

DIPLOMA IN RETAIL MANAGEMENT

APPLICATION FEE*
S\$100 (Non-refundable)

COURSE FEE*
S\$8,100
Semester 1 - WSQ Retail
Management Programme
- (S\$5,900) **
Semester 2
- (S\$2,200)

COURSE FEE SUPPORT**
SkillsFuture Singapore
(SSG) Training Grant
(Course fee subsidy and
absentee payroll funding)
available for Semester 1

DURATION
15 months (Twice per week
part-time evening class)

INTAKES
April & October

* Subject to GST

** Details at www.skillsconnect.gov.sg



OVERVIEW

The Diploma in Retail Management has had 43 runs conducted over the past 23 years. The Retail Academy of Singapore is proud to take over this successful programme from August 2005. This programme started as a collaborative effort between the Singapore Retailers Association's Institute for Retailing and the Institute for Retail Studies (IRS), University of Stirling. It has since helped many retail managers, executives and supervisors to make better contributions to their companies as well as advance their careers. More than 1,000 retail staff have graduated; many of them are now in senior positions. Some 100 retailers have sponsored their staff on this programme.

The programme is taught by a local faculty as well as the faculty from the IRS. Conducted over a period of 15 months for twice per week part time evening classes, the programme helps participants integrate their retail experience with relevant retail concepts and international practices.

The Diploma in Retail Management is the designated course of study for the Singapore National Retail Scholarships (Diploma) from 2008 to 2011 and SRA-MasterCard Retail Scholarships from 2013 to 2015.

OBJECTIVES

After completion, participants will be able to integrate theory and practice and better manage various retail functions and operations such as store operations, merchandising, marketing, advertising and promotion, customer relations, managing people, inventory control, finance, and supply chain; as well as grow the business.

The Retail Academy of Singapore

COURSE CONTENT

Semester One

- Developing Customer Relations and Managing People (21 hours)
- Retail Accounting and Finance (18 hours)
- Retail Buying and Merchandising (24 hours)
- Retail Communications (24 hours)
- Retail Operations (24 hours)
- Retailing and the Economy (21 hours)

Semester Two

- International Retailing (10 hours)
- Retail Marketing (10 hours)
- Retail Strategies (10 hours)
- Retail Supply Chains (10 hours)
- Project Paper

WHO SHOULD ATTEND

This course is beneficial for managers, executives and supervisors who would like to better integrate their practical experience with theories and be better grounded in retail management. It is also suitable for executives who are new to the retail industry and who would like to fast-track their professional development.

ENTRY REQUIREMENTS

The applicant should have a minimum of 5 GCE 'O' Levels (including English) and 3 years of working experience and is currently holding a supervisory position in the retail industry. Alternatively, the applicant should have a minimum Level 7 for English Employability Skills WSQ-WPL (Comprehensive) and 5 years of working experience and is currently holding a supervisory position in the retail industry. In exceptional circumstances, applicants

with extensive working experience in retailing OR who have higher qualifications may also be considered.

DELIVERY

This Diploma consists of Two Semesters. The duration of the programme will be 15 months for twice per week part-time evening classes delivery. Semester One will be taught by local faculty; lectures will be held twice a week in the evening.

Semester Two will be taught by IRS faculty; full-day lectures will be held over 5 days. Assessment includes written examinations and a project paper.

ACCREDITATION

A Diploma in Retail Management will be awarded to participants who have successfully completed the course and passed the examinations. It is awarded by the Retail Academy of Singapore and the Institute for Retail Studies, University of Stirling.

Participants who meet the Retail WSQ assessment criteria will be awarded six Statement of Attainment (SOAs) under the Retail WSQ for:

- Retailing and the Economy
- Manage Service Operations
- Manage Customer Relationships (CRM) in the Retail Environment
- Buy Merchandise
- Manage Merchandise and Store Operations
- Manage Promotional Activities

Application Form



UNIVERSITY OF
STIRLING

CLOSING DATE FOR APPLICATION

IMPORTANT INSTRUCTION: Please complete the form throughout in full. Tick boxes where appropriate. All applications with incomplete information and not accompanied by copies of supporting documents or application fee will not be processed.

