



Certified Professional Forecaster (CPF)

**The Institute of Business Forecasting and Planning (IBF):
International Certification**

***Institute of Business
Forecasting & Planning***

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 2-day workshop, 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.

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 program 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.

Learn the value of better decision making through effective forecasting

- Virtually every business decision and process is based on a forecast.
- Anything you plan is generally based on an assumption of something happening in the future, which by definition is a forecast.
- It doesn't matter which industry you are in, whether you manufacture or provide a service, whether your company is big or small you must have forecasts to plan effectively.
- The more accurate the forecasts, the better the plan.
- A forecaster's goal is to go beyond what has happened and provide the best assessment of what will happen in the future to drive better decision making.
- Forecasting is an imperative that enables competitive advantage.

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

Business Forecasting can be used for:

- Strategic planning and decision-making (long-term planning)
- Finance and accounting (budgets and cost controls)
- Marketing (consumer behaviour, life cycle management, pricing)
- Operations and supply chain (resource planning, production, logistics, inventory)

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. 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.

Eligibility Criteria

There are three ways an individual can be eligible for the CPF Certification program

1. The potential candidate must have at least a Bachelor's degree and one year of professional experience in Business Forecasting and Planning.
2. If the individual does not have a Bachelor's degree, two years of professional experience in Business Forecasting and Planning can fulfil the eligibility requirement.
3. For students or those new to practicing forecasting & planning, you can earn a CPF-C by passing the exams. Then, once you complete 1 year of professional experience, we can upgrade you to full CPF status.

Please note that resumes are not acceptable for proof of employment. We would accept a letter with your company letterhead from your HR indicating your position and the number of years you've worked

About the IBF CFP program content and Exam

For accreditation, you must pass each exam individually

CPF Workshop program & Exam Session Topics	Information regarding the Examinations
<p>Exam One:</p> <p>What you need to know about Demand Planning, Forecasting & S&OP</p> <ul style="list-style-type: none"> • Role of Forecasting & Planning in decision making • Demand Planning (Demand Sensing, Shaping & Creating) • Forecasting & Planning Process • Consumption (POS Date) Based Forecasting & Planning • Consensus Forecasting & Planning • Sales & Operations Planning (S&OP) Process • Collaborative, Planning, Forecasting & Replenishment (CPFR) 	<p>Number of Questions: 150 Multiple Choice Questions</p> <p>Duration: 2 Hours</p> <p>Score needed to pass: 70%</p>
<p>Exam Two:</p> <p>Data Management and Time Series Forecasting Modelling</p> <ul style="list-style-type: none"> • Data Analysis & Treatment • Fundamentals of Models and Modelling • Types of Models • Time Series Models • Model Selection • Metrics: Measuring Forecast Error and Performance 	<p>Number of Questions: 125 Multiple Choice Questions</p> <p>Duration: 2 Hours</p> <p>Score needed to pass: 70%</p>
<p>Exam Three:</p> <p>Reporting, Presenting, New Product Forecasting & Planning</p> <ul style="list-style-type: none"> • Forecast Reporting, Presentation & Communication • Winning Support & Confidence of Management • Getting Buy-in from Stakeholders • New product Forecasting 	<p>Number of Questions: 100 Multiple Choice Questions</p> <p>Duration: 2 Hours</p> <p>Score needed to pass: 70%</p>

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.

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The Registration fee includes:

- 2-day workshop access facilitated by an IBF certified instructor
- Secure online access via Zoom
- Workshop materials

The fee excludes:

- The textbook (Preparation Material for the exams) – **“Fundamentals of Demand Planning & Forecasting”**
- Exam registration fee will be charged in South African Rand and VAT of 15% will be added.
- The fee is for the 3 x 2 hour exam modules and delegates are entitled to one free exam module re-write should it be required.
- 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 in order to take the exams separately.
- Exams are administered every second and fourth Friday of each month excluding holidays

Maintenance: How to Keep Your Certification Current

IBF certification is valid for a period of 3 years.

After a 3 year term it becomes necessary to re-certify in order to ensure that the professional maintains adequate experience and training in the area of Forecasting and Planning.

This means keeping abreast of new technologies and developments in methods, processes, approaches, systems, and more.

For Recertification, professionals are required to accumulate a number of continuing education points to maintain their certification designation. Number of points required for each certification:

The link to the Certification Maintenance is <https://ibf.org/business-analytics-certification>

Please do not hesitate to contact me for any assistance or further questions.

Enjoy your day!

Marieta Glas

CPIM, CPF, CSCP, CSCA, CISM, CIPN

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