

# HRODC Postgraduate Training Institute



**A Postgraduate - Only Institution**



**#202**

**Professional Business Administration:  
Business Administration Management for  
Professional Business Administrators (Part 1)**

**Postgraduate Short Course**

**Leading To:**

**DIPLOMA - POSTGRADUATE IN**

**Business Administration Management for  
Professional Business Administrator (1), Quad  
Credit, 120 Credit-Hours**

**Accumulating to A**

**Postgraduate Certificate, With 60 Additional Credit-  
Hours, or A**

**Postgraduate Diploma, With 240 Additional  
Credit-Hours**

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**HRODC Postgraduate Training Institute**

**HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK**



**Prof. Dr. Ronald B. Crawford - Director**

PhD (Uni London); M. Ed. M (Bristol); PGCIS (UWL); Adv. Dip. Sc. Ed (Bristol); Dip. Doc.  
Res. (Uni Wlv); F.I.M.S.; HR. S. (I.M.S.); Exec. M. AOM; M. AAM; M.I.S.G.S.; M.S.C.O.S.;  
M. RG. C.



## HRODC POSTGRADUATE TRAINING INSTITUTE

**A Postgraduate — Only Institution**

**Websites:**

<https://www.hrodc.com/>  
<https://www.hrodc.london>  
[postgraduateshortcourses.com/](https://www.postgraduateshortcourses.com/)

**Email:**

[institute@hrodc.com](mailto:institute@hrodc.com)  
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**HQ**

122A Bhylls Lane  
Wolverhampton  
WV3 8DZ  
West Midlands, UK

**Tel:**

+44 1902 763 607  
+44 7736 147 507

### HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

### Our UK Government's Verification and Registration

**Our Institute is Verified by, and Registered with, the United Kingdom (UK) Register of Learning Providers (UKRLP), of the Department for Education (DfE). Its UK Provider Reference Number (UKPRN) is: 10019585 and might be located at: <https://www.ukrlp.co.uk/>.**

### Course Coordinator:


Prof. Dr. R. B. Crawford is the Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);

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### Prof. Dr. Ronald B. Crawford - Director

PhD (Uni London); M. Ed. M (Bristol); PGCIS (UWL); Adv. Dip. Sc. Ed (Bristol); Dip. Doc. Res. (Uni Wlv); F.I.M.S.; HR. S. (I.M.S.); Exec. M. AOM; M. AAM; M.I.S.G.S.; M.S.C.O.S.; M. RG. C.



- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.

**Professor Dr. Crawford has been an Academic in the following UK Universities:**

- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.

**His responsibilities in these roles included:**

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;
- Personal Tutor

## For Whom This Course is Designed

### This Course is Designed For:

- Executives;
- Board of Directors;
- Managing Directors;
- Administrative Managers;
- Line Managers;
- Managers from all levels;
- Business Administrators;
- Business Consultants;
- Human Resource Managers;
- Human Resource Professionals;
- Supervisors;
- Team Leaders;
- Business Owners;
- Entrepreneurs;
- Those desirous of learning business administration.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	20 Days
Classroom-Based Cost:	£20,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	40 Days – 3 Hours Per Day
Online Cost:	£13,400.00 Per Delegate

## **Classroom-Based Course and Programme Cost includes:**

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Postgraduate Diploma/ Diploma – Postgraduate –or
- Certificate of Attendance and Participation – if unsuccessful on resit.

## **Students and Delegates will be given a Selection of our Complimentary Products, which include:**


- **Our Branded Leather Conference Folder;**
- **Our Branded Leather Conference Ring Binder/ Writing Pad;**
- **Our Branded Key Ring/ Chain;**
- **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;**
- **Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;**
- **Our Branded Metal Pen;**
- **Our Branded Polo Shirt.;**
- **Our Branded Carrier Bag.**

**Daily Schedule: 9:30 to 4:30 pm.**

### **Delivery Locations:**

- 1. Central London, UK;**
- 2. Dubai, UAE;**
- 3. Kuala Lumpur, Malaysia;**
- 4. Amsterdam, The Netherlands;**
- 5. Brussels, Belgium;**
- 6. Paris, France; and**
- 7. Durban, South Africa;**
- 8. Other International Locations, on request.**

