

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



091

**Human Resource Management (HRM) in the
Petroleum – Oil and Gas – Industry**

Course or Seminar

Leading To:

DIPLOMA - POSTGRADUATE IN

**Human Resource Management (HRM) in the
Petroleum – Oil and Gas – Industry (Double Credit)**

Accumulating to .

POSTGRADUATE DIPLOMA

Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry, Leading to Diploma-
 Postgraduate – in Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry
 (Double-Credit), Accumulating to a Postgraduate Diploma

<p>Wolverhampton (HQ)</p> <p>Address: 122A Bhylls Lane, Wolverhampton, WV3 8DZ, United Kingdom</p> <p>Telephone: +44 (0) 1902 763 507 +44 (0) 1902 569 133</p> <p>Mobile: +44 (0) 7736 147 507</p> <p>Email: institute@hrodc.com</p> <p>Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com</p>	 <p>HRODC Postgraduate Training Institute www.hrodc.com</p>	<p>London Office</p> <p>Address: 328 Linen Hall, 162-168 Regent Street London, W1B 5TD, United Kingdom</p> <p>Telephone: +44 (0) 2081 332 760</p> <p>Mobile: +44 (0) 7736 147 507</p> <p>Email: institute@hrodc.com</p> <p>Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com</p>
<p>HRODC Postgraduate Training Institute</p>		
<p> A Postgraduate - Only Institution</p>		

**Human Resource Management (HRM) in the
 Petroleum – Oil and Gas – Industry**

Course or Seminar

Leading To:

**DIPLOMA - POSTGRADUATE IN
 Human Resource Management (HRM) in the
 Petroleum – Oil and Gas – Industry (Double 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, MScO8, MScG8, Visiting Prof. P.U.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

HRODC Postgraduate Training Institute - UKRLP Registration



HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).
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;

**Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry, Leading to Diploma-
Postgraduate – in Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry
(Double-Credit), Accumulating to a Postgraduate Diploma**

- 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:

- Executives from the Oil and Gas Industry;
- Senior Managers from Oil and Gas Industry;
- Human Resource Professionals in Oil and Gas Industry;
- Personnel Officers in Oil and Gas Industry;
- Human Resource Personnel from Upstream Oil and gas Operation;
- Human Resource Personnel from Downstream Oil and gas Operation;
- Human Resource Personnel from Midstream Oil and gas Operation;
- General Human Resource Specialists desirous of a career in the oil and gas industry;

**Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry, Leading to Diploma-
Postgraduate – in Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry
(Double-Credit), Accumulating to a Postgraduate Diploma**

- All others with a genuine interest in enhancing the effectiveness of the Human Resource Function within the Oil and Gas Industry.

Duration: 10 Days

Cost: £10,000.00 Per 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;

**Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry, Leading to Diploma-
Postgraduate – in Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry
(Double-Credit), Accumulating to a Postgraduate Diploma**

- 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

**Human Resource Management in the Petroleum
Oil and Gas – Industry**

**Leading to Diploma-Postgraduate in Human Resource Management in
the Petroleum – Oil and Gas – Industry (Double Credit)**

Course Objectives

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

- Discuss the different oil and gas conceptual and contextual explorations;
- Demonstrate an understanding of the process involved in the horizontal, vertical and full integration activities, particularly:
 - Oil and gas exploration;
 - Developing fields;
 - Oil and gas production;
 - Oil sands mining;
 - Bitumen extraction;
 - Liquefying gas by cooling (LNG);
 - LNG Regasification;
 - Gas to liquid products (GTL) Conversion;
 - Wind energy generation.
- Discuss the different downstream activities, specifically:
 - Refining oil into fuels and lubricants;

