

HRODC Training Institute



Internal Audit

Course or Seminar

Leading to

DIPLOMA - POSTGRADUATE IN

Internal Audit

Accumulating to A Masters Degree

MBA – MSc – MA

HRODC Training Institute - UKRLP Registration

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Wolverhampton (HQ)		London Office
122A Bhylls Lane, Wolverhampton, WV3 8DZ, UK Telephone: +44 (0) 1902 763 607 +44 (0) 1902 569133 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com reception@hrodc.com Websites: (1) http://www.hrodc.com (2) http://hrodc-business-products-and-services.com		328 Linen Hall, 162-168 Regent Street, London. W1B 5TD, UK Tel: +44 (0) 20 84809628 Mobile: +44 (0) 7736 147507 E-mail: institute@hrodc.com reception@hrodc.com Websites: (1) http://www.hrodc.com (2) http://hrodc-business-products-and-services.com
HRODC Training Institute		

Internal Audit
Course or Seminar
Leading to
DIPLOMA - POSTGRADUATE IN
Internal Audit
Accumulating to A Masters Degree
MBA - MSc - MA

For Whom This Course is Designed:

This Internal Audit Seminar or Course is Designed For:

- ✚ Managers
- ✚ Financial Consultants
- ✚ Financial Advisors
- ✚ Auditors
- ✚ Audit Trainees
- ✚ Accountants
- ✚ Management Accountants
- ✚ Corporate Executives
- ✚ Venture Capitalists
- ✚ Others interested in understanding and managing internal audit

Human Resource and Organisational Development Consultancy (HRODC) Ltd. Registered in England No. 6088763P.2
Registered Office: 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK - V.A.T. # 8958 765 38
Prof. Dr. R. B. Crawford - Director - HRODC Training Institute
PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof. P.U.P.



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COURSE PRESENTER:

Prof. Dr. R. B. Crawford

- ✚ PhD (London),
- ✚ MEd. M. (Bath),
- ✚ Adv. Dip. Ed. (Bristol),
- ✚ PGCIS (TVU),
- ✚ ITC (UWI),
- ✚ Member of the Asian Academy of Management - MAAM,
- ✚ Member of the International Society of Gesture Studies - MISGS
- ✚ Member of the Academy of Management - MAOM,
- ✚ LESAN,
- ✚ Visiting Professor Polytechnic University of the Philippines – PUP

Duration: 6 Days

Cost:

- ✓ **£3,600.00 + VAT Per Delegate for UK Delivery**
- ✓ **£4,000.00 + VAT Per Delegate for non-UK European Delivery**
- ✓ **£4,000.60 Per Delegate for Non-European Delivery (No VAT Payable)**

Cost includes:

- ✓ Continuous refreshments,
- ✓ Hot Lunch,
- ✓ Stationery,
- ✓ Course Guide and Supplement,
- ✓ HRODC Diploma – Postgraduate - or
- ✓ HRODC Certificate of Attendance and Participation

Location: HRODC Training Centre - Central London – UK and International Locations

Dates: Schedule attached or at:

Schedule - Part 1:

http://www.hrodc.com/HRODC_Seminar_Schedule_06-07.International_Seminar_Schedule_UK_Seminars.htm

Schedule - Part 2:

http://www.hrodc.com/London_Postgraduate_Courses_Postgraduate_Diploma_Postgraduate_Executive_MBA_Schedule_MBA_Diploma_London_UK.htm

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**Course Programme For Internal Audit,
Leading to Diploma – Postgraduate – in Internal Audit**

