

HRODC Postgraduate Training Institute,
A Postgraduate-Only Institution,
Verified by, & Registered with,
UK's Department for Education



#047

**Advanced Oil and Gas Accounting:
International Petroleum Accounting (2),
Postgraduate Short Course**

Leading To:

Diploma – Postgraduate – in

**Advanced Oil and Gas Accounting:
International Petroleum Accounting
(2), 30 Credit-Hours Credit-Hours**

**Accumulating to a Postgraduate
Certificate, with 150 additional
Credit-Hours, and a**

**Postgraduate Diploma, with 330
additional Credit-Hours.**



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Prof. Dr. R. B. Crawford - Director

PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London);
Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision
(Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.);
Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.

Programme or Course Coordinator:



Prof. Dr. R. B. Crawford, is the Director of
HRODC Postgraduate Training Institute.

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);
- 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);



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Primary Website = <https://www.hrodc.com>
Prof. Dr. R. B. Crawford, Director.

- 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:

This course is designed specifically for all who work with financial information and measures of performance for Oil & Gas Exploration & Production activities, and people seeking to advance their career by improving their understanding of industry financial management. The target people seeking to broaden knowledge to improve job performance include:

- Finance Directors and Managers;
- Financial Controllers;
- Chief Accountants;
- Treasury Officers;
- Asset Accountants;
- Joint Venture Accountants;
- Management Accountants;
- Internal and External Auditors;
- Government Regulators;
- Financial Analysts;
- Public Accountants;
- People who have good Financial Accounting Skills and who are interested in learning Oil and Gas Accounting.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	5 Days
Classroom-Based Cost:	£5,000.00 Per Delegate
Group Cost:	Varies With Group Size
Residential Group Cost:	Up To 86% Discount, Based on Numbers.
Online (Video-Enhanced) Synchronous Duration and Cost	
Online Duration:	10 Days – 3 Hours Per Day
Online Cost:	£3,350.00 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.

Scheduled Delivery Locations:

- Central London, UK;
- Dubai, UAE;
- Kuala Lumpur, Malaysia;
- Amsterdam, The Netherlands;
- Brussels, Belgium;
- Paris, France; and
- Durban, South Africa.

Delivery in other International Locations, on request.

Advanced Oil and Gas Accounting: International Petroleum Accounting (2 Course

Leading to Diploma – Postgraduate – in Advanced Oil and Gas Accounting: International Petroleum Accounting (2) and 30 Credit-Hours, Accumulating to a Postgraduate Certificate, with 150 Additional Credit-Hours, or a Postgraduate Diploma, with 330 Additional Credit-Hours

Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Determine to what entity is SFAS 143 applicable;
- Identify the results of legally enforceable obligations;
- Site examples of AROs where the company is normally legally obligated;
- Know what should be considered in identifying obligating events that require recognition of an asset retirement obligation;
- Determine the effect of initial recognition of asset retirement obligation liability;
- Learn that ARO must be initially measured based on fair value in compliance with SFAS No. 143;
- Distinguish the traditional approach from Expected cash Flow Approach;
- Define a credit-adjusted risk-free rate;
- Explain the concept of market risk premium;
- Find out when companies should recognise the changes in the liability for the retirement asset obligation resulting from the passage of time or revision to either the timing or the amount of the original estimated future cash flows;
- Discuss how the changes in the asset retirement obligation due to the passage of time should be measured;
- Learn how accretion expense is computed through the interest method of allocation;
- Know when loss or gain recognised upon settlement of ARO;



