

# HRODC Postgraduate Training Institute



**A Postgraduate - Only Institution**



**093**

**Communications, Information  
Management and Project Management**

**Course or Seminar**

**Leading To:**

**DIPLOMA - POSTGRADUATE IN**

**Communications, Information  
Management and Project Management  
(Quad Credit)**

**Accumulating to**

**POSTGRADUATE DIPLOMA**

A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38

**Prof. Dr. R.B. Crawford - Director HRODC Postgraduate Training Institute**

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MSCOS, MISGS, Visiting Prof. P.I.P.

Registered with the UK Register of Learning Providers  
(UKRLP), Department for Business, Innovation and  
Skills (BIS), formerly Department of Innovation,  
Universities and Skills (DIUS).



UKRLP Registration No. 10019585  
UKRLP Verification: <http://www.ukrlp.co.uk>  
Postgraduate Full-Time and Short Courses  
London, UK & International Locations

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<b>HRODC Postgraduate Training Institute</b>		
 <b>A Postgraduate - Only Institution</b>		

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## HRODC Postgraduate Training Institute - UKRLP Registration



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Its Registration Number is 10019585  
and can be verified at <http://www.ukrlp.co.uk/>



HRODC Postgraduate Training Institute is a Division of Human Resource and Organisational Development Consultancy (HRODC) Limited.  
It is Registered in England UK, with Registration #6088763  
and V.A.T. Registration No. 895876538

### Course Coordinator:

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

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. 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 Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
  - Organization and Management Theory;

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- Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.
- 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);
  - Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
  - Member of ResearchGate Community;
  - Member of Convocation, University of London;
  - Professor HRODC Postgraduate Training Institute.

**Prof. Crawford was an Academic at:**

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK).

**For Whom This Course is Designed**

**This Course is Designed For:**

- Data Retrieval Manager;
- Security Generalist;
- Data/Records Technician;
- Director, Enterprise Information Management;
- Knowledge Manager;
- Technical Records Specialist;
- Analyst Performance and Data Analytics;
- Information Management Specialist;
- Records Management Coordinator;



**Communications, Information Management and Project Management- Leading to Diploma–Postgraduate, Accumulating to Postgraduate Diploma**

- Contracts Compliance and Training Manager;
- Project Managers;
- Business Owners;
- Individuals with genuine interests in issues associated with Communication, Information and Project Management.

**Duration:20 Days (1 Month)**

**Cost:£20,000.00Per Delegate**

**Please Note:**

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

**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:**

- HRODC Postgraduate Training Institute's **Leather Conference Folder**;
- HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
- HRODC Postgraduate Training Institute's **Key Ring/ Chain**;

- HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
- HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
- HRODC Postgraduate Training Institute's **Metal Pen**;
- HRODC Postgraduate Training Institute's **Polo Shirt**.

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

**Location:** Central London and International Locations

## Communications, Information Management and Project Management Leading to Diploma-Postgraduate in Communications, Information Management and Project Management

### Course Objectives

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

- Choose the most appropriate data elicitation techniques, in relation to the sampling frame, sampling unit, sample size & time span, among other factors;
- Advise others of the situations in which participant observation, conversation analysis, documentary analysis, focus groups, interviews & questionnaires, respectively, are appropriate;
- Design interview & questionnaire schedules that will elicit information appropriate to the objectives of the report;
- Design structured & unstructured questions, determining the conditions under which they should be used;
- Design questionnaires & interview schedules, with a mixture of open-ended & closed-ended items, avoiding forced-choice in the latter;

- Employ the most appropriate data analysis techniques, based on the type & volume of data available;
- Use SPSS (subject to licence) and, or, Excel software packages in analysing data;
- Use Microsoft Excel to make necessary calculations;
- Identifying ‘trends’ & ‘patterns’ in information, in an effort to arrive at the appropriate conclusions;
- Distinguish between summary and conclusions;
- Produce effective reports, adhering to conventional styles, presenting evidence from the data, & exploiting visual representations;
- Design an investigation, taking pertinent factors into account;
- Manage an investigation, from inception and design to reporting;
- Demonstrate their ability to work collaboratively;
- Demonstrate an understanding of the organisation, as an entity, as opposed to other groups;
- Demonstrate an understanding of the different levels and types of organisations and objectives;
- Formulate project objectives;
- Demonstrate an understanding of the meaning of collegiality within a project management and general organisational setting;
- Demonstrate an understanding of an organisation or its subsystem’s need to meet the expectations of the external environment;
- Demonstrate an awareness of the consequences of failure to meet the organisations external accountability;
- Demonstrate an understanding of the importance of delegation;
- Demonstrate the competence in managing the delegation process effectively;
- View external accountability as the expectations of the organisation by different agencies;
- Demonstrate their understanding of the requirement of different external agents;
- Assess the consequence to the organisation of its failure to meet the requirements of particular agencies;
- Determine the ways in which an organisation might meet its varying accountability requirements;