Objectives	Contents, Concepts and Issues
Module 1 - Introduction, Fundamental Concepts and Issues in Internal Audit	
Module Duration: 1 Day	
Module Objectives	Contents, Concepts and Issues
By the conclusion of the specified learning and development activities, delegates will be able to:	
<ul style="list-style-type: none"> ✚ Discuss, with confidence, the importance of internal account to an organisation ✚ Use a manufacturing organisation, to provide an example of the way in which the cost elements might be apportioned, thereby paving the way for an effective internal accounting structure ✚ Explicitly explore the functioning of a 'Responsibility Accounting System' 	<ul style="list-style-type: none"> ✚ Internal Accounting ✚ Internal cost elements ✚ a 'Responsibility Accounting System'
<ul style="list-style-type: none"> ✚ Explain the general function of internal audit in national organisations and international operations, on the other. ✚ Effectively explore the advisory role of internal audit in organisations 	<ul style="list-style-type: none"> ✚ Internal Auditing
<ul style="list-style-type: none"> ✚ Distinguish between internal and external auditing ✚ Illustrate the extent to which an effective internal auditing regime can enhance to work of the external auditor 	<ul style="list-style-type: none"> ✚ Differences Between Internal And External Audit
<ul style="list-style-type: none"> ✚ Exhibit a heightened understanding of the internal audit structure and its relation to corporate management, using 	<ul style="list-style-type: none"> ✚ Internal audit structure and Corporate Governance

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Objectives	Contents, Concepts and Issues
<p>an organisation of choice, as an example</p> <ul style="list-style-type: none"> ✚ Explain the accountability of corporate directors to the internal auditing group 	
<p>Module 2 - Internal Audit in Practice Module Duration: 1.5 Days</p>	
Module Objectives	Contents, Concepts and Issues
<p>By the conclusion of the specified learning and development activities, delegates will be able to:</p>	
<ul style="list-style-type: none"> ✚ Explain the importance of an internal auditing policy to the role and functioning of an internal audit department ✚ Use case examples to illustrate the inclusions of a typical internal auditing policy ✚ Resolve the scenario in which an internal auditing policy conflicts with 'Audit professionalism' and Public Expectation ✚ Suggest how to remedy a situation in which an internal auditing policy is in direct contravention of statutory directives or guidelines 	<ul style="list-style-type: none"> ✚ Internal Auditing Policy ✚ Enhancing the role of the External Auditor ✚ Internal audit and internal conflict ✚ Internal audit and statutory conflict
<ul style="list-style-type: none"> ✚ Demonstrate their awareness of the role of the internal auditor in the implementation of the 'Board Approved' Audit Directive ✚ Illustrate their ability to design, implement, monitor and evaluate an internal audit programme. ✚ Internalise the importance of training and 	<ul style="list-style-type: none"> ✚ Audit Management ✚ Audit programme development ✚ Audit programme monitoring ✚ Audit programme evaluation ✚ Training and development in internal audit

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Objectives	Contents, Concepts and Issues
development in the enhancement of the audit management function	
<ul style="list-style-type: none"> ✚ Give a brief explanation to the <i>Sarbanes Oxley (SOX) Act</i> and at least 3 of the associated requirements for audit firms; ✚ Illustrate two key responsibilities for internal auditors, under the <i>ACT</i>; ✚ Evaluate the chief consequence of the internal auditor's omission, under the <i>ACT</i> 	<ul style="list-style-type: none"> ✚ <i>Sarbanes Oxley (SOX) Act</i> and its implications for Internal Auditing of International Firms ✚ Key responsibilities for internal auditors, under the <i>ACT</i> ✚ Consequences for Internal Auditors who operate below the expected standards.
Module 3 - Internal Audit and Corporate Governance Module Duration: 1.5 Days	
Module Objectives	Contents, Concepts and Issues
By the conclusion of the specified learning and development activities, delegates will be able to:	
<ul style="list-style-type: none"> ✚ Define corporate governance in relation to the processes, customs, policies, laws and institutions affecting the way a corporation is directed, administered or controlled. ✚ Relate corporate governance to the relationships that persists between internal and external stakeholders, particularly in relation to the establishment of organisational goals and objectives ✚ Demonstrate a heightened understanding of the organisation's responsibility and accountability to its shareholders as primary stakeholders 	<ul style="list-style-type: none"> ✚ Defining corporate governance ✚ Exploring corporate governance and the relationships between internal and external stakeholders ✚ The organisation's responsibility and accountability to its shareholders ✚ The organisation's accountability to its Board of Directors ✚ Making 'sense' of the 'internal-external-stakeholder-spectrum' ✚ The difference between ordinary and preference