- Petrochemicals production;
 - Bio fuels development;
 - Trading;
 - Retail sales;
 - CO2 emissions management;
 - Supply and distribution;
 - Business-to-business sales.
-
- Demonstrate an understanding of the governing principles in oil well lease;
 - Determine the applicable rules in long-term explicit contracts;
 - Ascertain how franchise agreements are drafted;
 - Learn the importance of joint ventures in the oil and gas industry;
 - Describe how facilities are co-located;
 - Cut the underlying concept of implicit contracts relying on firms' reputation;
 - Find out how geological research and oil exploration are conducted;
 - Demonstrate an understanding of the basic drilling operation;
 - Differentiate natural vs. artificial lifts in oil and gas production;
 - Demonstrate a heightened understanding about coalbed methane drilling technology;
 - Specify the principles of gas processing;
 - Put into practice the process in oil well drilling;
 - Demonstrate an understanding of spudding oil and gas wells;
 - Determine the process in oil and gas rig operation;
 - Determine the process offshore oil rig operation;
 - Determine accounting treatment in successful effort accounting;
 - Put into practice how horizontal drilling is conducted;
 - Ascertain how oil and gas are marketed;
 - Explain the oil and gas production separator principles;
 - Discuss the concept of oil -water separator offshoring;
 - Explain the principles of amine sweetening;
 - Explain the production separator principles;
 - Explain the glycol dehydration principles;
 - Explain the emulsions and vertical heater treater principles;

- Demonstrate understanding of distinction between personnel management and human resource management. within the oil and gas industry;
- Indicate the significant aspects in development of human resource management and personnel management within the oil and gas industry;
- Demonstrate an appreciation of the importance of welfare in the development of personnel management and human resource management within the oil and gas industry;
- Relate the part played by Cadburys Rowntree in the development of personnel management and human resource management;
- Manage the strategic role of HRM within the oil and gas industry;
- Illustrate the difference between the Hard approach to HRM and Soft approach to HRM, focusing on the oil and gas sector;
- Suggest the importance of human resource planning in organisation management within the oil and gas industry;
- Illustrate the significance of effective human resource within the oil and gas industry;
- Determine the links between corporate planning and human resource planning within the oil and gas industry;
- Indicate how human resource planning can support business systems within the oil and gas industry;
- Determine when there is a need to review an organization human resource plans within the oil and gas industry;
- Determine the factors influencing human resource planning;
- Demonstrate their understanding of the importance of employee Resourcing in an oil and gas organisational context;
- Demonstrate their understanding of the different employee resourcing strategy that might be employed within the oil and gas industry;
- Demonstrate their understanding of the benefits and drawbacks of individual employee Resourcing strategy, with specific reference to the oil and gas industry;
- Draw a parallel between material and facilities Resourcing and people Resourcing, from the standpoint of organisational effectiveness within the oil and gas industry;
- Defend the strategic importance of employee Resourcing within the oil and gas industry;

- Link employee Resourcing with business and organisational development within the oil and gas industry;
- Devise an effective employee Resourcing strategy;
- Demonstrate understanding of different type and levels of organisational flexibility, from an Industrial Relation or Employee Relations prospective within the oil and gas industry;
- Suggest what Numerical Flexibility means within the oil and gas industry;
- Indicate the benefits of functional flexibility of workers and managers within the oil and gas industry;
- Indicate the relationship between Temporal Flexibility and Financial Flexibility within the oil and gas industry;
- Decide what workers or managers are likely to gain from Geographical Flexibility within the oil and gas industry;
- Exhibit an understanding of the desirability of a limited turnover of staff;
- Demonstrate their ability to determine the type of commitment that motivates particular individuals to join an organisation;
- Have designed ways of stabilizing staff turnover/high turnover;
- Be aware of how personnel demand forecast (PDF) is conducted;
- Demonstrate their ability to conduct a human resource audit;
- Be aware of the non-conventional selection methods;
- Conduct periodic and exit interviews;
- Demonstrate their ability to conduct job analysis;
- Design job description and personnel specification for particular roles;
- Weight a candidate assessment form, on the basis of job description and personnel specification;
- Use candidate assessment form in short listing and interviews;
- Conduct individual and panel interviews;
- Be capable of arriving at objective decisions in personnel selection;
- Analyse education, training and development programmes;
- Design an effective induction package;
- Demonstrate an understanding of the legal bases of employee resourcing;
- Relate specific recruitment, selection, retention and exit issues to UK and European legislation;