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## **Professional Business Administration: Business Administration Management for Professional Business Administrators (Part 1) Course**

**Leading to Diploma – Postgraduate – in Business Administration Management for Professional Business Administrators 1 (Quad Credit) and 120 Credit-Hours, Accumulating to a Postgraduate Certificate, with 60 Additional Credit-Hours, or a Postgraduate Diploma, with 240 Additional Credit-Hours**

### **Course Contents, Concepts and Issues**

#### **Part 1: The Dynamics Functions of Management (1)**

- Profiling Managers at Different Organisational Levels;
- Planning;
- The Planning Hierarchy;
- Difference Between Strategic, Tactical and Operational Plans;
- Standing Plan;
- Organising;
- Organisational Structure and Design;
- Effective organising;
- Division of Work;
- Departmentalising;
- Establishing Vertical and Horizontal Relationships and Formal Communication Channels;
- Establishing the Mechanism Whereby the Organisational Activities Can Be Co-Ordinated;
- Desirable Level of Specialisation.



## Part 2: The Dynamics Functions of Management (2)

- Level of Worker Autonomy and Managerial Control;
- Levels of Managerial Control and Worker Autonomy;
- Span of Management/Control or Span of Management;
- Degree of Decision-Making and Operational Centralisation or Decentralisation;
- Tall or Flat Structure;
- Directing/Leading;
- Co-ordinating;
- Mutual Adjustment - with Informal Communication;
- Direct Supervision;
- Standardisation of Work Process;
- Standardisation of Input - Skills, Knowledge and Attitudes;
- Standardisation of Output;
- Controlling;
- The Management of Quality.

## Part 3: From Personnel Management To Human Resource Management (1)

- Personnel Management and Human Resource Management (HRM) : A Distinction;
- The Advent of Welfare Management;
- The Role of Rowntree in Industrial Welfare Development;
- Welfare Workers and Recruitment and Selection;
- The Development of Professional Personnel and Human Resource Management;
- Concerns of Personnel Management:
- Recruitment and Selection;
- Workers' Welfare and Benefits;
- Industrial Relations;

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- Staff Appraisal;
- Training;
- The Strategic Significance of Human Resource Management.

## **Part 4: From Personnel Management To Human ResourceManagement (2)**

- Concerns of Human Resource Management:
- Recruitment;
- Selection;
- Motivation;
- Workforce Management Strategy;
- E.g. Workforce Flexibility;
- Flexible Working Strategy.

### **Human Resource Planning**

- The Rationale for Human Resource Planning (HRP);
- The Link between HRP and Corporate Planning;
- The Investigation and Forecasting Processes-Understanding Contextual Influences;
- Designing, Implementing and Reviewing the Effectiveness of HRP.

## **Part 5: Managing Individual Performance (1)**

### **Human Resource and Performance Management**

- Managing Poor Performance;
- Managing Absence;
- Dealing with Harassment;
- The Effective Management of Retirement, Redundancy, Dismissal and Voluntary Turnover;
- Evaluating the Mechanisms Available For Preventing or Alleviating Poor Performance;
- Working From Corporate Mission and Strategy;

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- Performance Targets;
- Tactical Performance Targets;
- Operational Performance Targets;
- Linking Performance Management with Operational Processes and Systems;
- Initiate Appropriate Reward Systems;
- Individual Development Plans;
- Performance and Reward Cycle.

## **Part 6: Managing Individual Performance (2)**

### **Staff Performance Appraisal**

- Performance Appraisal: A Definition;
- Objectives of Performance Appraisal;
- Why Some Managers Are Afraid To Appraise;
- Performance and the Halo Effect;
- Performance Appraisal and the Thorny Effect;
- Organisational Benefits and Performance Appraisal;
- Individual Benefits of Performance Appraisal;
- Subsystem Benefits of Performance Appraisal;
- The Appraisal Cycle;
- Systematising Performance Appraisal;
- Some Problems with Performance Appraisal;
- Punitive Aspects of Performance Appraisal;
- Some Popular Appraisal Systems;
- Graphic Rating Scales;
- Ranking;
- Paired Comparison;
- Self Appraisal;
- Critical Incident;
- Management by Objectives (MBO);
- 360 Degree Appraisal;
- The Appraisal Setting.