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Objectives	Contents, Concepts and Issues
<ul style="list-style-type: none"> ✚ Exhibit a heightened awareness of the organisation's accountability to its Board of Directors ✚ Accurately locate an organisation's management and workers within the 'internal-external-stakeholder-spectrum' ✚ Distinguish between winding up or insolvency, Bankruptcy, Receivership, and Administration ✚ Demonstrate an understanding of the difference that exists between ordinary and preference shares ✚ Assess the implications of the 'Receivership' of a company for its statutory, primary and secondary creditors ✚ Explain the order in which the proceeds of a company's assets will be distributed among its creditors, in the event of it falling into 'Receivership' ✚ Exhibit an understanding of what constitutes the rights and equitable treatment of shareholders ✚ Explain how the interests of secondary stakeholders can be preserved ✚ Outline the roles and responsibilities of the Board of Directors 	<ul style="list-style-type: none"> shareholders ✚ Distinguishing between winding up or insolvency, Bankruptcy, Receivership, and Administration ✚ Assessing the implications of the 'Receivership' of a company for its statutory, primary and secondary creditors ✚ Rules for distributing the proceeds of a company's assets in 'Receivership' ✚ Rights and equitable treatment of shareholders: Interests of other stakeholders ✚ Recognising the organisation's legal obligations to all legitimate stakeholders. ✚ Role and responsibilities of the board ✚ Integrity and ethical behavior: Disclosure and transparency:

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Objectives	Contents, Concepts and Issues
<ul style="list-style-type: none"> ✚ Outline salient steps that can be taken to preserve an organisation’s integrity ✚ Establish the array of issues that are enshrined in a company’s ethical behaviour ✚ Determine the importance of operational ‘transparency’ in the face of the regulatory authorities’ demand and in the enhancement of shareholder and client confidence 	
Module 4 - Internal Audit and Financial Risk Management Module Duration: 2 Days	
Module Objectives	Contents, Concepts and Issues
By the conclusion of the specified learning and development activities, delegates will be able to:	
<ul style="list-style-type: none"> ✚ Define risk in an organisational context ✚ Demonstrate their understanding and ability to apply the issue of ‘Financial Risk Management’ to it broader context ✚ Define, with examples, the concepts or financial risk and financial risk management within an organisational setting ✚ Exhibit their mastery of the link between market dynamics and financial risk ✚ Demonstrate their understanding of Liquidity Risk ✚ Pinpoint the bases of Operating Risk 	Risk: A Working Hypothesis <ul style="list-style-type: none"> ✚ Defining Risk – Generally ✚ Financial Risk: A Plausible Definition ✚ Financial Risk in an Organisational Setting ✚ Financial Risk and ‘Market Dynamics’ ✚ Liquidity Risk ✚ Operating Risk ✚ Fraud Risk ✚ Settlement Risk ✚ Corporate Strategy and Risk

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Objectives	Contents, Concepts and Issues
<p>within organisations</p> <ul style="list-style-type: none"> ✚ Draw on cases to highlight the vulnerability of organisations to operational risks. ✚ Illustrate the role of the internal audit team in identifying, verifying and addressing the risk associated with internal organisational members ✚ Demonstrate their ability to use audit trail or audit log to indentify perpetrators of internal fraud ✚ Devise a mechanism whereby organisational personnel vulnerable to outside influence, that might form the basis of ‘insider information’ that could be used frequently, might be identified and the appropriate risk management measure applied. ✚ Illustrate their competence in identifying operational activities that are prone to Settlement Risk, proposing the measures that might be taken to reduce the associated financial risk ✚ Analyse organisational Corporate Strategy, identifying the associated financial risk and employing the appropriate Risk Management Strategy ✚ Demonstrate the various issues that are associated with The Currency Derivatives Market, indicating the extent 	<p>Management</p> <ul style="list-style-type: none"> ✚ The Currency Derivatives Market <p>Financial Risk and Unpredictability: Uncontrollable Environmental Issues</p> <ul style="list-style-type: none"> ✚ Asset Behaviour and Pricing Implications ✚ Credit and Counterparty Risk ✚ The Legal and Political Risk Environments ✚ Risk as an Economic Factor ✚ Technological Risk Factor ✚ Risk associated with Socio-Cultural Change <p>Financial Risk Settings: A Meta-Analytical Exploration</p> <ul style="list-style-type: none"> ✚ Risk in Financial Institutions ✚ Banking Risk ✚ Risk and the Currency Market ✚ Risk and the Equity Market ✚ Futures Market Risk <p>Financial Exposure As Risk: An Introduction</p> <ul style="list-style-type: none"> ✚ Economic Exposure ✚ Transaction Exposure ✚ Translation Exposure ✚ Calculating Risk in Financial Exposure