- Cite Specific legislation and related cases relevant particular job design issues;
- Suggest the constraints that specific UK Protective Legislation place on the recruitment, selection and management of employees;
- Demonstrate their ability to lead a recruitment and Selection team; and
- Be able to manage recruitment and selection within a 'Resourcing context'.

Course Contents, Concepts and Issues

Part 1 – Understanding Oil and Gas Operation

Oil and Gas Conceptual and Contextual Exploration

- 3-D Seismic
- 4-D Seismic
- Acidizing a Well
- AFE (Authorization For Expenditure)
- Annular Space
- Annulus Of A Well
- Anticline
- API Gravity
- Associate Gas
- Barrel Standard
- Basement Rock
- Bcf (Billion Cubic Feet)
- Behind Pipe
- Biomass
- Bleeding Core
- Blind Pool
- Casinghead Gasoline
- Cavings Rock
- Cement
- Cement Squeeze
- Choke
- Christmas Tree
- Co2 Injection
- Coal Gasification
- Coal Liquefaction
- Cogeneration

**Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry, Leading to Diploma-
Postgraduate – in Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry
(Double-Credit), Accumulating to a Postgraduate Diploma**

- Commissions
- Common Carrier
- Completed Well
- Condensate
- Confirmation Well
- Connate Water
- Conventional Energy Sources
- Conveyance or Conveyancing
- Core
- Cracking
- Crude Oil
- Crude Oil Equivalent
- Cuttings
- Down Hole
- Downstream
- Drill Bit
- Drill String
- Drilling
- Drilling Break
- Drilling Fund
- Drilling Mud
- Drilling Platform
- Drilling Rig
- Drill Stem Test
- Dry Hole
- Dry Natural Gas
- Dual Completion
- Ocs (Outer Continental Shelf)
- Octane
- Octane Number
- Offering Memorandum
- Offset Well
- Offshore Platform
- Oil Column
- Oil Gravity
- Oil In Place
- Oil Pool
- Oil Rig
- Oil Run
- Oil Shale
- Oilfield Services
- On The Pump

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, MIBGS, Visiting Prof. P.U.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

**Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry, Leading to Diploma-
Postgraduate – in Human Resource Management (HRM) in the International Petroleum – Oil and Gas – Industry
(Double-Credit), Accumulating to a Postgraduate Diploma**

- Sedimentary Basin
- Sedimentary Rock
- Seismic Exploration
- Seismograph.
- Selling Expenses
- Separator
- Service Well
- Set Casing
- Severance
- Severance Tax
- Shale
- Shale Oil
- Shale Shaker
- Wet Gas
- Whip Stock
- Wildcat
- Wildcatter
- Working Interest
- Work Over
- Work Over Rig
- Write-Off
- Zone
- Zone Isolation

Part 2 – Introducing the Oil Subsectors:

- Horizontal, Vertical and Full Integration activities, including:
- Exploring for oil and gas;
- Developing fields;
- Producing oil and gas;
- Mining oil sands;
- Extracting bitumen;
- Liquefying gas by cooling (LNG);
- Regasifying LNG;
- Converting gas to liquid products (GTL);
- Generating wind energy.

Part 3 – Downstream Activities

- Refining oil into fuels and lubricants;
- Producing petrochemicals;
- Developing bio fuels;
- Trading;
- Retail sales;
- Managing CO2 emissions;
- Supply and distribution;
- Business-to-business sales.