## Part 7: Managing Individual Performance (3)

### Reward Management: Developing an Effective and Equitable Career Structure

- Employee Reward: A Definition;
- Defining Reward Management;
- The Basis of Reward Management;
- Reward Management Strategies: Provide Support for Corporate Values;
- Reward Management Derived From Business Strategy and Goals;
- Reward Management and Its Links to Organisational Performance;
- Reward Management and the Driving Force for Individual Behaviour;
- Reward Management and Its Relationship to Leadership Styles;
- Reward Management and Competition;
- Reward Management and the Attraction to High Calibre Personnel;
- Encouraging Positive and Effective Organisational Culture;
- Culture and Organisational Values;
- Level and Type of Motivation Customer or Clients, Product or Service;
- Degree of Learning That Is Encouraged and General Identity;
- Remuneration Systems;
- Factors Affecting Remuneration Systems:
- Government' Reduced or Increased Spending;
- Increased or Decreased Labour Force Availability;
- Increased Demand for Quality;
- Organization's Expansion, Contraction or Diversification Plans;
- Increased Competition;
- Remuneration Packages, Including Salary and Welfare Benefits and Payments;
- Pay or Remuneration Structures;
- Pay Structures, Purpose, Criteria and Types;
- Performance Related Pay (PRP).

## Part 8: Managing Organisational Talents

- Talent Relationship Management;
- Talent and Executive Development;
- Approaches to Talent Management;
- Key Success Factors in Talent Management;
- Employee Retention;
- Career Management:
  - Career Theory;
  - Career Development, Management;
  - Management and Succession Planning.
- Management Succession Charts;
- Psychometric Testing;
- The Psychological Contract and the Impact on Employee Retention.

## Part 9: Strategic Planning (1)

### Key issues in Planning

- Planning, Defined;
- Requirements of Planning;
- Planning Characteristics;
- Informal Plans;
- Purpose of Planning;
- Planning Misconceptions.
- Planning Variations:
  - According to Breadth or Coverage;
  - According to Time Frame;
  - According to Specificity;
  - According to Frequency.
- Planning Contingency;
- Steps in Planning;

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- Planning and Organisational Control;
- Planning in Operations Management:
  - Planning as the Link-Pin in Organisational Management;
  - Organising;
  - Directing;
  - Co-ordinating;
  - Controlling.

## Part 10: Strategic Planning (2)

### Types of Plan

- Pertinent Planning Concepts;
- Key Planning Components;
- Strategic Planning Process;
- Quality Tests for Strategic Plan;
- Timing Strategic Plans;
- Operational Plan as Business Plan:
  - Standing Plan;
  - Single-use Plan.
- Operational Planning Issues: Perfecting the Business Plan:
  - Operational, Production or Manufacturing Capabilities;
  - Cash flow Forecast;
  - Liquidity Ratio;
  - Facilities;
  - Inventory and Inventory Control;
  - Material Requirements Planning (MRP) VS Just-In-Time (JIT) Operation;
  - Distribution, 'Facilitation' and Relationship Management;
  - Maintenance or Service – Order Fulfilment and Client or Customer Service.
- Strategic Planning vs. Operational/Business Planning;
- Strategic Planning vs. Tactical Planning;

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- Strategic Planning Tools:
  - Balanced Scorecard;
  - Scenario Planning;
  - PESTEL Analysis.

## Part 11: Strategic Planning (3)

### Planning Strategies, Cycle and Outline

- Planning Strategies;
- Planning as a Cyclical and Continuous Process:
  - Initiate;
  - Identify Aim;
  - Explore Options;
  - Selection of Best Options;
  - Details Planning;
  - Plan Evaluation;
  - Implementation;
  - Closure;
  - Feedback.
- Objectives Setting: The Foundation of Planning:
  - Real vs. Stated Objectives;
  - Traditional Objective Setting;
  - Means-Ends Chain.
- The Plan Outline:
  - Setting goals & objectives;
  - Determining steps to achieve goals;
  - Setting start & completion dates;
  - Assigning responsibility.

