



## **CERTIFIED PROFESSIONAL FORECASTER (CPF)**

### ***Demand Planning, Forecasting & Sales & Operations Certification Program***

As we move into a more demand driven environment the pressure to forecast and plan accurately is no longer an option, but an absolute must. As a result, this has created an unmet demand for Demand Planners, Forecasters, and Sales & Operations Planning (S&OP) professionals in the field.

This workshop, run over 4-half days, endorsed by the Institute of Business Forecasting and Planning, provides attendees with the perfect preparation to become Certified Professional Forecasters through the Institute of Business Forecasting and Planning.

The workshop is held online using the platform Zoom.

#### **INTRODUCTION**

- How do you pre-qualify yourself and prove to management and/ or prospective employers that you have what it takes to do the job?
- How can you improve your career opportunities and maintain job security?
- And for employers, how can you build confidence that you have the right team to help you increase market-share and profitability, the fruits of improving forecast accuracy?

This important certification from IBF answers all these questions. This programme is based on its verified body of knowledge which it has been maintaining for over 30 years. This knowledge is built on best practices that are flexible and grow as economies evolve and change.

#### **BENEFITS OF CERTIFICATION**

<b>For Employees</b>	<b>For Employers</b>
Accelerate your career growth, leadership opportunities, marketability and job security	Save time and resources as IBF certified individuals are pre-qualified, allowing you to quickly identify the right person for a forecasting/demand planning job
Validate your professional experience, knowledge and skill-sets in the field	Gain assurance that an IBF Certified individual has the background to help improve forecasting performance and hit the ground running
Build confidence knowing that you're prepared for today's rapidly changing marketplace	Increase the value of your forecasting and demand planning staff, department and company
Complement your supply chain education & certifications	Save time and resources in training. CPF or ACPF professionals already have a verified body of knowledge

## WHAT'S IN IT FOR YOUR ORGANISATION?

- Improve your company's planning & forecasting skills and knowledge
- Improve business decisions company wide
- Increase business performance, market-share, and bottom-line success
- Build your forecasting & planning team with confidence as employees who hold IBF certification possess verified body of knowledge
- Build credibility for the forecasting function internally
- Increase your own and your company's recognition in the field

## WHO WOULD BENEFIT FROM ATTENDING THIS WORKSHOP?

Those in the position of planner, demand planner, MRP Planner, Operations Planning Manager, Manufacturing Manager, Supply Chain Manager or anyone from manufacturing and distribution companies who work in an environment where the quality of forecasting and demand planning is important. This certification is targeted at anyone who would like to gain specific knowledge pertaining to forecasting and demand planning and gain an internationally recognised qualification.

## CERTIFICATION STATUS

A potential candidate must have at least a Bachelor's degree and one year of professional experience in Forecasting and Planning

If the individual does not have a Bachelor's degree then two years of professional experience in Forecasting can fulfil the eligibility requirement.

### **\*Students or those new to the Profession**

For students or those new to practicing forecasting and planning you can earn a CPF-C (Certified Professional Forecasting | Candidate) by passing the exams. Then, once you complete 1 year of professional experience IBF will upgrade you to a full CPF status.

## ABOUT THE INSTITUTE OF BUSINESS FORECASTING

IBF is a membership organization recognized worldwide as the premier full-service provider of demand planning, forecasting, business analytics, S&OP (Sales & Operations Planning)/ IBP (Integrated Business Planning) education, benchmarking research, corporate training, e-Learning, professional certification, world-class conferences, and advisory services. Since 1981, the IBF has been helping businesses improve their forecasting and planning performance to enhance growth, optimize supply chains, and improve their bottom line. It has been said that no other organization on the globe has as much depth in its educational content for S&OP, Demand Planning & Forecasting as IBF. The IBF is known for two levels of certification: Certified Professional Forecaster (CPF®) and Advanced Certified Professional Forecaster (ACPF®). SAPICS has represented The Institute of Business Forecasting & Planning in South Africa for more than 15 years.

