



**COURSE OVERVIEW**

**ADVANCED DIPLOMA IN  
PACKAGING TECHNOLOGY  
2019**



# ADVANCED DIPLOMA IN PACKAGING TECHNOLOGY

This Programme is aimed at those either being prepared, or preparing themselves, for management level positions in the packaging industry.

The Programme is intended to be highly interactive and students are encouraged to share their own knowledge and challenge the Facilitators, if they feel this necessary.



## COURSE OBJECTIVE

- To prepare the packaging professional for a management level position in the industry, by giving him/her a better understanding of elements of Supply Chain Management of a Business, (all at a higher level than does the Institute's basic One year Diploma Course in Packaging Technology):
  - Business Supply Chain Management
  - Financial Management
  - Supply Chain - Operations Management
  - Packaging Materials and Processes,
  - Packaging Design Aspects,
  - Packaging Legal Aspects and Requirements,
  - Packaging for Environmental Sustainability,
  - Business Certification Schemes,
  - Environmental, Food and Quality Business Management Systems
  - Packaging and Branding
- The initial module covers broader, conceptual business training and is intended to provide participants with an insight into and an understanding of "business" and its inputs, so that they can better relate to the organisation as a whole.
- To receive skills and training on presentation techniques, enabling a student to confidently convey ideas, strategies and business proposals in the boardroom.

## ELIGIBILITY

- Graduates of the Institute's One Year Diploma in Packaging Technology.
- Other candidates will be considered if they have an equivalent level packaging qualification.

NOTE: If enrolments are over subscribed, qualifying candidates will be accepted on a first come – first served basis.

## PARTICIPANT OBLIGATION

As it is simply not possible to give participants more than an insight into each subject covered in the programme, participants will be required to do research (individually or in teams) and thereby gain an in-depth knowledge of the subjects covered in this course, as it progresses.

## COURSE LENGTH and STRUCTURING

Estimated 60 hours class time (approx 4 months) plus the business proposal (i.e. practical assignment) project preparation time (7 weeks), total approximately 67 weeks / 5,5 months. This excludes two formal examinations totalling 6 hours. Towards the end of the course there will be a practical business proposal assessment presentation session (see detail later). Normally, two (2) hour lectures will be held twice weekly in the late afternoon / evenings (4 hours weekly) to facilitate attendance by participants and facilitators, although some lecture sessions may run concurrently (i.e. on consecutive days) for various reasons or (on limited occasions) extend to a maximum of 6 hours. There will also be a few weekend morning sessions.

Examination sessions will also be held in the late afternoon, other than the business proposal oral presentation session, which will be held during the day.

## SUBJECT FACILITATORS

Drawn from Industry - persons who are up to date and adequately qualified in their fields.

## COURSE EVALUATION / ACHIEVEMENT RECOGNITION

Formal classroom attendance – by examination, and a business proposal practical evaluation - see further detail later. Participants who satisfy the laid down requirements will be awarded the Institute's Diploma in Advanced Packaging Technology.

The programme is endorsed by the World Packaging Organisation as meeting world class standards.

## MODUS OPERANDI

- The programme provides largely theoretical instruction, interspersed with two examinations (one mid course and the other at the end) to test the student's grasp of the principles involved.
- A business proposal project will be introduced and explained, and teams will be selected to undertake this. This constitutes the PRACTICAL component of the programme.
- In the final 7 weeks of the programme, the teams, away from the 'classroom', will work on and complete their individual and team proposals, in their own time. Each team must submit their collective (team) written

work for marking, and shortly thereafter will be required – individually - to present a segment of their team proposal orally (back in the classroom environment) – as a test of their personal presentation skills (See later).

- Whilst the facilitators provide written notes there is no prescribed text book as such, to ensure that the information shared is the very latest on the subject concerned.
- **Note in some weeks there are several CONSECUTIVE lectures to accommodate out of town facilitators.**

## PROGRAMME STRUCTURE AND PRESENTATION

(Dates of lectures will be advised prior to the commencement of each scheduled course)