- Determine how changes due to revised estimates of the amount or timing of the original undiscounted cash flows are recognised;
- Know how frequently an ARO should be assessed to determine whether a change in the estimate of the ARO is necessary;
- Determine the effects of the existence of a fund or provision of assurance by a firm that it will be able to satisfy its asset retirement obligations;
- Explain conditional AROs;
- Identify what must be disclosed by a company reporting a liability for its asset retirement obligations;
- Determine the applicability of SFAS No. 144;
- Classify assets according to its group;
- Define “impairment” in accordance with SFAS no. 144 definition;
- Determine whether a long-lived asset to be held and used is impaired and explain the three-step approach to recognise and measure an impairment loss;
- Cite circumstances that may trigger impairment testing;
- Know when a company is requires to test long-lived asset for recoverability;
- Establish how impairment is measured;
- Ascertain the accounting and reporting requirements related to long-lived assets that are to be disposed of either by sale, abandonment or exchange for other productive assets;
- Determine when long-lived assets to be sold are still classified as “held for sale;”
- Determine inclusions in the term” component of an entity” in relation to disposal group;

Define the following concepts:

- API gravity;
- BS & W;
- Btu;
- Casing head gas;
- Casing head gas;
- City gate;
- Commingled gas;
- Dissolved gas;
- Field facility;
- Gas balancing agreement;
- Gas settlement statement;
- Gauging;
- Heater-treater;
- LACT unit;
- Local distribution company (LDC);
- Mcf;
- Natural gas;
- Non-associated gas;
- Tapping;
- Thief;
- Tank strapping;

- Separator.
- Know the importance of the measuring process to the accountants;
- Identify the process in measuring crude oil;
- Recognise the importance of run ticket calculation and describe the process used to complete a run ticket determine a net volume from a tank run;
- Determine the changes in crude oil marketing and differentiate the marketing adopted in the past with the present;
- Distinguish the process involved in natural gas measurement from oil measurement;
- Know the present method of selling natural gas as distinguish from the method employed in the past;
- View an example of division contract;
- Determine the correct division of the revenue from sale of oil and gas among owners of economic interest according to the ownership interest shown on the division order;
- Be familiar with the process involved in unitization of properties;
- Determine who is responsible for paying the severance taxes, the royalty owners and other owners of economic interest;
- Give the step-by-step process in recording oil revenue;
- Cite the usual reason of producing companies for exchanging crude oil;
- Know the importance of converting gas measurements to MMBtu and to Mcf for purposes of recording gas revenue;
- Ascertain the appropriate thing to do to allow venting or flaring of gas;
- Determine the condition required to allow selling of unprocessed natural gas;
- Discuss the procedures involved in natural gas processing;
- Know the importance of gas storage;
- Find out the requirement of contracts with take-or-pay provisions;
- Know when revenue of crude oil and natural gas sales should be recognised;
- Know when, who and how payments to royalty owners and other owners of economic interest are made;
- Discuss about gas imbalances;
- Differentiate produces gas imbalances from pipeline gas imbalances;
- Discern how oil and gas are allocated;
- Determine what causes payment of minimum royalty;
- Enumerate the different nondrilling costs;

- Know the accounting treatment for acquisition costs;
- Know the tax treatment of costs related to drilling operations;
- Specify some typical lease and well equipment;
- Categorise the revenue arising from the production and sale of oil and gas products;
- Identify the two important expenses connected with lifting and treating the oil and gas and differentiate one from the other;
- Enumerate the situations under which losses from unproductive property may be taken for tax purposes;
- Discuss the concept of percentage depletion and give the circumstance under which it is allowed;
- Determine what areas of oil and gas are applicable to “property;”
- Know what IDCs are recaptured as ordinary income;
- Know how acquisition costs should be treated;
- Know how revenue by a lessor as his share of production is treated;
- Cite the importance of joint operations in oil and gas exploration and production;
- Identify the different types of contracts that may be involved in joint operations;
- View a model form of operating agreement;
- Define the following terms used in the contract that are frequently subject to questions or interpretation:
 - Affiliate;
 - Agreement;
 - Controllable Material;
 - Equalized Freight;
 - Excluded Amount;
 - Field Office;
 - First level Supervision;
 - Joint Account;
 - Joint Operations;
 - Joint property;
 - Laws;
 - Material;
 - Non-Operators;
 - Offshore Facilities;
 - Off-site;
 - On-site;
 - Operator;
 - Parties;
 - Participating Interest;
 - Participating party;
 - Personal expenses;
 - Railway receiving point;
 - Shore base facility;
 - Supply store;
 - Technical Services.
- Identify the inclusions in statement and billings to be provided by the operator to all nonoperators;
- Explain “cash calls” or advanced payment by the nonoperators;