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Objectives	Contents, Concepts and Issues
<p>to which their organisations are exposed and the degree to which financial risk management can reduce or avert the associated financial risk</p> <ul style="list-style-type: none"> ✚ Demonstrate an understanding of the external environmental, uncontrollable forces that affect an organisation’s operation and how they might be circumvented to effectively manage its Financial Risk ✚ Explain how the Legal and Political Risk Environments will affect an organisation and the efforts that can be applied in the interest of its continuity ✚ Indicate their understanding ‘Risk as an Economic Factor’ within an organisational context and the counter measures that can be applied ✚ Explain how Technology might pose a financial Risk to an organisation and how the effect might be circumvented or even capitalised on ✚ Identify the financial Risk associated with Socio-Cultural Change and how their effect might be minimised or exploited ✚ Exhibit a heightened awareness of Asset Behaviour and Pricing Implications and their consequence for organisational operation ✚ Demonstrate an awareness of ‘Credit 	

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<p>and Counterparty Risk’ and the organisational safeguards that might be applied</p> <ul style="list-style-type: none"> ✚ Draw on their previous and newly acquired knowledge to demonstrate their understanding of Risk in Financial Institutions and the financial risk management options that are available ✚ Demonstrate their understanding of financial risk management in Banking ✚ Explain to non-financial corporate personnel the financial risk associated with the Equity Market ✚ Use examples from recent international events to illustrate the financial risk that is associated with the Futures Market and how these might be addressed ✚ Explain Economic Exposure and its financial risk implications ✚ Distinguish between Transaction Exposure and Translation Exposure, explaining their financial risk implications and remedy. 	



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Regulation For HRODC Postgraduate Degrees –

MBA, MA, MSc Programmes

Summary of the Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes

Delegates who have successfully completed the HRODC General Postgraduate Diploma, HRODC Specialist Postgraduate Diploma and HRODC Cumulative Postgraduate Diploma may proceed to register for the Postgraduate Degree (MBA, MA, MSc). HRODC Cumulative Postgraduate Diploma relates to a Diploma that is granted through the addition of courses taken at intervals over a 3-year period. This type of Postgraduate Diploma might include both General and Specialist groupings. The requirement incorporates the ‘180-Hour Rule’, wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study (Full details in separate document).

After the Postgraduate Diploma Stage, delegates might register for a Masters Degree (MA, MBA, MSc – as appropriate). They will then be required to study a research module – Course #7 and present an externally assessed Dissertation of 15,000 to 20,000 words. They will receive supervision from 2 research tutors and will submit to an Oral Examination of their Thesis.

HRODC Postgraduate Diploma and Diploma – Postgraduate.

HRODC Postgraduate Diploma and Diploma - Postgraduate: Distinction and Award

Seminars & In-house Courses of 1 – 3 Months Duration, Lead To the HRODC Postgraduate Diploma. Seminars and In-house Courses of 2 Days & More But Less Than 1 Month Lead To HRODC Diploma - Postgraduate. Attainment requirement for HRODC Postgraduate Diploma & Diploma - Postgraduate - is 50% Minimum. HRODC Certificate of Attendance & Participation will be awarded to Delegates of Seminars & Courses of less than 2 days and those gaining less than 50% pass in the Postgraduate Diploma or Diploma - Postgraduate - Seminars and In-house Courses.