Part 4 – Other Factors Relevant to Oil and Gas Production

- Oil Well Lease;
- Long-Term Explicit Contracts;
- Franchise Agreements;
- Joint Ventures;
- Co-Location Of Facilities;
- Implicit Contracts Relying on Firms' Reputation;
- Geological Research and Oil Exploration;
- Drilling or Mining;
- Basic Drilling Operation;
- Natural Vs. Artificial Lifts in Oil and Gas Production;
- Coalbed Methane Drilling Technology;
- Principles of Gas Processing;
- Oil Well Drilling;
- Spudding Oil and Gas Wells;
- Oil and Gas Rig Operation;
- Offshore Oil Rig Operation;
- Successful Effort Accounting;
- Horizontal Drilling;

- Marketing Oil and Gas;
- Oil and Gas Production Separator Principles;
- Oil -Water Separator Offshore;
- Oil Separator;
- Principles of Amine Sweetening;
- Production Separator Principles;
- Glycol Dehydration Principles;
- Emulsions and Vertical Heater Treater Principles.

Part 5 – Human Resource and Personnel Management

- A Distinction between Personnel Management and HRM;
- The Advent of Welfare Management;
- The Role of Rowntree in Industrial Welfare Development;
- Welfare Workers and Recruitment and Selection;
- The Development of Professional Personnel and Human Resource Management;
- Concerns of Personnel Management within the Oil and Gas Industry;
- Recruitment and Selection within the Oil and Gas Industry: An Introduction;
- Workers' Welfare and Benefits within the Oil and Gas Industry;
- Industrial Relations within the Oil and Gas Industry;
- Staff Appraisal within the Oil and Gas Industry;
- Impact of Human Resource Management on Oil and Gas Operation;
- Appraising Workers in Offshore Operation;
- Appraising Workers in Dangerous Operations;
- The Place of Critical Incidents in Appraisal of Oil and Gas Field Workers;
- Supporting Managers and Supervisors in Establishing and Managing Appraisal Schemes, In Volatile Environments;
- Difference between Tacit and Explicit Knowledge;
- Training;
- The Strategic Significance of Human Resource Management within the Oil and Gas Industry;
- HRM Value Chain in Oil and Gas Sector;

- Concerns of Human Resource Management within the Oil and Gas Industry:
- Recruitment;
- Selection;
- Motivation;
- Human Resource Planning Within the Oil and Gas Industry;
- Workforce Management Strategy within the Oil and Gas Industry:
 - Workforce Flexibility;
 - Flexible Working Strategy.

Part 6 – Human Resource Planning (HRP)

- The Rationale for HRP within the Oil and Gas Industry;
- The Link between HRP and Corporate Planning Within the Oil and Gas Industry;
- The Investigation and Forecasting Processes-Understanding Contextual Influences within Oil and Gas Context;
- Designing, Implementing and Reviewing the Effectiveness of HRP in an Oil and Gas Setting;
- Planning For the Future in Oil and Gas Industry.

Part 7 – The Strategic Significance of Employee Resourcing & Approaches to Employee Resourcing

- The Role of Employee Resourcing In Contributing To Corporate Strategies and Goals within the Oil and Gas Industry;
- The Role of Internal and Stakeholders in the Employee Resourcing Process within the Oil and Gas Industry;
- Managing the Potentially Conflicting Concerns of Stakeholders in Employee Resourcing Within the Oil and Gas Industry;
- Dealing With Stakeholders' Values and Expectations within the Oil and Gas Industry;
- Traditional Approaches to Employee Resourcing Within the Oil and Gas Industry;
- Emergent and Contingency Approaches To Employee Resourcing Within the Oil and Gas Industry;

- The Role of Employee Resourcing In Business and Subsystem Strategy;
- The Role of Employee Resourcing In the Development of Organisational Strategy within the Oil and Gas Industry;
- Organisational Strategy and Employee Resourcing Strategy Compatibility within the Oil and Gas Industry;
- Employee Resourcing Strategy;
- Employee Retention in the Oil and Gas Industry;
- Determining Training Needs within the Oil and Gas Industry.