- Determine the period adjustments to billing or cash advance may be made;
- Determine the period when expenditure audits may be allowed;
- Explain the provision on approvals of parties;
- Explain the necessity of allocations in the course of joint operations;
- Discuss the following costs that are normally treated as direct costs in various COPAS accounting procedures:
 - Rentals and royalties;
 - Labour;
 - Material;
 - Transportation;
 - Services;
 - Equipment and facilities; furnished by operator;
 - Affiliates;
 - Damages and losses to joint property;
 - Legal Expense;
 - Taxes and permits;
 - Insurance;
 - Communications;
 - Ecological, Environmental, and Safety;
 - Abandonment and reclamation;
 - Other expenditures.
- Enumerate the three types of overhead (Indirect Cost);
- Differentiate the two methods of computing overhead – Fixed rate or percentages basis;
- Differentiate construction overhead from catastrophe overhead;
- Discuss the pricing of joint account material purchases, transfer and dispositions;
- Explain the different special pricing provisions;
- Know the importance of maintaining a detailed record of controllable materials and the conduct of regular physical inventories;
- Determine the situation when special inventory is required;
- Identify the different direct charges for purposes of joint interest accounting;
- Explain how proportionate consolidation methods in joint ventures are done, through:
 - Booking charges to the joint account: accumulation of joint costs in operator's regular account;
 - Booking charges to the joint account: distribution of joint costs as incurred.
- Know what triggers the occurrence of non-consent operations; and
- Determine how materials purchased are charged.

Course Contents, Concepts, and Issues

Please note that the breakdown represents a guide only and not a rigid arrangement. The tutor has the right to deviate from the order, as he or she deems necessary. While we aim to cover as much as possible of the concepts and issues, it is impossible to discuss all aspects. As a Postgraduate Course, Delegates and Students are expected to conduct their own research. As for all academic and professional examination, this course assesses selected knowledge and skills area, for each course iteration (delivery). Delegates and students should take responsibility for all the contents, concepts and issues that are presented below.

Part 1: Accounting for Asset Retirement Obligations and Asset Impairment

- Accounting For Asset Retirement Obligations:
 - Scope Of SFAS No. 143;
 - Legally Enforceable Obligations:
 - ✚ Obligating Event;
 - ✚ Asset Recognition;
 - ✚ Initial Measurement – Fair Value;
 - ✚ Traditional Approach;
 - ✚ Expected Cash Flow Approach;
 - ✚ Credit-Adjusted Risk-Free Rate;
 - ✚ Market Risk Premiums.
 - Subsequent Recognition and Measurement;
 - Changes Due to the Passage of Time:
 - ✚ Interest Method of Allocation;
 - ✚ Funding and Assurance Provisions;
 - ✚ Gain or Loss Recognition Upon Settlement;
 - ✚ Changes Due to the Revisions in Estimates;
 - ✚ Reassessment.
 - Funding And Assurance Provision;
 - Conditional AROs;



- Reporting And Disclosures.
- Accounting for the Impairment and Disposal of Long-Lived Assets:
 - Scope;
 - Asset Groups;
 - Long-Lived Assets to be Held and Used:
 - ✚ Indications of Impairment;
 - ✚ Testing For Recoverability;
 - ✚ Measuring Impairment.
 - Long-Lived Assets To Be Disposed of:
 - ✚ Long-Lived Assets To Be Disposed of Other Than by Sale;
 - ✚ Long-Lived Assets To Be Disposed of By Sale;
 - ✚ Disposal Groups.
 - Impairment For Full Cost Companies.
- Problems and Exercises Associated With Accounting for Asset Retirement Obligations and Asset Impairment.