- View external accountability as the expectations of the organisation by different agencies;
- Demonstrate their understanding of the requirement of different external agents;
- Assess the consequence to the organisation of its failure to meet the requirements of particular agencies;
- Determine the ways in which an organisation might meet its varying accountability requirements;
- Assess the organisation's strengths and weaknesses;
- Determine the opportunities that are available to the organisation and how it might best take advantage of it;
- Analyse the threats that the organisation faces and how they might be circumvented.
- Conduct an effective SWOT analysis, taking account of the political, economic, social, and technological factors into account;
- Analyse their organisation using PEST, PESTEL and LONGPEST factors into account.
- Design a research project, taking account of important issues;
- Choose sources of information appropriate for the type of research being conducted
- Assess the value of secondary sources of information as a prelude to the conduct of primary research;
- Choose the methodology that best suits the type of investigation being conducted & appropriate to the research objectives;
- Choose the most appropriate data elicitation techniques, in relation to the sampling frame, sampling unit, sample size & time span, among other factors;
- Advise others of the situations in which participant observation, conversation analysis, documentary analysis, focus groups, interviews & questionnaires, respectively, are appropriate;
- Design interviews & questionnaires that will elicit information appropriate to the research objectives
- Design structured & unstructured questions, determining the conditions under which they should be used;



- Design questionnaires & interview schedules, with a mixture of open-ended & closed-ended questions, avoiding forced-choice in the latter;
- Employ appropriate data analysis techniques, based on the type & volume of data available;
- Use SPSS and, or, Excel software packages in analysing data;
- Identifying ‘trends’ & ‘patterns’ in information, in an effort to arrive at conclusions;
- Produce effective reports, adhering to conventional styles, presenting evidence from the data, & exploiting visual representations;
- Make research proposals, taking pertinent factors into account;
- Manage research projects, from inception to reporting;
- Identify appropriate roles in research project management & produce realistic costing;
- Design a research project that incorporates a high ethical standard;
- Determine and develop a project life cycle;
- Determine the activities and problems associated with each stage of the project life cycle;
- Be able to conduct an effective cost benefit analysis;
- Determine the cost effectiveness of a project or a stage in its life cycle;
- Demonstrate an understanding of the system’s approach to project management;
- View project management in a holistic manner;
- Draw on the concept of ‘equifinality’ in managing the different project stages;
- Establish an effective planning mechanism that will facilitate effective project implementation;
- Determine the most effective control mechanism to employ in project management;
- Solicit evaluate and communicate information effectively for the enhancement of project decision making;
- Be aware of the five bases of coordination and determine which is appropriate for a particular situation;
- Determine the factors, which contribute to workers’ resistance to change;
- Suggest the efforts, which an organisation might employ to reduce workers’ resistance to change;

- Demonstrate their awareness of change management and human resource implications;
- Distinguish between change strategies and approaches to change;
- Illustrate the advantages and disadvantages of each strategy;
- Manage latent and manifest resistance to change;
- Determine the situations when a particular approach might be appropriate;
- Determine the most effective ways of communicating change decisions to workers;
- Illustrate the advantages and drawbacks of group involvement in decisions related to change;
- Design measures, which will ensure change institutionalisation;
- Demonstrate leadership in the implementation of change, whilst avoiding whilst avoiding Human and Organisational Casualties;
- Determine the value of information in project methodology;
- Demonstrate their understanding of different project methodologies, determining their benefits and pitfalls for particular types projects;
- Determine the most appropriate methodology for individual situations;
- Demonstrate an understanding of the concept of motives and their value in organisational and subsystem effectiveness;
- Distinguish between the different sets of motivation theories, notably content, process and reinforcement;
- Demonstrate their ability to translate motivation theory into practice;
- Evaluate the appropriateness of the application of particular theoretical aspects of motivation to specific situations;
- Demonstrate their ability to formulate a comprehensive motivation strategy;
- Critically appraise existing motivation strategy within their organisations, identifying and addressing gaps;
- Formulate a workable motivation strategy;
- Follow the common trends in the popular motivation theories;
- Demonstrate their appreciation of the need for a variance in intrinsic and extrinsic values if motivation;
- Demonstrate how popular motivation theories have contributed to our understanding of worker behaviour;

- Locate performance related pay, productivity bonuses and other remuneration inducement within existing motivation theory;
- Illustrate how the contingency approach to motivation might be applied to different situations;
- Indicate the part that training and development play in worker motivation;
- Manage the process of motivation, taking account of socio cultural and economic differences;
- Manage the motivation process, taking account of the differences in preferences and expectation of workers;
- Apply the 'equity' theory to work situation from a 'differentiation perspective', rather than and equality perspective;'
- Have an awareness of the fundamental issues associated with organisational design and their implications for effective organisational functioning;
- Demonstrate their ability to design an appropriate organisational structure that takes account of contingent internal and external environmental factors; and
- Demonstrate their appreciation and understanding of how organisations, and particularly managers, might control, modify or re-engineer their work environment through a study of management/leadership styles, control systems, organisational development and learning.