## Part 12: Trainer Training: Training for Trainers (1)

- Learning Theory;
- Learning and Memory;
- Learning and Application;
- Education Training and Development: A Distinction;
- Conditions Conducive To Learning and Memory;
- The Taxonomy of Educational Objectives;
- The Value of Varied Learning Experiences;
- Establishing Learning Objectives;
- Determining the Content of Training Programmes;
- Designing Delegate Activities, In Line With Established Objectives;
- Effective Oral Presentations;
- Designing Training Courses;
- Designing Ice Breaker and Closure Activities;
- Creating an 'Ideal' Setting;
- Designing the Course Evaluation Questionnaire;
- Equipping the Training Room 'Within the Budget';
- Learning Organisation: An Introduction;
- Training and Development Policy;
- Training Needs Analysis;
- Individual Training Needs Analysis;
- Group Training Needs Analysis;
- Corporate Training Needs Analysis;
- Determining the Appropriateness of Training.



## Part 13: Trainer Training: Training for Trainers (2)

- Aligning the Training Department within Existing Organisational Structure;
- Aligning Training Strategy with Subsystem and Organisational Strategy;
- Effective Training Commissioning;
- Managing the Training Environment;
- Managing the Learning Environment;
- Organisational Training and Training Organisation;
- Contemporary Issues in Training Development;
- Training Interventions;
- Formal Training Intervention;
- Informal Training Intervention;
- Tacit Learning;
- Aptitude Treatment Intervention (ATI);
- The Role of the Internal Trainer;
- Training and Organisational Policy and Strategy.

## Part 14: Advanced Business Communication (1)

- Business Communication:
  - Principles of Business Writing;
  - 4 Stages of Writing;
  - Using Mind Maps and Writing Plan;
  - Business Correspondence;
  - Common Mistakes in Business Letter Writing.
- Presentation of Business Documents:
  - Parts of a Business Letter;
  - Business Letter Formats;
  - Styles in Business Correspondence;
  - Open Punctuation;
  - Memos;
  - Fax Messages.

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➤ Structuring Your Communications – Four-Point Plan:

- Details;
- Response or Action;
- Closure.

➤ Language and Tone:

- The Weakest Link in Your Business Writing;
- Ten Steps to Good Business Writing.

## Part 15: Advanced Business Communication (2)

➤ E-mail:

- How Can You Make E-Mail Work For You?;
- Customer Care and E-Mail;
- Creating Electronic Rapport;
- E-Mail @ Work;
- Netiquette.

➤ Letters Requesting Payment:

- Tone;
- Late Payments;
- Collection Letters.

➤ Complaints and Adjustment:

- Handling Complaints;
- Complaints Concerning Goods;
- Complaints Concerning Delivery;
- Cancelling Orders;
- Personal Complaints.

➤ Goodwill Messages:

- General Goodwill Letters;
- Letters of Apology;
- Letters in Which Tone Is Particularly Important;
- Letters of Thanks;
- Letters of Congratulation;

- Letters of Condolence and Sympathy.

## Part 16: Advanced Business Communication (3)

- Reports and Proposals:
  - Introduction to Reports and Proposals;
  - The Plain English Guide to Writing Reports:
    - ✚ Defining the Purpose;
    - ✚ Investigating the Topic;
    - ✚ Organising the Report into Sections;
    - ✚ Order of Presentation;
    - ✚ Order of Writing;
    - ✚ Numbering Sections and Paragraphs;
    - ✚ Planning the Writing- Revision.
- Notices, Advertisements and Information Sheets:
  - Notices;
  - Advertisements;
  - Leaflets and Information Sheets;
  - Design Skills.
- Sales Letters and Voluntary Offers:
  - The Weakest Link in Your Sales Letters;
  - Successful Sales Letters;
  - Specimen Sales Letters;
  - Voluntary Offers.
- Marketing Matters:
  - Customer Care through Internet and E-Mail;
  - Marketing through the Web.
- Business Plan:
  - Components of a Business Plan.
- Personnel:
  - Interview Letters;
  - Offers of Appointment;



- Termination of Employment;
- Sundry Personnel Matters.