Part 2: Accounting for Revenue from Oil and Gas Sales

- Definition of Terms:
 - American Petroleum Institute (API) Gravity;
 - Basic Sediment & Water (BS & W);
 - British Thermal Unit (BTU);
 - Casing Head Gas;
 - Casing Head Gas;
 - City Gate;
 - Commingled Gas;
 - Dissolved Gas;
 - Field Facility;
 - Gas Balancing Agreement;
 - Gas Settlement Statement;
 - Gauging;
 - Heater-Treater;
 - Lease Automatic Custody Transfer (LACT) Unit;



- Intangible Drilling and Development Cost (IDC);
 - Million Cubic Feet (MCF);
 - Natural Gas;
 - Non-Associated Gas;
 - Tapping;
 - Thief;
 - Tank Strapping;
 - Separator.
- Measurements and Sale of Oil and Natural Gas:
- Crude Oil Measurement;
 - Run Ticket Calculation;
 - Crude Oil Sales;
 - Natural Gas Measurement;
 - Natural Gas Sales;
 - Standard Division Order;
 - Determination Of Revenue;
 - Utilizations;
 - Oil And Gas Revenue;
 - Recording Oil Revenue;
 - Crude Oil Exchanges;
 - Recording Gas Revenue:
 - ✚ Vented or Flared Gas;
 - ✚ Non-Processed Natural Gas;
 - ✚ Natural Gas Processing;
 - ✚ Stored Natural Gas;
 - ✚ Take-Or-Pay Provisions.
 - Timing of Revenue Recognition:
 - ✚ Revenue From Crude Oil;
 - ✚ Revenue From Natural Gas.
 - Revenue Reporting To Interest Owners;
 - Additional Topics:
 - ✚ Gas Imbalances;

- ✚ Producer Gas Imbalances;
 - ✚ Pipeline Gas Imbalances;
 - ✚ Allocation of Oil and Gas;
 - ✚ Minimum Royalty – An Advance Revenue to Royalty Owners.
- Addressing Problems and Issues Associated with Accounting for Revenue from Oil and Gas Sales.

Part 3: Basic Oil and Gas Tax Accounting

- Lessee's Transactions:
- Non-Drilling Costs;
 - Acquisitions Costs;
 - Drilling Operations;
 - Equipment Costs;
 - Production Operations;
 - Losses From Unproductive;
 - Percentage Depletion;
 - Property;
 - Recapture of IDC and Depletion.
- Lessor's Transactions:
- Acquisition Costs;
 - Revenue.
- Addressing Problems And Issues Associated With Basic Oil And Gas Tax Accounting.

Part 4: Joint Interest Accounting

- Joint Operations:
- Joint Venture Contracts.
- The Joint Operating Agreement;
- The Accounting Procedure:
- General Provisions: Accounting Procedure – Definitions:

- ✚ Affiliate;
- ✚ Agreement;
- ✚ Controllable Material;
- ✚ Equalized Freight;
- ✚ Excluded Amount;
- ✚ Field Office;
- ✚ First Level Supervision;
- ✚ Joint Account;
- ✚ Joint Operations;
- ✚ Joint Property;
- ✚ Laws;
- ✚ Material;
- ✚ Non-Operators;
- ✚ Offshore Facilities;
- ✚ Off-Site;
- ✚ On-Site;
- ✚ Operator;
- ✚ Parties;
- ✚ Participating Interest;
- ✚ Participating Party;
- ✚ Personal Expenses;
- ✚ Railway Receiving Point;
- ✚ Shore Base Facility;
- ✚ Supply Store;
- ✚ Technical Services;
- Statements and Billings;
- Advances and Payments by Parties;
- Adjustments;
- Expenditure Audits;
- Approval by Parties:
 - ✚ General Matters;
 - ✚ Amendments;
 - ✚ Affiliates.

