



Student Handbook

GUIDING YOUR JOURNEY THROUGH LEARNING, DISCIPLINE & PROFESSIONAL GROWTH.



Welcome Message from the Director.

It is my great pleasure to welcome you to an institution committed to developing competent, disciplined and forward-thinking professionals in the field of supply chain management.

At the Institute of Practical Supply Chain Solutions (IPSuCS), we believe that education should go beyond theory. Our approach focuses on practical knowledge, real-world applications and professional development, ensuring that every student is well prepared to meet the demands of today's dynamic business environment.

This Student Handbook has been designed to guide you throughout your learning journey with us. It contains important information about our academic policies, student expectations, code of conduct and the standards that define our learning environment.

As a student of this institute, you are encouraged to embrace discipline, curiosity, collaboration and continuous learning. Your commitment to these values will not only shape your academic success but will also prepare you to become a responsible professional capable of contributing meaningfully to organizations and society.

We are confident that your time here will be both challenging and rewarding and we look forward to seeing you grow into a highly skilled supply chain professional.

On behalf of the entire institute, I welcome you and wish you a successful and fulfilling learning experience.

About IPSCS.

The Institute of Practical Supply Chain Solutions (IPSCS) is a professional training institute dedicated to developing practical supply chain and operations management competencies.

Our mission is to equip students, professionals and entrepreneurs with the knowledge and practical tools required to design, manage and improve efficient supply chains.

Our programs focus on:

- 1) Strategic Supply Chain & Operations Management (Understand how value is created, optimized and delivered from supplier to customer).
- 2) Managerial Finance and Value Control (Operational leaders must understand financial impact).
- 3) Data-driven Performance & Continuous Improvement (Performance without measurement is guesswork. This program builds analytical leaders).
- 4) Project, Negotiation and Contract Management (Execution requires structure and influence).
- 5) Quality Assurance, Compliance and Global Trade Management (modern supply chains operate across borders. Compliance is not optional).

Our training approach emphasizes practical learning, real-world applications and professional development.

Our Story.

IPSuCS was founded to close the gap between theory and execution in supply chain education. Many professionals understand concepts. Few can apply them strategically. IPSuCS was built to change that.

Our Vision.

To become the leading institute for practical supply chain and operational excellence, shaping financially intelligent and strategically capable leaders across Africa and beyond.

Our Mission.

We build professionals who turn strategy into measurable operational results.

Our Core Values.

- ❖ Excellence: we deliver high-quality results driven training.
- ❖ Practicality: our programs focus on real-world execution.
- ❖ Innovation: we embrace modern tools and strategies for effective learning.
- ❖ Integrity: we uphold transparency and professionalism in all we do.
- ❖ Continuous learning: we encourage curiosity, innovation, and lifelong learning.

Training Methodology.

Our training approach is designed to ensure students not only understand concepts but also know how to apply them.

Training methods include:

- ❖ Instructor-led sessions.
- ❖ Case studies.
- ❖ Practical exercises and mini exercises.
- ❖ Group discussions.
- ❖ Real industry examples.
- ❖ Assignments and capstone projects.

Student Responsibilities.

Students of IPSCS are expected to maintain high standards of discipline and professionalism.

Students are required to:

- ❖ Attend classes regularly and on time.
- ❖ Participate actively in training sessions.
- ❖ Complete assignments and projects on time.
- ❖ Respect instructors and fellow students.
- ❖ Maintain professional behavior during all training activities.

Attendance Policy.

Regular attendance is essential for effective learning.

Students are expected to attend all scheduled training sessions. Consistent absenteeism may affect a student's eligibility to receive certificate.

Code of Conduct.

All students must conduct themselves in a professional and respectful manner.

The following behaviors are not acceptable:

- ❖ Disruptive behavior during training sessions.
- ❖ Academic dishonesty or plagiarism.
- ❖ Harassment or disrespect towards others.
- ❖ Damage to institute property

Students who violate these rules may face disciplinary action.

Assessment and Certificate.

Students may be evaluated through:

- ❖ Assignments.
- ❖ Participation during training sessions.
- ❖ Practical exercises
- ❖ Case study analysis
- ❖ Capstone projects & presentations.

Students who successfully complete the program and meet the institute's requirements will receive a certificate of completion.

Learning Resources.

Students will have access to educational resources such as:

- ❖ Training slides and course materials.
- ❖ Case studies and exercises.
- ❖ Additional reading resources

These materials are designed to support continuous learning beyond the classroom.

Communication Channels.

Students will receive important updates and announcements through:

- ❖ Official student groups.
- ❖ Email communication.
- ❖ Training platforms.

Students are encouraged to remain active on these channels to stay informed.

Commitment to Student Success.

At IPSCS, we are committed to supporting students in building practical skills that can transform their careers.

We encourage students to:

- ❖ Ask questions.
- ❖ Engage in discussions.
- ❖ Apply what they learn.
- ❖ Continue developing their professional competencies.

The Professional Mindset Expected from Every Student.

At the Institute of Practical Supply Chain Solutions, we believe that becoming a successful professional begins with developing the right mindset.

Students are therefore expected to approach their training with seriousness, discipline and a strong commitment to learning. Punctuality, respect for instructors and fellow students, active participation in class activities and responsibility in completing assignments are essential qualities we expect from every student.

Supply chain management is a field that requires accuracy, reliability, teamwork and problem-solving skills. Students are encouraged to develop these qualities throughout their training so that they can perform effectively in real professional environments.

Every student of this institute represents the values of the institution. As such, students are expected to demonstrate integrity, professionalism and a willingness to continuously improve.

By doing this, students will not only succeed in their training but will also position themselves for meaningful opportunities in the workplace.

Collaborative Learning Environment.

Students are encouraged to share experiences, ideas and perspectives with their peers. This creates a dynamic learning environment where everyone contributes to the learning process.

Through this support system, IPSCS aims to ensure that every student has the opportunity to grow academically, professionally and personally.

Student Support and Mentorship.

At the Institute of Practical Supply Chain Solutions, we believe that effective learning requires guidance, support and mentorship. Our goal is to create an environment where students feel supported throughout their training journey.

Students have access to several forms of support designed to enhance their learning experience.

❖ Academic Guidance.

Instructors provide guidance to help students understand course materials, complete assignments and strengthen their understanding of key concepts.

❖ Professional Mentorship.

Students benefit from mentorship that helps them understand the realities of the supply chain profession and how to position themselves for career growth.

❖ Career Development Advice.

Students may receive guidance on:

- Building a professional CV.
- Preparing for job interviews.
- Developing relevant professional skills.
- Understanding career opportunities in supply chain management.

❖ Learning Support.

Additional explanations, learning materials and practical examples may be provided when necessary to help students grasp important concepts.

Important Contacts.

For any inquiries, academic support or administrative assistance, students are encouraged to contact the institute through the channels below. Our team remains available to provide guidance and respond to your concerns throughout your training period.

Phone:

+237 677 425 755

+233 54 087 8628

Email:

contact@ipsucs.online

Website:

www.ipsucs.online

Student Handbook Acknowledgment.

I confirm that I have received and read the Student Handbook of the Institute of Practical Supply Chain Solutions (IPSuCS).

I understand the policies, guidelines and expectations outlined in this handbook and agree to respect them throughout my training at the institute.

Student Name: _____

Signature: _____

Date: _____

Program: _____

Final Note.

Your journey at IPSuCS is an opportunity to build knowledge, skills and professional confidence. Make the most of this opportunity by staying committed, curious and disciplined.

We look forward to seeing you grow into a high-impact supply chain professional.