## Course Contents, Concepts and Issues

### Part 1: Information Gathering, Processing and Presentation

- Sources of Information;
- Selecting Appropriate Background Information;
- Choosing the Methodology for Collecting Information;
- Qualitative Approaches to Collecting Information;
- Quantitative Approaches to Collecting Information;
- Combining or 'Triangulating' the Methods of Collecting Information;
- Data Gathering Techniques:
  - Surveys;

- Participant Observation;
  - Conversation Analysis;
  - Documentary Analysis;
  - Focus Groups;
  - Interviews;
  - Questionnaires;
  - Structuring Interview and Questionnaire Items;
  - Closed-Ended Questions;
  - Open-Ended Questions;
  - Non-Forced-Choice Closed Ended Questions.
- Sampling as an Important Element of Gathering Information:
- The Sampling Frame;
  - Sampling Techniques:
    - ✚ Convenience or Non-random Sample;
    - ✚ Quota Sample.
- Systematic Sample;
- Probability or Random Samples:
- Simple Random Sample;
  - Stratified Sampling;
  - Multi-stage Sampling.
- Interview or Questionnaire?:
- Using Unstructured Questions;
  - Using Open-ended Questions;
  - Designing Closed-ended Questions.

## Part 2: Organisational Analysis: An Internal View

- Definition of Organisation;
- Organisational Objectives;
- The Collegium;
- Organisational Tasks;

- Division of Work/Labour;
- Delegation of Role, Task, Power, Authority in a Project Management and General Organisational Setting;
- Responsibility for Task Performance in an Organisation-Wide Context and Project Setting;
- Organisational Accountability: Internal and External;
- Internal Accountability: Worker Accountability to Team Managers and Project Leaders;
- Authority;
- Two Facets of Authority;
- The Second Facet of Authority;
- Traditional Authority;
- Legitimate Authority;
- Professional Authority;
- Power.

### Part 3: Organisational Analysis: A Strategic View

- External Organisational Accountability;
- Accountability to Owners/Sponsors;
- Accountability to Clients/Users/Customers;
- Accountability to Creditors;
- Accountability to Sector or Industry;
- Accountability to the State – Government, Generally; Regulatory Authorities, e.g., Office of Fair Trading, Competition Commission, Trading Standards, Sector Regulators, City Regulators.

### Part 4: Internal and External Organisational Analysis: A Strategic View

- Organisational Internal Analysis;
- Organisational Strengths and Weaknesses Analysis;



- Organisational External Analysis: Opportunities and Threats Analysis;
- Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis;
- External Global Analysis;
- Political, Economic, Social, Technological, Environmental, Legal Analysis or PESTEL Analysis.

## Part 5: Information Management: Data Gathering and Analysis

- Methods of Data Gathering;
- Questionnaire, Interview and Scalar Checklist Design;
- Information Gathering: Documentary Analysis, Conversation Analysis and Interviewing;
- Levels of Participant Observation;
- The Complete Participant As Observer: Making ‘Detached Observations’;
- Information Processing: Data Analysis and Interpretation;
- Encouraging Lateral Thinking: Brainstorming, Forced Associations, Metaphors, Analogies.

## Part 6: Communication Elements

- Project Life Cycle;
- Planning – Conceptualisation, Analysis, Proposal, Justification, Agreement;
- Doing – Start-Up, Execution, Completion, Hand Over;
- Checking – Review;
- Acting – Feedback;
- Development of a Project Life Cycle, Project Brief and Proposal;
- The Management of Change;
- The Systems Approach to Project Management;
- The Requirements of Successful Project Management;

- Balancing Costs and Benefits;
- Managing the Planning Process;
- Critical Incident Analysis;
- Project Control Mechanism;
- The Value Chain: Adding Value to Processes, Products and Processes;
- Project Decision-Making;
- Project Coordination: The 5 Bases of Co-Ordination;
- Developing a CATWOE Focus of Project Management.