- Direct Charges:
 - ✚ Rentals and Royalties;
 - ✚ Labour;
 - ✚ Material;
 - ✚ Transportation;
 - ✚ Services;
 - ✚ Equipment and Facilities Furnished by Operator;
 - ✚ Affiliates;
 - ✚ Damages and Losses To Joint Property;
 - ✚ Legal Expense;
 - ✚ Taxes And Permits;
 - ✚ Insurance;
 - ✚ Communications;
 - ✚ Ecological, Environmental, and Safety;
 - ✚ Abandonment and Reclamation;
 - ✚ Other Expenditures.

➤ Overhead:

- Overhead – Drilling and Producing Operations:
 - ✚ Technical Services;
 - ✚ Overhead – Fixed Rate Basis;
 - ✚ Overhead – Percentage Basis.
- Overhead – Major Constructions and Catastrophe;
- Amendment of Overhead Rates;
- Material Purchases, Transfers, and Dispositions:
 - ✚ Direct Purchases;
 - ✚ Transfers;
 - ✚ Pricing;
 - ✚ Freight;
 - ✚ Taxes;
 - ✚ Condition.
- Other Pricing Provisions;
- Dispositions and Surplus.

➤ Special Pricing Provisions:


- Premium Pricing;
- Shop-Made Items;
- Mill Rejects.
- Inventories of Controllable Material:
 - Directed Inventories;
 - Non-Directed Inventories:
 - ✚ Operator Inventories;
 - ✚ Non-Operator Inventories;
 - ✚ Special Inventories.
- General Provisions:
 - Definitions;
 - Statements and Billings;
 - Advances and Payments by the Parties;
 - Adjustments.

Part 5: Joint Interest Accounting

- Direct Charges:
 - Account;
 - Direct Costs;
 - Rentals and Royalties;
 - Labor, Materials and Supplies;
 - Transportation;
 - Services;
 - Exclusively Owned Equipment and Facilities of The Operator;
 - Affiliates;
 - Damages and Losses;
 - Legal Expenses;
 - Taxes, Licenses, Permits, Etc.;
 - Insurance;
 - Communications;
 - Ecological and Environmental Costs;
 - Abandonment and Reclamation;

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- Offices, Camps, and Miscellaneous Facilities;
 - Other Costs;
 - Pricing of Joint Account Material Purchases, Transfers, and Dispositions;
 - Inventories.
- Joint Interest Accounting:
- Booking Charges to the Joint Account: Accumulation of Joint Costs in Operator's Regular Account;
 - Booking Charges to the Joint Account: Distribution of Joint Costs as Incurred.
- Non-Consent Operations;
- Accounting for Materials;
- Offshore Operations;
- Joint Interest Audits;
- Problem.




HRODC Postgraduate Training Institute.
Regulation For The Awards of:
*** Postgraduate Diploma;**
*** Postgraduate Certificate; &**
*** Diploma – Postgraduate.**

Diploma – Postgraduate – Short Courses; Postgraduate Certificate and Postgraduate Diploma Programmes

Postgraduate Short Courses are of a minimum of five days' Classroom-Based (10 days' Video-Enhanced Online) but less than 6 weeks' Classroom-Based (less than 10 weeks' Video-Enhanced Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate

