rosalie Duke</i>	<i>021-7620935</i>	<i>Rosalie.duke@telkomsa.net</i>
<i>Gauteng and surrounding areas</i>	<i>Jestina Mpofu</i>	<i>078 857 5995</i>	<i>ipsajess@gmail.com</i>
<i>KwaZulu Natal</i>	<i>Lara-Jane Venter</i>	<i>031-7822817</i>	<i>ipsakzn@outlook.com</i>

Postal addresses follow/.....

POSTAL ADDRESSES : REGIONS	P O BOX	POST OFFICE	CODE
<i>Distance Learning, Eastern Cape, Border</i>	<i>P O Box 15564</i>	<i>EMERALD HILL</i>	<i>6011</i>
<i>Western Cape</i>	<i>294 Villiers Road</i>	<i>Walmer, Port Elizabeth</i>	<i>7801</i>
<i>Gauteng and surrounding areas</i>	<i>PO Box 301</i>	<i>JUKSKEI</i>	<i>2153</i>
<i>KwaZulu Natal</i>	<i>P O Box 28264</i>	<i>MALVERN</i>	<i>4055</i>

The student is the most important persons in our lives. He or she is not dependent upon us – we are dependent upon him or her. He or she is not an interruption of our work but is the purpose of it. He or she is not an outsider to our business, but a part of it. We are not doing him or her a favour by serving him or her, he or she is doing us a favour by giving us an opportunity to do so.

Borrowed and adapted from the sayings of Mahatma Ghandi