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Individual Modules and Blocks of HRODC Postgraduate Diploma can be taken studied over a 3-year period, anywhere in the world that they are offered. All modules or Blocks, in the case of the Postgraduate Diploma in Executive Management, must have been studied, with Delegates gaining 50% and above in at least 70% of the modules or blocks. To achieve the attainment level required for the Award of HRODC Postgraduate Diploma in Communication and Information Management, delegates should achieve a minimum of 50% pass in at least 70% of the modules. Module one will be treated as a double-unit and assessed in 2-parts, while module 3 will be regarded as 4 units, assessed in 4 distinct parts. There are, therefore 10 units, for assessment purpose, requiring at least a pass in 7 units, at 50% or higher. The assessment will be facilitated by the issuance of bound copies of course guides and course supplement (possibly combined), at the beginning of the training.

Delegates who fail to achieve the requirement for HRODC Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions. Those delegates who fail to achieve the requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation. All seminar guides and course guides will indicate which activities will count towards HRODC Diploma.

Title Examples of HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate

HRODC Postgraduate Diploma Course or Seminar Titles include: *HRODC Postgraduate Diploma in Human Resource Management; HRODC Postgraduate Diploma in Comprehensive Human Resource Management; HRODC Postgraduate Diploma in Executive Management; HRODC Postgraduate Diploma in Comprehensive Real Estate Management; HRODC Postgraduate Diploma in Women in Management; HRODC postgraduate Diploma in Comprehensive Project Management; HRODC Postgraduate Diploma in Communication and Information Management.*

HRODC Diploma – Postgraduate - Course or Seminar Titles include: *HRODC Diploma - Postgraduate - in Financial Risk Management; HRODC Diploma - Postgraduate - in Judging*

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Economic and Financial Crimes; HRODC Diploma - Postgraduate - in UK Legal System: Court Organisation and Management; HRODC Diploma - Postgraduate - in Organisational Change Management; HRODC Diploma - Postgraduate - in Client Or Customer Care; Leading to HRODC Diploma - Postgraduate - in Trainer Training: Training for Trainers; HRODC Diploma - Postgraduate - in Worker Motivation; HRODC Diploma - Postgraduate - in Employee Resourcing: Recruitment and Selection; HRODC Diploma - Postgraduate - in Diversity Management; HRODC Diploma - Postgraduate - in Research Project Management; HRODC Diploma - Postgraduate - in Anti-Dumping and Anti-Subsidy; HRODC Diploma - Postgraduate - in Internal Audit; HRODC Diploma - Postgraduate - in Fundamentals of Automotive Industry; HRODC Diploma - Postgraduate - in Advanced Project Management; HRODC Diploma - Postgraduate - in Productivity Improvement; HRODC Diploma - Postgraduate - in Introduction to Real Estate Management; HRODC Diploma - Postgraduate - in Conveyancing and Property Valuation; HRODC Diploma - Postgraduate - in UK Employment Law; HRODC Diploma - Postgraduate - in UK Consumer Law; HRODC Diploma - Postgraduate - in ISO 9000 Quality Systems; HRODC Diploma - Postgraduate - in Modern Quality Systems; HRODC Diploma - Postgraduate - in Modern Quality Systems and ISO 9000; HRODC Diploma - Postgraduate - in Personnel and Occupational Testing; HRODC Diploma - Postgraduate - in Personnel and Occupational Test Questionnaire Design and Results Analysis; HRODC Diploma - Postgraduate - in Information, Risk and Security Management; HRODC Diploma - Postgraduate - in Executive Leadership and High Performance Team Management; HRODC Diploma - Postgraduate - in Organisational Design: Structuring and Restructuring Organisations; HRODC Diploma - Postgraduate - in Investment Projects in Industrial Sector; HRODC Diploma - Postgraduate - in Industrial Investment Performance Evaluation; HRODC Diploma - Postgraduate - in Strategic Management and Project Management; HRODC Diploma - Postgraduate - in Fundamentals in Oil and Gas Accounting; HRODC Diploma - Postgraduate - in Advanced Financial Accounting; HRODC Diploma - Postgraduate - in Advanced Cost Management; HRODC Diploma - Postgraduate - in Assessing Parenting Capability and Children's Need; and Recording & Report Writing For Social Service; HRODC Diploma - Postgraduate - in

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Strategic Management and Strategic Cost Management; HRODC Diploma - Postgraduate - in Strategic Management Accounting; HRODC Postgraduate Diploma - Postgraduate - in Advanced Budgeting; HRODC Diploma in Fundamentals of Air Cargo.