Part 8 – Employee Flexibility and Workforce Flexibility

Alternative Patterns of Work and the Increase in the Non-Standard Contracts

- The Different Forms of Worker Flexibility within the Oil and Gas Industry;
- Elements of Workforce Flexibility;
- Numerical Flexibility;
- Functional Flexibility within the Oil and Gas Industry;
- Temporal Flexibility within the Oil and Gas Industry;
- Financial Flexibility within the Oil and Gas Industry;
- Geographical Flexibility within the Oil and Gas Industry;
- Hard and Soft HRM within the Oil and Gas Industry;
- The Flexibility Debate within the Oil and Gas Industry;
- The Concept of the 'Flexible Firm' within the Oil and Gas Industry;
- The Strategic Use of Flexible Workers within the Oil and Gas Industry;
- Flexibility Strategies for Economic Development within the Oil and Gas Industry.

Part 9 – Human Resource and Performance Management

- Assessing the Nature and Causes of Performance Problems;
- Performance Management in Oil and Gas Operation;
- Managing Poor Performance within the Oil and Gas Industry;
- Managing Absence within the Oil and Gas Industry;

- Dealing With Harassment within the Oil and Gas Industry;
- The Effective Management of Retirement, Redundancy, Dismissal and Voluntary Turnover within the Oil and Gas Industry;
- Evaluating the Mechanisms Available For Preventing or Alleviating Poor Performance within the Oil and Gas Industry.

Part 10 – Employee Resourcing: Recruitment and Selection: A Strategic Standpoint

- Staff Turnover and Negative and Positive Impact On the Organisation;
- Levels of Individual Commitment of Potential and New Recruits;
- Moral Commitment;
- Remunerative Commitment;
- Calculative Commitment;
- Recruitment and Selection as a Resourcing Activity;
- Training, Education, Development as Facilities for New Recruits;
- The Importance of Human Resource Forecasts;
- Methods of Forecasting Human Resource Needs of the Organisation;
- Strategic Operational Review' (SOR) As Prerequisite For Human Resource Forecasting;
- The Legal Bases of Recruitment and Selection;
- Importance of Human Resource Audit;
- Conducting Human Resource Audit;
- Periodic and Exit Interviews;
- Systematic Recruitment and Selection Process;
- Conducting Job Analysis;
- Designing Job Description;
- Designing Personnel Specification;
- Market Targeting;
- Designing and Placing Advertisement;
- Weighting and Using Candidate Assessment Form (CAF);
- Conducting Interviews;

- Non-Conventional Personnel Selection;
- The Value of Staff Induction;
- Organising an Induction Programme;
- Running an Induction Programme;
- Short-Listing Candidates;
- Conducting Interviews;
- The Value of and Problems of E-Recruitment;
- The Different Types and Levels of E-Recruitment;
- Conducting Periodic Interviews;
- Conducting Exit Interviews;
- Job Design and the Law.

Part 11 – Talent Management and Intellectual Capital within the Oil and Gas Industry

- Talent Management in Oil and Gas, As an 'Expert Sector';
- Creating Most Desirable Employer Status in Oil and Gas Operation;
- Training and Development Strategy in Oil and Gas Industry;
- Knowledge Management in Oil and Gas Industry;
- Protecting Intellectual Property in the Oil and Gas Industry;
- Industrial Espionage in the Oil and Gas Industry;
- Managing Knowledge Transfer in Oil and Gas Industry;
- Understanding and Managing Expatriate Workforce;
- Creating a Learning Organisation within the Oil and Gas Industry;
- Synthesizing Knowledge in the Oil and Gas Industry;
- Enhancing Worker Motivation for Continued Moral Commitment to the Organisation;
- Technological Knowledge Transfer in Oil and Gas Industry;
- Employee Development in the Oil and Gas Industry.

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 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 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.

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

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.

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

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