1. PERSONAL PARTICULARS

*NRIC/Passport No:

*Full Name (as in NRIC):
(*Mr/Ms/Mrs) *Delete as appropriate

*Date of Birth: *Age: *Gender Male Female

*Nationality (Singaporean/PR/Others): Others, please specify Nationality

*Address:
 Postal Code

*Email:

*Contact No: (H) (O) (HP)

*Marital Status : Single Married Others, please specify

*Employment Status : Singapore Citizen PR Student Pass
 Employment Pass Professional Pass Others

2. COMPANY DETAILS

*Name of Company:

*Address:
 *Postal Code

*Contact Person Name: *Designation:

*Contact No: (O) (FAX)

*Email:

*Company Type : Private Public *No. of Employees:

*Nature of Business:

3. YOUR PRESENT JOB

*Position: _____ *Commencement Date: _____

*Job Description: _____ Number of people reporting to you: _____

*Responsibilities: _____

*Salary Range:

<input type="checkbox"/>	Below \$1,000	<input type="checkbox"/>	\$1,000 - \$1,499	<input type="checkbox"/>	\$1,500 - \$1,999
<input type="checkbox"/>	\$2,000 - \$2,499	<input type="checkbox"/>	\$2,500 - \$2,999	<input type="checkbox"/>	\$3,000 - \$3,499
<input type="checkbox"/>	\$3,500 and above	<input type="checkbox"/>		<input type="checkbox"/>	

*What is the nature of your work:

<input type="checkbox"/>	General Administration	<input type="checkbox"/>	Retail Marketing & Sales	<input type="checkbox"/>	Retail Operations
<input type="checkbox"/>	Human Resource & Training	<input type="checkbox"/>	Procurement	<input type="checkbox"/>	Others, pls specify

4. YOUR EMPLOYMENT RECORD

*In chronological order, starting with the most recent past employer:

	Name of Company	Designation	Gross Annual Income	Period		Job Description
				From mth/yr	To mth/yr	
A)						
B)						
C)						

5. EDUCATIONAL QUALIFICATIONS

All supporting documents must be stamped "Certified True Copy". Certification may be made by your company /school. In such instances, please state the name, NRIC no. and position of the person certifying the photocopies. The Retail Academy of Singapore reserves the right to call for your original documents for verification.

Certification can also be made at the Retail Academy of Singapore. Your original documents must be presented for verification.

*SECONDARY SCHOOL/ JUNIOR COLLEGE/ PRE-UNIVERSITY ("N"/"O"/"A" Level)					
From		To		Title of qualifications	Institution
Mth	Yr	Mth	Yr		

*TERTIARY EDUCATION (DEGREE/DIPLOMA)					
From		To		Title of qualifications	Institution
Mth	Yr	Mth	Yr		

*PROFESSIONAL QUALIFICATIONS/OTHERS					
From		To		Title of qualifications	Institution
Mth	Yr	Mth	Yr		

6. APPLICANT'S CHECKLIST AND DECLARATION

***Payment of the S\$107.00 (\$100.00 + 7%GST) application fee (non-refundable) is enclosed.**

***Copies of academic qualifications & NRIC (to be certified true copy by company for company sponsored) are attached.**

I certify that all the information given by me in this application is true and correct and I understand that misrepresentation or omission is sufficient ground for rejecting my application.

Signature of Applicant

Date

7. COMPANY SPONSORSHIP

***For company-sponsored applicant the nett course after the WDA Funding Support will be paid.**

1. Is your company an SRA member? Yes No
2. Is your company sponsoring the applicant? Yes No
3. Is your company registered with the WDA SkillsConnect System? Yes No

COMPANY CERTIFICATION:

We certify that all information made on this application is true and complete to the best of our knowledge. We agree that any misrepresentation or omission is sufficient grounds to reject the application. We authorise any investigation of the above information for the purpose of verification. If admitted, the company-sponsored applicant will not be asked to absent himself/herself from lessons except for urgent assignments.

Signature and Date

Company Stamp

Name of Company Representative

Designation

8. APPLICATION FOR SUBMISSION

Applicants should submit the completed application form together with certified true copies of supporting documents and non-refundable registration fee of S\$107.00 before the closing date to:

Programme Manager
The Retail Academy of Singapore Pte Ltd
1 Coleman Street #05-17 The Adelphi
Singapore 179803
Tel: 6694 2829
Fax: 6694 0339

FOR OFFICIAL USE

Applicant: Unsuccessful Successful

Remarks: _____

Name and Designation of Authorised Person

Signature and Date