MODULE NUMBER	SUBJECT & LEARNING OBJECTIVES	LECTURE HOURS
1	<p><b>AN OVERVIEW AND APPRECIATION OF BUSINESS SUPPLY CHAIN MANAGEMENT</b></p> <p><u>Objective</u> Although primarily a packaging course, this learning experience is aimed at the senior packaging professional who is at, or may be about to enter, management level. It is believed that it is thus important for the participant to receive an orientation on the functions and inputs, to better relate to the business as a whole.</p>	14
2	<p><b>A BASIC UNDERSTANDING OF PACKAGING'S PLACE IN MODERN SOCIETY, PACKAGING MATERIALS AND MORE ADVANCED DESIGN REQUIREMENTS</b></p> <p><u>Objective</u> To orientate participants by an initial discussion on the role of packaging in modern society, as a lead-in to this module.  To give participants an insight into packaging conversion, property and property modification, applications and latest developments for the major packaging materials. For each, the point of departure would be the Institute's one year diploma level, giving more breadth and depth: Paper; paper board; corrugated; tinfoil; glass; plastics. All the packaging variants of each material will be considered.  The link between the technical, marketing and production aspects in decision making concerning materials selection is to be emphasized; for example - packaging choices for a wine include glass, PET, carton, etc, and the fact that each of these decisions will have business related ramifications.  The subjects covered below will include discussion on design and print considerations, for each material, as well as property modifications, applications and latest developments in major packaging materials (paper, paper board, corrugated, tinfoil, glass, plastics and multiwall sacks)</p>	19
3	<p><b>QUALITY MANAGEMENT - AN UNDERSTANDING OF QUALITY PRINCIPLES AND PRACTICES, QUALITY POLICIES AND DISCIPLINES, QUALITY TOOLS, STATISTICAL PROCESS CONTROLS, MANAGING THE CUSTOMER REQUIREMENTS</b></p> <p><u>Objective</u> The participant needs to understand the criticality of outgoing product quality in the context of the overall business objectives as well as the impact of non-conforming product on profitability. This module sets out to emphasize the importance of the Quality Function, and to explore business quality policies, quality techniques, statistical measurement, the use of Statistical Process Control, and Control Charts in process management. The module will also explore the latest developments with regards to quality management generally, with emphasis on understanding the customer requirements and delivering against such requirements.</p>	6
4	<p><b>CONSUMER HEALTH AND SAFETY PACKAGING, PACKAGING LEGISLATION, PACKAGING AND THE ENVIRONMENT</b></p> <p><u>Objective</u> Packaging as an endeavour does not exist in a vacuum; there are consumer health issues to be considered, legislation exists which impacts upon the manner and means of packaging products, and of course, in this day and age, the effects of packaging on the environment are of prime consideration.</p>	12
5	<p><b>BUSINESS PROPOSAL</b></p> <p>DETAILS OF BUSINESS PROPOSAL BRIEF WILL BE OUTLINED AND GUIDANCE WILL BE PROVIDED TO STUDENTS ON APPROACH TO THIS.</p> <p>THIS IS FOLLOWED BY THE 'ASSIGNMENT PERIOD' - AS FOLLOWING.</p>	2  7 weeks

## NOTES ON EXAMINATION AND TESTING PROCEDURES, AWARDING OF A PASS MARK

1. An overall pass mark will be 50% by each individual student, on a weighted basis as explained in the following.
2. As the course is aimed at participants who have possibly not recently been involved in regular studying, an initial examination (Nr.1) will be conducted after the completion of module 2 with a mark weighting of 20%. This examination is intended to assist participants in assuring and confirming good study habits by them and to provide them with an insight into the required standard ahead of the final examination (Nr.2 - weighting 30%) which will follow at the end of the academic course.
3. The Business Proposal (practical) will also carry a mark.
4. The marks weighting and distribution will be as follows:

EXAMINATIONS	OVERALL MARK WEIGHTING
EXAMINATION No.1	20%
EXAMINATION No.2	30%
Business proposal (* see explanatory note on marking procedure, following) (Weighting: Written presentation – 50%; oral – 50%, of marks awarded)	50%
<b>TOTAL MARKS AWARDED</b>	<b>TOTAL MARKS AWARDED</b>

## COURSE FEES

R28 900,00 – incl vat

REGION	CONTACT NAME	TELEPHONE	EMAIL	POSTAL ADDRESSES
Border and Eastern Cape	Jill Barclay	082 812 0956	ipsapackec@telkomsa.net	PO Box 15564 Emerald Hill 6011
Western Cape	Ingrid Schoeman	076 107 0639	sching1102@gmail.com	PO Box 6062 Tiger Valley 7536
Gauteng and surrounding areas	Samantha Moore	073 195 1313	northern@ipsa.org.za	PO Box 781732 Sandton 2146
KwaZulu Natal and Distance Learning	Lara-Jane Venter	031 782 2817	ipsakzn@outlook.com	12 Robertson Road Camperdown 3720

*The student is the most important person 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*



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