## Part 17: Time Management and Meeting Management (1)

### Understanding Time Management

- Time Management Defined;
- Time in an Organisational Wide Context: Acting in Time;
- The Cost of Time;
- Time Management Tools;
- Maximising Personal Effectiveness;
- Busy vs. Productive;
- Time Wasters/Time Robbers/Time Stealers/Time Bandits;
- Managing Time Wasters/Time Robbers/Time Stealers/Time Bandits;
- Combating Procrastination;
- Diffusing the Impact of Others:
  - Handling Interruptions Constructively;
  - Asserting Yourself Politely and Calmly.
- Conquering Overcommitment (Learn to say, "No").

## Part 18: Time Management and Meeting Management (2)

### Contextualising Time Management

- The Four D's of Time Management:
  - Do;
  - Delegate:
    - ✚ Tasks Which Should Be Delegated;
    - ✚ Effective Delegation Techniques;
    - ✚ How to Delegate.
  - Dump;

- **Defer.**
- Managing Multiple Task and Deadlines;
- Combating Work Related Stress;
- Balancing Personal and Professional Life;
- Avoiding Time Crunches;
- Handling Unexpected Job Emergencies;
- Human Multitasking;
- Benefits of Effective Time Management;
- Effects of Poor Time Management;
- Time Management Theories:
  - Maslow's Hierarchy of Needs;
  - The Pickle Jar Theory;
  - Pareto Principle or 80/20 Rule;
  - Eisenhower Method;
  - POSEC Method.

## **Part 19: Time Management and Meeting Management (3)**

### **Scheduling, Prioritising and Time Management Application**

- Scheduling:
  - Effective Scheduling;
  - Steps in Scheduling.
- Prioritising:
  - The Prioritisation Grid;
  - Important vs. Urgent;
  - Time Management Matrix (Covey's Four Quadrant Matrix);
  - To-Do List;
  - ABC123 Prioritised Planning;
  - Decision Matrix.
- Time Management and Manager:
  - How Most Managers Apportioned Their Time;
  - Time Management Tips for Managers;

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- Effective Resource Management;
- Workload Analysis;
- Managing Workload;
- Managing Disorganised Staffs.

## Part 20: Time Management and Meeting Management (4)

### Achieving Effective Time Management through Proper Meeting Management

#### ➤ Meeting Management:

- Creating an Effective Agenda;
- Importance of Agenda;
- Steps For Productive and Effective Meeting;
- Groupthink;
- Teamthink;
- Reducing Time Spent on Meeting;
- Meeting Menaces:
  - ✚ The Waffler;
  - ✚ The Turf Warrior;
  - ✚ The Assassin;
  - ✚ The Dominator;
  - ✚ The Interrupter.
- Meeting Mismanagement.



## **Postgraduate Diploma, Postgraduate Certificate, and Diploma – Postgraduate - Short Course Regulation**

### **Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title**

Postgraduate Short Courses of a minimum of five days' duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading to Awards bearing their title prefixes. While we, refer to our short studies, of 5 days to five weeks, as 'Courses', those with duration of 6 weeks and more are labelled 'Programmes'. Nevertheless, in line with popular usage, we often refer to all study durations as 'Courses'. Another mark of distinction, in this regard, is that participants in a short course are referred to as 'Delegates', as opposed to the term 'Students', which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These short courses accumulate to Postgraduate Certificate, with a total of 180 Credit-Hours (= 6 X 5-Day Courses or 3 X 10-Day Courses), or Postgraduate Diploma, with a total of 360 Credit-Hours (= 12 X 5-Day Courses or 6 X 10-Day Courses).

Delegates studying courses of 5-7 days' duration, equivalent to 30-42 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.

## **Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate Assessment Requirement**

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, Postgraduate Certificate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment 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.

## **Diploma – Postgraduate, Postgraduate Certificate, and Postgraduate Diploma Application Requirements**

Applicants for Diploma – Postgraduate – Postgraduate Certificate, and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant's current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.

## Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

## Modes of Study and Duration of Postgraduate Certificate and Postgraduate Diploma Programmes

There are two delivery formats for Postgraduate Certificate and Postgraduate Diploma Programmes, as follows:

1. Intensive Full-time (Classroom-Based) Mode, lasting 3 months for Postgraduate Diploma, and 6 weeks for Postgraduate Certificate. These durations are based on six hours' lecturer-contact per day, five days (30 hours) per week, for Postgraduate Diploma;
2. Video-Enhanced On-Line Mode. This interactive online mode lasts twenty (20) weeks, for Postgraduate Diploma, and ten (10) weeks for Postgraduate Certificate.

Our calculation is based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.



## Introducing Our Video-Enhanced Online Study Mode

In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary and, at the time of writing, unique to HRODC Postgraduate Training Institute.


You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a 6-year period, towards a Postgraduate Certificate or Postgraduate Diploma.

## Key Features of Our Online Study: Video-Enhanced Online Mode

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants are able to see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 1<sup>st</sup> of each month, with the cut-off date being the 20<sup>th</sup> of each month, for inclusion the following month;
- Its duration is twice as long as its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;
- The cost of the Video-Enhanced Online mode is 67% of similar classroom-based courses;

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- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

## **10-Week Video-Enhanced Online Postgraduate Certificate and 20-Week Video-Enhanced Online Postgraduate Diploma**

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, in line with our regulation, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.

## **Cumulative Postgraduate Certificate and Postgraduate Diploma Courses**

All short courses can accumulate to the required number of Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, over a six-year period from first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least one or two credits be attempted each year. This will ensure that the required 180 Credit-Hours and 360 Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, respectively, are


achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

<b>Examples of Postgraduate Course Credits: Their Value, Award Prefix &amp; Suffix – Based on 5-Day Multiples</b>		
<b>Credit Value</b>	<b>Credit Hours</b>	<b>Award Title Prefix (&amp; Suffix)</b>
<b>Single-Credit</b>	<b>30-54</b>	<b>Diploma - Postgraduate</b>
<b>Double-Credit</b>	<b>60-84</b>	<b>Diploma – Postgraduate (Double-Credit)</b>
<b>Triple-Credit</b>	<b>90-114</b>	<b>Diploma – Postgraduate (Triple-Credit)</b>
<b>Quad-Credit</b>	<b>120-144</b>	<b>Diploma – Postgraduate (Quad-Credit)</b>
<b>5-Credit</b>	<b>150-174</b>	<b>Diploma – Postgraduate (5-Credit)</b>
<b>6-Credit</b>	<b>180-204</b>	<b>Postgraduate Certificate</b>
<b>7-Credit</b>	<b>210-234</b>	<b>Postgraduate Certificate (+ 1 Credit)</b>
<b>8-Credit</b>	<b>240-264</b>	<b>Postgraduate Certificate (+2 Credits)</b>
<b>9-Credit</b>	<b>270-294</b>	<b>Postgraduate Certificate (+3 Credits)</b>
<b>10-Credit</b>	<b>300-324</b>	<b>Postgraduate Certificate (+ 4 Credits)</b>
<b>11-Credit</b>	<b>330-354</b>	<b>Postgraduate Certificate (+5 Credits)</b>
<b>12-Credit</b>	<b>360</b>	<b>Postgraduate Diploma</b>
<b>360 Credit-Hours = Postgraduate Diploma</b>		
<b>12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma</b>		
<b>10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma</b>		

### **Exemplification of Accumulated Postgraduate Certificate and Postgraduate Diploma Award Titles**

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies

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**HRODC Postgraduate Training Institute**  
**HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK**

**Prof. Dr. Ronald B. Crawford - Director**

PhD (Uni London); M. Ed. M (Bristol); PGCIS (UWL); Adv. Dip. Sc. Ed (Bristol); Dip. Doc. Res. (Uni Wlv); F.I.M.S.; HR. S. (I.M.S.); Exec. M. AOM; M. AAM; M.I.S.G.S.; M.S.C.O.S.; M. RG. C.

