

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#130

**Health and Safety Management in Industrial
and Commercial Sectors**

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**Health and Safety Management in Industrial
and Commercial Sectors**

Quad Credit, 120 Credit-Hours

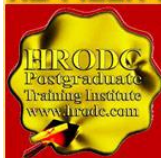
Accumulating to A

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

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

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.



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

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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/>.

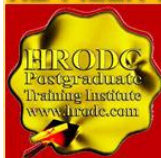
Course Coordinator:

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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- 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;

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- Personal Tutor

For Whom This Course is Designed

This Course is Designed For:

- Safety and Health Manager;
- Supervisors, workers, safety directors and others responsible for safety on individual job sites;
- Staff in supervisory positions who have to be responsible for maintaining the workplace safety and health policies and procedures;
- Individuals directly responsible for a company's accident analysis process
- Safety committee representatives.

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:

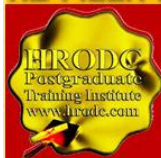
- **Our Branded Leather Conference Folder;**
- **Our Branded Leather Conference Ring Binder/ Writing Pad;**
- **Our Branded Key Ring/ Chain;**
- **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;**
- **Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;**
- **Our 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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Health and Safety Management in Industrial and Commercial Sectors Course

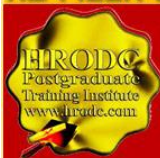
Leading to Diploma – Postgraduate – in Health and Safety Management in Industrial and Commercial Sectors (Quad Credit) and 120 Credit-Hours, Accumulating to a Postgraduate Certificate, with 60 Additional Credit-Hours, or a Postgraduate Diploma, with 240 Additional Credit-Hours

Module 1 Objectives

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

- Enumerate the objectives of safety and health management;
- Distinguish the salient feature of safety and health;
- Determine the role of safety and health manager in the corporate structure;
- Specify the resources that are readily available in the workplace;
- Be familiar with the mandates of workers' compensation;
- Know the techniques for effective recordkeeping;
- Explain the concept of accident cause analysis;
- Establish the importance of organization of committees in maintaining the health and safety of workers in the industrial and service sectors;
- Relate the concept of safety and health economics;
- Conduct workers' training;
- Perform job placement testing in his organisation;
- Value the importance of maintaining a smoke-free workplace;
- Elucidate the concept of bloodborne pathogens in relation to the workers' safety and health;
- Know the efficient means of handling and resolving workplace violence;
- Identify several ways of avoiding hazard through the use of the following approaches:
 - The Enforcement Approach;
 - The Psychological Approach;

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- The Engineering Approach;
- The Analytical Approach;
- Hazard-Classification Scale.

Module 1: Contents, Concepts and Issues

M1 – Part 1: The Safety and Health Manager

- A Reasonable Objective;
- Safety versus Health;
- Role in the Corporate Structure;
- Resources at Hand.

M1 – Part 2: Development of the Safety and Health Function

- Workers' Compensation;
- Recordkeeping;
- Accident Cause Analysis;
- Organization of Committees;
- Safety and Health Economics;
- Training;
- Job Placement Testing;
- The Smoke-Free Workplace;
- Bloodborne Pathogens;
- Workplace Violence.

M1 – Part 3: Concepts of Hazard Avoidance

- The Enforcement Approach;
- The Psychological Approach;
- The Engineering Approach;
- The Analytical Approach;
- Hazard-Classification Scale.

Module 2

Ensuring Workers' Safety in Industrial Setting: Safety Standards Compliant

Module 2 Objectives

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

- Ascertain the standards set forth in federal regulation pertaining to the health and safety of the workers in the industrial and service sectors;
- Understand the underlying concept of NIOSH;
- Enforce the mandate of the federal regulation within their organisation;
- Learn how to deal with public uproar;
- Specify the role of the states in protecting the health and safety of the workers in the industrial and service sectors;
- Determine the current political trends in light of the federal regulation;
- Know the rights of immigrant workers under the federal regulation;
- Develop an efficient hazard communication program and strategy;
- Exhibit a heightened understanding of the applicable international standards in the information system as it relate to the workers' safety and health;
- Realise the role of Environmental Protection Agency;
- Determine the function of Department of Homeland Security;
- Develop effective computer information systems relative to workers' safety and health;
- Recognise the importance of process information;
- Conduct process analysis;
- Specify and suggest different operating procedures in dealing with the safety and health of the industrial workers;
- Conduct training to efficiently implement the safety process and instil disaster preparedness among them;
- Determine the importance of contractor personnel;

- Know how to deal and resolve different acts of terrorism;
- Learn how to maintain workplace security;
- Maintain buildings and facilities to guarantee workers' safety and health at the workplace in terms of the following:
 - Walking and Working Surfaces;
 - Exits;
 - Illumination;
 - Miscellaneous Facilities;
 - Sanitation.

Module 2: Contents, Concepts and Issues

M2 – Part 1: Impact of Federal Regulation

- Standards;
- NIOSH;
- Enforcement;
- Public Uproar;
- Role of the States;
- Political Trends;
- Immigrant Workers.

M2 – Part 2: Information Systems

- Hazard Communication;
- International Standards;
- Environmental Protection Agency;
- Department of Homeland Security;
- Computer Information Systems.

M2 – Part 3: Process Safety and Disaster Preparedness

- Process Information;
- Process Analysis;
- Operating Procedures;
- Training;
- Contractor Personnel;
- Acts of Terrorism;
- Workplace Security.

M2 – Part 4: Process Safety and Disaster Preparedness

- Walking and Working Surfaces;
- Exits;
- Illumination;
- Miscellaneous Facilities;
- Sanitation.