For more information you can visit their website at [www.ibf.org](http://www.ibf.org) and for more information about SAPICS please visit [www.sapics.org.za](http://www.sapics.org.za)

## CPF WORKSHOP PROGRAMME INCLUDING EXAM SESSION TOPICS

### Topic One [Exam One]: What you Need to Know about Demand Planning, Forecasting, and S&OP

- Role of Forecasting & Planning in Decision Making
- Demand Planning (Demand Sensing Shaping, & Creating)
- Forecasting & Planning Process
- Consumption (POS Data) Based Forecasting & Planning
- Consensus Forecasting & Planning
- Sales & Operations Planning (S&OP) Process
- Collaborative, Planning, Forecasting, & Replenishment (CPFR)

### Topic Two [Exam Two]: Data Management and time Series Forecasting Modelling

- Data Analysis & Treatment
- Fundamentals of Models & Modelling
- Types of Models
- Time Series Models
- Model Selection
- Metrics: Measuring Forecast Error and Performance

### Topic Three [Exam Three]: Reporting, Presenting, New Product Forecasting and Planning

- Forecast Reporting, Presentation and Communication
- Winning Support and-Confidence of Management
- Getting Buy-in from Stakeholders
- New Product Forecasting

### Preparation Material: Fundamentals of Demand Planning & Forecasting (fees are noted below)

This is the most comprehensive book written on the topic of Demand Planning & Forecasting and covers every major topic a professional should know. It discusses the different models of forecasting in simple terms as well as how to use forecasts effectively in business planning. This book is packed with many real life cases to make the point. Above all this book highlights a number of worst practices, with the thinking that once companies recognise what they are doing wrong they will do something about it. **This textbook is highly recommended.** It is not compulsory for the workshop. it is a vital tool for the preparation of the exams should you be considering taking the exams.

### COSTS

#### Workshop Registration fees (as at 1<sup>st</sup> January 2025):

- SAPICS and IBF Members R8 400.00 Excl. VAT
- SAPICS Non-Members R10 500.00 Excl. VAT

The registration fee includes:

- An online workshop, run over 4-half days, facilitated by an IBF certified instructor.
- Secure online access via Zoom.
- Workshop materials including copies of the slides.

The fee excludes:

- The recommended textbook [Fundamentals of Demand Planning and Forecasting]
- Exam registration fee [3 exams in total taken on the same day]

### **Exam fee**

The Exam fee of US \$1 275.00 for members or US \$1 425.00 for non-members will be charged in South African Rand and VAT of 15% will be added.

This fee is for 3 x 2 hour exam modules with 15 minute breaks in between. In order to pass you need to get 70% or higher for each exam.

- Exam 1: 150 multiple choice questions
- Exam 2: 125 multiple choice questions
- Exam 3: 100 multiple choice questions

Please note that should you opt to sit the exams they should be written within 6 months from the date of the payment made in respect of the exam fees.

The exams can be taken separately i.e. not in one sitting. However, there is a one-time charge of US \$100 in order to take the exams separately.

Exams are administered every second and fourth Friday of each month excluding US holidays. Exam registrations can be handled through the SAPICS office.

The cost to retake an exam is US \$425 per exam for members or US \$475 per exam for non-members. The retake fee can be paid to SAPICS.

### **Textbook:**

#### **(Preparation Material) – Fundamentals of Demand Planning & Forecasting**

The cost per textbook is R2 500.00 Excl. VAT and the cost to ship within South Africa is an additional R220 Excl. VAT. The cost to ship outside South Africa will be calculated on request. The textbook can be ordered directly from SAPICS.

### **CERTIFICATION STATUS**

Upon successful completion of the exams participants receive a certificate and may place “CPF” in their professional title.

Certified professionals are expected to maintain their certification status. Please visit the IBF website for more information regarding maintenance or contact SAPICS.

### **THE FACILITATOR**

**LIEZL SMITH** M. Eng., Pr. Eng., CSCP, CPIM, CPF, ACPF, EMLog, SCOR-P, CDDP, CLTD, Specialist Trainer and Consultant, Businessix Business Brokers CC, South Africa

Liezl is a registered Professional Engineer (Pr.Eng.) in Industrial Engineering and is currently contracting as a Specialist Trainer and Consultant to large corporations. She assists in unlocking value in the Supply Chain environment, in the areas of Demand Planning, Warehousing and Logistics, and Production and Operations. She is a member of the advisory council of SAIIE, the South African Institute of Industrial Engineers. She is one of first in the world to obtain the APICS CSCP designation. She has also earned the APICS CPIM designation. She is one of the first in Africa to obtain CPF and ACPF designations from the Institute of Business Forecasting and Planning. Other recent certifications include EMLog, SCOR-P and CDDP. She has a good overall knowledge of all aspects relating to the business environment, including

supply chain management and business process management as well as extensive experience, background and understanding in the inner workings of business systems. As a Past President of SAPICS Liezl was instrumental in founding the relationship between SAPICS and IBF.

**To register to attend this workshop or if you have any questions please contact the SAPICS office in South Africa on +27 (0) 10 013 3442 or email [info@sapics.org.za](mailto:info@sapics.org.za)**