at least seventy percent (70%) of his or her courses in a specialist grouping. These are exemplified below:

1. **Postgraduate Diploma in Accounting and Finance;**
2. **Postgraduate Certificate in Accounting and Finance;**
3. **Postgraduate Certificate in Aviation Management;**
4. **Postgraduate Diploma in Aviation Management;**
5. **Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
6. **Postgraduate Diploma in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
7. **Postgraduate Certificate in Business Communication;**
8. **Postgraduate Diploma in Business Communication;**
9. **Postgraduate Certificate in Corporate Governance;**
10. **Postgraduate Diploma in Corporate Governance;**
11. **Postgraduate Certificate in Costing and Budgeting;**
12. **Postgraduate Diploma in Costing and Budgeting;**
13. **Postgraduate Certificate in Client or Customer Relations;**
14. **Postgraduate Diploma in Client or Customer Relations;**
15. **Postgraduate Certificate in Engineering and Technical Skills;**
16. **Postgraduate Diploma in Engineering and Technical Skills;**
17. **Postgraduate Certificate in Events Management;**
18. **Postgraduate Diploma in Events Management;**
19. **Postgraduate Certificate in Health and Safety Management;**
20. **Postgraduate Diploma in Health and Safety Management;**
21. **Postgraduate Certificate in Health Care Management;**
22. **Postgraduate Diploma in Health Care Management;**
23. **Postgraduate Certificate in Human Resource Development;**
24. **Postgraduate Diploma in Human Resource Development;**
25. **Postgraduate Certificate in Human Resource Management;**
26. **Postgraduate Diploma in Human Resource Management;**



- 27. Postgraduate Certificate in Information and Communications Technology (ICT);**
- 28. Postgraduate Diploma in Information and Communications Technology (ICT);**
- 29. Postgraduate Certificate in Leadership Skills;**
- 30. Postgraduate Diploma in Leadership Skills;**
- 31. Postgraduate Certificate in Law – International and National;**
- 32. Postgraduate Diploma in Law – International and National;**
- 33. Postgraduate Certificate in Logistics and Supply Chain Management;**
- 34. Postgraduate Diploma in Logistics and Supply Chain Management;**
- 35. Postgraduate Certificate in Management Skills;**
- 36. Postgraduate Diploma in Management Skills;**
- 37. Postgraduate Certificate in Maritime Studies;**
- 38. Postgraduate Diploma in Maritime Studies;**
- 39. Postgraduate Certificate in Oil and Gas Operation;**
- 40. Postgraduate Diploma in Oil and Gas Operation;**
- 41. Postgraduate Certificate in Oil and Gas Accounting;**
- 42. Postgraduate Diploma in Oil and Gas Accounting;**
- 43. Postgraduate Certificate in Politics and Economic Development;**
- 44. Postgraduate Diploma in Politics and Economic Development;**
- 45. Postgraduate Certificate in Procurement Management;**
- 46. Postgraduate Diploma in Procurement Management;**
- 47. Postgraduate Certificate in Project Management;**
- 48. Postgraduate Diploma in Project Management;**
- 49. Postgraduate Certificate in Public Administration;**
- 50. Postgraduate Diploma in Public Administration;**
- 51. Postgraduate Certificate in Quality Management;**
- 52. Postgraduate Diploma in Quality Management;**
- 53. Postgraduate Certificate in Real Estate Management;**
- 54. Postgraduate Diploma in Real Estate Management;**

**55. Postgraduate Certificate in Research Methods;**

**56. Postgraduate Diploma in Research Methods;**

**57. Postgraduate Certificate in Risk Management;**

**58. Postgraduate Diploma in Risk Management;**

**59. Postgraduate Certificate in Sales and Marketing;**

**60. Postgraduate Diploma in Sales and Marketing;**

**61. Postgraduate Certificate in Travel, Tourism and International Relations;**

**62. Postgraduate Diploma in Travel, Tourism and International Relations.**

The actual courses studied will be detailed in a student or delegate's Transcript.

### **Service Contract, incorporating Terms and Conditions**

[Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.](https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm)

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The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

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