HRODC Postgraduate Diploma Typology

HRODC would like to initiate and maintain a typology that will distinguish between its 3 main categories of Postgraduate Diploma:

- 1. HRODC General Postgraduate Diploma**
- 2. HRODC Specialist Postgraduate Diploma**
- 3. HRODC Cumulative Postgraduate Diploma**

HRODC General Postgraduate Diploma refers to the Postgraduate Diploma, which consists of generic courses, taken within a three-year period. HRODC Specialist Postgraduate Diploma must be construed to mean a Postgraduate Diploma that consists of related courses. These include: *HRODC Postgraduate Diploma in Human Resource Management; HRODC Postgraduate Diploma in Comprehensive Human Resource Management; HRODC Postgraduate Diploma in Executive Management; HRODC Postgraduate Diploma in Comprehensive Real Estate Management; HRODC Postgraduate Diploma in Women in Management; HRODC Postgraduate Diploma in Comprehensive Project Management; HRODC Postgraduate Diploma in Communication and Information Management.*

HRODC Cumulative Postgraduate Diploma relates to a Diploma that is granted through the addition of courses taken at intervals over a 3-year period. This type of Postgraduate Diploma might include both General and Specialist groupings. The requirement incorporates the ‘180-HourRule’, wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study.

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Prof. Dr. R. B. Crawford - Director - HRODC Training Institute
PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof.
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HRODC's Quality Assurance

The 50% minimum attainment requirement for the HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate - is an attestation to our concern for quality and exceptional performance. This 'standard' is in line with most British Universities, some having recently moved away from their traditional 40% attainment requirement. One of the several ways in which HRODC assures academic and professional quality is to ensure that most of its consultants hold a PHD in their areas of specialism. The lowest qualification of any consultant at HRODC is an MA and, or, MSc. These qualifications are in addition to relevant experience and continuous development. While most applicants to HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate - Programmes are holders of Undergraduate and Postgraduate Degrees, some being Professors of internationally renowned Universities, others do not hold a degree but have substantial work and life experience to excel in the courses. In addition, HRODC has instituted the '180-HourRule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study. Specialist Diploma such as the HRODC 'Postgraduate Diploma in Executive Management' consists of 540 hours.

In addition to the above, HRODC has incorporated the following additional Quality measures in its Postgraduate Degree Programme – These can also be found in the document Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes

- 1.** The length of the Dissertation will be between 15,000 and 20,000 words. Higher or lower limits can only be accepted through special dispensation, tabled through their Dissertation Tutor;
- 2.** Delegates will be assigned one Main Dissertation Supervisor, for formal tuition, and a Dissertation Mentor, who will provide them with informal advice, in conjunction with their Main Dissertation Supervisor;

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Prof. Dr. R. B. Crawford - Director - HRODC Training Institute
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3. Delegates' Viva Voce, or Oral, Examination will be conducted within 3 months of the submission of their Dissertation;
4. The Dissertation Examination will be conducted by an External and an Internal Examiner;
5. The External Examiner will be drawn from a recognized University and will be an Academic in the Discipline, who is not otherwise associated with HRODC;
6. The Internal Supervisor will be an HRODC Tutor, who is neither Delegates' Main Dissertation Supervisor or their Dissertation Mentor;
7. The submission date of a Masters Dissertation is expected to be within 12 calendar months of their initial registration for the Degree but can be extended, on application, to a period not exceeding 24 months;
8. In the event that Delegates were not successful on the first attempt, they will be given the opportunity to make minor amendment to, or revise, their Dissertation, with the guidance of their Dissertation Supervisors.