Module 3 Prioritising Workers' Health and Safety Interest while in the Workplace

Module 3 Objectives

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

- Establish the link between ergonomics and workers' health and safety.
- Identify the facets of ergonomics;
- Ascertain the causes of workplace musculoskeletal disorders and develop ways to enable workers' to avoid having it;
- Enumerate the affected industries;

- Familiarise themselves with the ergonomics standards and be able to apply these in their organisation;
- Understand the concept of WMSD Management Programs;
- Perform ergonomic risk analysis within their organisation;
- Learn NIOSH Lifting Equation;
- Specify the different sources of ergonomic hazards;
- Conduct baseline examinations of health and toxic substances;
- Identify the different toxic substances;
- Know the underlying concept of measures of exposure;
- Recognise the importance of standards completion project;
- Learn how to Detect Contaminants;
- Observe proper ventilation in the workplace;
- Apply the concept of ASHRAE Standards and Indoor Air Quality;
- Identify ways to combat industrial noise;
- Devise ways to avoid too much workers' exposure over radiation;
- Know how to handle with precaution the different kinds of flammable liquids;
- Enumerate the various sources of ignition;
- Explain the concept of standards compliance;
- Obtain information about:
 - Combustible Liquids;
 - Spray Finishing;
 - Dip Tanks;
 - Explosives;
 - Liquefied Petroleum Gas.
- Draft a protection need assessment for their organisation;
- Know how to conduct Personal Protective Equipment (PPE) Training;
- Demonstrate a heightened understanding about the following:
 - Hearing Protection;
 - Eye and Face Protection;
 - Respiratory Protection;
 - Confined Space Entry;
 - Head Protection.

- Identify the different miscellaneous personal protective equipment;
- Teach how to conduct first aid in cases of accident at the workplace.

Module 3: Contents, Concepts and Issues

M3 – Part 1: Ergonomics

- Facets of Ergonomics;
- Workplace Musculoskeletal Disorders;
- Affected Industries;
- Ergonomics Standards;
- WMSD Management Programs;
- Ergonomic Risk Analysis;
- NIOSH Lifting Equation;
- Sources of Ergonomic Hazards.

M3 – Part 2: Health and Toxic Substances

- Baseline Examinations;
- Toxic Substances;
- Measures of Exposure;
- Standards Completion Project;
- Detecting Contaminants.

M3 – Part 3: Environmental Control and Noise

- Ventilation;
- ASHRAE Standards and Indoor Air Quality;
- Industrial Noise;
- Radiation.

M3 – Part 4: Flammable and Explosive Materials

- Flammable Liquids;
- Sources of Ignition;
- Standards Compliance;
- Combustible Liquids;
- Spray Finishing;
- Dip Tanks;
- Explosives;
- Liquefied Petroleum Gas.

M3 – Part 5: Personal Protection and First Aid

- Protection Need Assessment;
- Personal Protective Equipment (PPE) Training;
- Hearing Protection;
- Eye and Face Protection;
- Respiratory Protection;
- Confined Space Entry;
- Head Protection;
- Miscellaneous Personal Protective Equipment;
- First Aid.

Module 4 Safety Precautions and Emergency Incident Risk Management

Module 4 Objectives

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

- Learn about mechanics of fire;
- Determine the concept of industrial fires;
- Identify ways for effective fire prevention;
- Find out the cause of dust explosions;
- Learn the proper way of conducting emergency evacuation;
- Be familiar with the following systems and equipment:
 - Fire Brigades;
 - Fire Extinguishers;
 - Standpipe and Hose Systems;
 - Automatic Sprinkler Systems;
 - Fixed Extinguishing Systems.
- Ascertain the correct ways of storing materials to guarantee the workers' safety;
- Determine the precautions which must be observe in terms of the following:
 - Industrial Trucks;
 - Passengers;
 - Cranes;
 - Slings;
 - Conveyors;
 - Lifting.
- Learn the basics of machine guarding;
- Know how to safeguard the point of operation;
- Determine how the following can promote workers' safety:
 - Power Presses;
 - Heat Processes;

- Grinding Machines;
 - Saws;
 - Miscellaneous Machine Guarding;
 - Miscellaneous Machines and Processes;
 - Industrial Robots.
- Apply risk management concept in their organisation to promote worker's safety and health;
- Ascertain how risks are retained;
- Identify different kinds of risk;
- Conduct risk evaluation;
- Name the different risk control techniques:
- Learn the basics of risk assumption and financing.

Module 4: Contents, Concepts and Issues

M4 – Part 1: Fire Protection

- Mechanics of Fire;
- Industrial Fires;
- Fire Prevention;
- Dust Explosions;
- Emergency Evacuation;
- Fire Brigades;
- Fire Extinguishers;
- Standpipe and Hose Systems;
- Automatic Sprinkler Systems;
- Fixed Extinguishing Systems.

M4 – Part 2: Materials Handling and Storage

- Materials Storage;
- Industrial Trucks;
- Passengers;
- Cranes;
- Slings;
- Conveyors;
- Lifting.

M4 – Part 3: Machine Guarding

- General Machine Guarding;
- Safeguarding the Point of Operation;
- Power Presses;
- Heat Processes;
- Grinding Machines;
- Saws;
- Miscellaneous Machine Guarding;
- Miscellaneous Machines and Processes;
- Industrial Robots;
- Introduction to Risk Management;
- Risk Retention;
- Risk Identification;
- Risk Evaluation;
- Risk Control Techniques;
- Risk Assumption and Risk Financing.

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

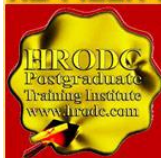
Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

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.

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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 1st of each month, with the cut-off date being the 20th 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;

- 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

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

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


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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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 n 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.

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