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Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Classroom (10- and 20-weeks' Video-Enhanced Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive Classroom-Based Study, or 10 weeks' Video-Enhanced, or Face-To-Face, Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-classroom or 20 weeks Video-Enhanced Face-To-Face. They might also be taken through a blend of both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. These Specialisms are exemplified by the following excerpts from the document 'Postgraduate Certificate and Postgraduate Diploma Awards'.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
010	Postgraduate Diploma in Human Resource Management.
010.1	Postgraduate Certificate in Human Resource Management.
014	Postgraduate Diploma in Automotive Electrical, Electronic and Mechanical Diagnostic, Maintenance and Repair
017	Postgraduate Diploma in Real Estate Management, Incorporating Property Law.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
017.1	Postgraduate Certificate in Real Estate Management, Incorporating Property Law.
020	Postgraduate Diploma in Accounting and Finance.
020.1	Postgraduate Certificate in Accounting and Finance.
028	Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety.
032	Postgraduate Diploma in Executive Management
032.1	Postgraduate Certificate in Executive Management
043	Postgraduate Diploma in Communication and Information Management.
043.1	Postgraduate Certificate in Communication and Information Management.
044	Postgraduate Diploma in Women in Management.
044.1	Postgraduate Certificate in Women in Management.
061	Postgraduate Certificate in Financial Accounting and Management Accounting.
070	Postgraduate Diploma in Human Resource Training and Development Management
070.1	Postgraduate Certificate in Human Resource Training and Development Management.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
079	Postgraduate Diploma in Managing National and International Economic Competition.
085	Postgraduate Diploma in Corporate Governance and Strategic Management.
085.1	Postgraduate Certificate in Corporate Governance and Strategic Management.
086	Postgraduate Diploma in Business Administration
86.1	Postgraduate Certificate in Business Administration.
097	Postgraduate Diploma in Telecommunication Systems
097.1	Postgraduate Certificate in Telecommunication Systems
115	Postgraduate Diploma in Cost Accounting, Budgeting, Profitability Analysis, Strategy and Balanced Scorecard.
115.1	Postgraduate Certificate in Cost Accounting, Budgeting, Profitability Analysis.

Understanding Our Postgraduate Credit System

Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both Classroom-based and Video-Enhanced Deliveries. Each Five-Day Classroom-Based, or a Ten-Day Video-Enhanced (3 hours per



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day) Course consists of 30 Credit-Hours, while a 6-Day Classroom-based (12day Video-Enhanced) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:
3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:
4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, '**Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award**'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are exemplified above, under the heading '**Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles**'.

Assessment Requirement For Postgraduate Diploma; Postgraduate Certificate; and Diploma - Postgraduate

Because of the intensive nature of our Courses and Programmes, for In-Classroom, and Video-Enhanced Online modes, assessment will take place during or at the end of the '**active teaching period**', adopting differing formats. These structures include, but are not limited to:

- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;



Advanced Oil and Gas Accounting: International Petroleum Accounting (2) Postgraduate Course, Leading to Diploma Postgraduate - in Advanced Oil and Gas Accounting: International Petroleum Accounting (2), 30 Credit-Hours, Accumulating to A Postgraduate Certificate, with 150 Additional Credit-Hours and a Postgraduate Diploma, with 330 Additional Credit-Hours

- 'Out-of-Class' Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. 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.

Application Process For Postgraduate Diploma; Postgraduate Certificate; and Diploma – Postgraduate - Short Courses

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 appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

Admission and Enrolment Procedure

- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which 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 Invoices;
- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, to support their application;
- **Joining Instruction** will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:
 - Venue Name, Location, with specific address;
 - Details of Airport Transfer, where appropriate;
 - Start date and time;
 - Registration details;
 - Daily Schedule;
 - Local Transportation Details;
 - Residential Accommodation Details;
 - Leisure and Shopping Facilities, in the area;
 - General Security Information; among others.

Our Synchronous (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 Synchronous (Video-Enhanced) delivery.

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 lecturer, ask, and address questions; sitting examinations, in his or her presence. It is as real as any face-to-

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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 **12-year period**, towards a Postgraduate Certificate or Postgraduate Diploma.

Key Features of Our Online Study: Video-Enhanced Online

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants can 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 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;
- Its duration is twice the duration of 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;
- 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 Synchronous (Video-Enhanced) Online Postgraduate Certificate; and 20-Week Synchronous Online Postgraduate Diploma Programmes

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 Synchronous (Video-Enhanced) Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, respectively, in line with our **Regulation**,

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HRODC Postgraduate Training Institute, A Postgraduate-Only Institution
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Primary Website = <https://www.hrodc.com>
Prof. Dr. R. B. Crawford, Director.

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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.

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)

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

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.

You are most Welcome to Visit our Main Website, & SM Pages, to Communicate with, & 'Follow', us.



 **For and on Behalf of:
Prof. Dr. R. B. Crawford - Director
HRODC Postgraduate Training Institute**