HRODC's New Central London Training Venue

Many National and International Delegates attending HRODC's Seminars in London would also like to enjoy the City's delights. It is for this reason that our London Training Centre is strategically located, in Central London. The relocation of HRODC's London Training Centre to Central London is specifically undertaken because of:

Its easy access to public transport –

- ✚ Buses;
- ✚ Trains;
- ✚ London Underground (Tube);
- ✚ Connection to Dockland Light Railway (DLR)
- ✚ Connection to East London Line
- ✚ Connection to British Rail
- ✚ Its wide choice of accommodation
- ✚ The great variety of:

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- ✚ Restaurants - a selection of Latin American, English, Tai and Chinese Restaurants, Cafes – even a Starbucks (Coffee Café) and Fast-Foods such as McDonald’s, Berger King and KFC Restaurant.
- ✚ Shopping centres,
- ✚ Places of entertainment, including a Multiplex Cinema
- ✚ An Antique Market and
- ✚ Choice of Souvenir shops
- ✚ Its proximity to The Greenwich Observatory
- ✚ Its central location, providing ease of access to:
 - ✚ Oxford Street – for general Shopping
 - ✚ Bond Street - for general Shopping
 - ✚ Tottenham Court Road For Electronics
 - ✚ Marble Arch for Cinema and Shopping
 - ✚ Edgware Road for Entertainment and Shopping – Perfumes, Souvenirs
 - ✚ Piccadilly Circus and Leicester Square for Entertainment – Cinemas, Wine Bars, Restaurants - and Souvenir Shopping
- ✚ West End Theatres
- ✚ Heathrow Airport
- ✚ Gatwick Airport
- ✚ City Airport
- ✚ Stansted Airport
- ✚ Leicester Square
- ✚ Piccadilly Square
- ✚ Its close proximity to major London attractions such as:
 - ✚ Madame Tussauds
 - ✚ London Eye
 - ✚ River Boat Rides
 - ✚ London Original Bus Tours
 - ✚ Harrods Superstore

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Prof. Dr. R. B. Crawford - Director - HRODC Training Institute
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- ✚ Several Museums
- ✚ Nightclubs
- ✚ The popularity of the area as a tourist venue

Please note that HRODC Training Institute is in the process of acquiring a new training centre in Central London. In the meantime, the Conference Facilities of a Central London Hotel is being utilised as a temporary venue for its training activities.

Some Locations of HRODC's Seminars or Public Courses

These seminars are scheduled to be delivered in international locations including Munich Germany, Durban South Africa, Johannesburg South Africa, Malta, Hong Kong, Muscat Oman, Kuwait City Kuwait, Brunei Darussalam, Kuala Lumpur Malaysia, Lagos Nigeria, Abuja Nigeria, Manila Philippines, Katmandu Nepal, Mumbai India, Damascus Syria, Port Louis Mauritius, Jeddah, Saudi Arabia, Riyadh Saudi Arabia, Dubai UAE, United Arab Emirates, Paris France, Rome Italy, Athens Greece, Albania, Kazakhstan, Tajikistan, St. Petersburg Russia, Toronto Canada, New York USA, Caracas Venezuela, Algiers Algeria, Cairo Egypt, Kingston Jamaica, Tripoli Libya, Harare Zimbabwe, Brussels Belgium, Monrovia Liberia, Tamilnadu India, Nairobi, Kenya.

Course Admission and Registration:

As an Award-bearing Postgraduate Course, it is essential that we assess the aptitude of our potential participants. We would, therefore appreciate if you might complete our standard Postgraduate Application Form, which is available on request (please see our contact details above), or downloadable from:

http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm

If your previous qualifications and experience are in line with our admission criteria, you will be sent an official notification of your admission to the course or courses for which you have applied, along with a Performa invoice, for the payment of the relevant fees. You will then be duly registered for the course/s as soon as we have received your payment.

Terms and Conditions

HRODC Policy Terms and Conditions are Available for viewing at:

<http://www.hrodc.com/COSTS.htm>

Or Downloaded, at:

http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm

Professor Dr. R. B. Crawford – Director HRODC Training Institute.

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