## Part 7: Project Management: Approaches and Methodologies

- An Introduction to Structured Systems Analysis And Design Method (SSADM);
- Feasibility Study;
- Project Definition and Profile;
- Deciding On Analytical and Project Approach;
- Analytical Toolkit;
- Project Methodologies – Iterative Through To Waterfall;
- Joint Application Design (JAD);
- Process Re-Engineering;
- RUP;
- Rapid Application Development (RAD);
- Process Mapping/Modelling;
- CASE;
- Facilitation/Workshop;
- Data Modelling;
- Strategy;
- Creativity Reviewing;
- The Bigger Picture;

- Objectivity;
- Testing Techniques;
- Prototyping;
- Cause and Effect Analysis;
- Root Cause Analysis.

## Part 8: Motivating Workers in a Project Setting

- Directing or Leading;
- The Concept of Motivation;
- Theories of Motivation;
- Equitable Reward Systems;
- Designing an Effective Motivation Strategy;
- The Collectivist vs. the Individualist Perspective of Motivation;
- Common Trends in Motivation Theories.

## Part 9: Organisational Design: Structuring and Restructuring Organisations

- An Introduction to Organisational Design: Approaches to Organisational Design:
  - Classical;
  - Neo-Classical;
  - Contingency.
- Organisational Structure:
  - Internal and External Relationships;
  - Vertical and Horizontal Relationships;
  - Lines of Authority and Accountability;
  - The Functional Structure;
  - The Divisional Structure and Its Internal Relationships.
- Basis of Divisionalisation;

- The Divisional Structure Compared with the Functional Structure on the Basis of Communication, Co-Ordination, Autonomy, Control and Flexibility;
- The Organisation of The Matrix Structure Decision-Making and Communication Patterns in Functional, Divisional and Matrix Structures Compared.

## Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

## 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 Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as 'Courses', while the 'longer-studies', are regarded as Programmes. However, both study-durations are often referred to 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 credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days' duration, equivalent to 30-54 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 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, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of 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 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 and Postgraduate Diploma Application Requirements

Applicants for Diploma – Postgraduate – 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 for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, 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, is 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 approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a 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 the classroom-based course;

- 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.

## 20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 360 hours 'Direct-Lecturer-Contact', as is required by our Institute's Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective 'Life-Style Balance', at times convenient to you and your appointed tutor.

## Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the 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 two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

<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>Diploma – Postgraduate (6-Credit)</b>
<b>7-Credit</b>	<b>210-234</b>	<b>Diploma – Postgraduate (7-Credit)</b>
<b>8-Credit</b>	<b>240-264</b>	<b>Diploma – Postgraduate (8-Credit)</b>
<b>9-Credit</b>	<b>270-294</b>	<b>Diploma – Postgraduate (9-Credit)</b>
<b>10-Credit</b>	<b>300-324</b>	<b>Diploma – Postgraduate (10-Credit)</b>
<b>11-Credit</b>	<b>330-354</b>	<b>Diploma – Postgraduate (11-Credit)</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>		

### **Accumulated Postgraduate Diploma Award Titles**

All Specialist 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 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 Diploma in Aviation Management;**

3. Postgraduate Diploma in Business Communication;
4. Postgraduate Diploma in Corporate Governance;
5. Postgraduate Diploma in Costing and Budgeting;
6. Postgraduate Diploma in Client or Customer Relations;
7. Postgraduate Diploma in Engineering and Technical Skills;
8. Postgraduate Diploma in Events Management;
9. Postgraduate Diploma in Health and Safety Management;
10. Postgraduate Diploma in Health Care Management;
11. Postgraduate Diploma in Human Resource Development;
12. Postgraduate Diploma in Human Resource Management;
13. Postgraduate Diploma in Information and Communications Technology (ICT);
14. Postgraduate Diploma in Leadership Skills;
15. Postgraduate Diploma in Law – International and National;
16. Postgraduate Diploma in Logistics and Supply Chain Management;
17. Postgraduate Diploma in Management Skills;
18. Postgraduate Diploma in Maritime Studies;
19. Postgraduate Diploma in Oil and Gas Operation;
20. Postgraduate Diploma in Oil and Gas Accounting;
21. Postgraduate Diploma in Politics and Economic Development;
22. Postgraduate Diploma in Procurement Management;
23. Postgraduate Diploma in Project Management;
24. Postgraduate Diploma in Public Administration;
25. Postgraduate Diploma in Quality Management;
26. Postgraduate Diploma in Real Estate Management;
27. Postgraduate Diploma in Research Methods;
28. Postgraduate Diploma in Risk Management;
29. Postgraduate Diploma in Sales and Marketing;
30. Postgraduate Diploma in Travel, Tourism and International Relations.



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

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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.

**Prof. Dr. Ronald B. Crawford**  
**Director**  
**HRODC Postgraduate Training Institute**