

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#161

**International Petroleum – Oil and Gas – Investment:
Joint Ventures, Mergers, Acquisitions, Strategic and
Financial Asset Management**

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**International Petroleum – Oil and Gas – Investment,
Growth, Strategic and Financial Asset Management,
Quad Credit, 120 Credit-Hours**

Accumulating to A

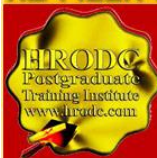
**Postgraduate Certificate,
With 60 Additional Credit-Hours, or A**

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);



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- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- 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;



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- Programme Leader;
- Personal Tutor

For Whom This Course is Designed This Course is Designed For:

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

- Finance Directors and Managers;
- Financial Controllers;
- Chief Accountants;
- Treasury Officers;
- Asset Accountants;
- Joint Venture Accountants;
- Management Accountants;
- Internal and External Auditors;
- Government Regulators;
- Financial Analysts;
- Public Accountants;
- Government Ministers;
- Chief Executives;
- Managing Directors;
- Engineers and Geologist;
- Drilling & Refinery Managers;
- Marketing & Sales Directors & Managers;
- Others interested in the operation of the Oil and Gas Industry, its regulation, exploration, production, and accounting systems.

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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.**

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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.**

International Petroleum – Oil and Gas – Investment: Joint Ventures, Mergers, Acquisitions, Strategic and Financial Management

Leading to Diploma – Postgraduate – in International Petroleum – Oil and Gas – Investment, Growth, Strategic and Financial Management, Quad Credit, 120 Credit-Hours, Accumulating to a Postgraduate Certificate, with 60 Additional Credit-Hours, or a Postgraduate Diploma, with 240 Additional Credit-Hours

Course Objectives


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

- Address the issue of Mature Field Valuation;
- Address, effectively, how the ‘Stabilization Clause’, as it pertains to Oil Companies, as ‘Inward Investors’, is generally addressed;
- Analyse some LNG case study;
- Analyse the current status of oil and gas industry in the global economy in the following aspects:
- Analyse the domestic politics of oil and gas;

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- Analyse the performance and the strategies employed by oil and gas companies to gain competitive advantage;
- Ascertain how petroleum products are sold and marketed through the different channels;
- Ascertain the determinants for the retail price of motor fuels;
- Be familiar with the concept of Gas to Liquids (GTL);
- Be knowledgeable about the demand, supply and transportation costs of crude oil;
- Convince others of their heightened understanding of the gathering systems, construction and operation of pipelines;
- Define the reproduction costs and production cost as used in the upstream oil and gas company;
- Delineate the factors that are associated with 'Resource Curse', how it pertains to the Oil and Gas Industry and the measures that should be implemented to avert that situation;
- Demonstrate a heightened understanding about natural gas reserves, fields and production;
- Demonstrate a heightened understanding about the refinery product mix;
- Demonstrate a high degree of competence in the management of Workers' Health and Safety!
- Demonstrate an understanding of Multiple Products;
- Demonstrate an understanding of Oil and Gas Taxation;
- Demonstrate an understanding of the Valuing Production on a Per Barrel Basis;
- Demonstrate an understanding of Working Interest;
- Demonstrate and understanding of the founding principles, market share and emerging strategy of the Organization of Petroleum Exporting Countries (OPEC);
- Demonstrate their understanding of fuel standards and specifications;
- Demonstrate their understanding of the Oil and Gas Reserves;
- Demonstrate their understanding of the operation of a 'Public Equity';
- Describe how motor fuel prices are politicized;
- Describe how the modern Super-Tankers differ from their conventional counterparts;
- Describe the downstream transportation;
- Describe the evolution of tanker design;

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- Describe the process involved in Evaluating the Environmental Impact;
- Describe the structure of oil and gas industry;
- Describe the two crude price eras;
- Determine how LNG is priced and marketed;
- Determine some effective Business Strategy adopted by the oil and gas sectors;
- Determine the accounting process employed for upstream costs;
- Determine the bargaining power available to the contractor;
- Determine the future of oil and gas firms; and
- Determine the interest of the Government and Corporation in the oil and gas companies;
- Determine the petroleum fiscal regimes;
- Determine the profitability aspect of the oil and gas industry;
- Determine the technology innovations in the upstream oil and gas industry;
- Determine, analytically, the primary Strategic Goals of IOCs and NOCs;
- Differentiate E&P firms from downstream oil and gas;
- Discover how oil and gas are transported;
- Discuss, with confidence, the operations of the Oil and Gas Industry in international perspective;
- Discuss about LNG break-even;
- Discuss at least three Environmental Risks posed by the transportation of Natural Gas;
- Discuss strategic cost management in the oil and gas industry;
- Discuss the concept of field reinvestment and renewal, specifically in terms of:
- Discuss the concept of Production Enhancement;
- Discuss the issue regarding curse of oil;
- Discuss, with a heightened understanding, how to deal with joint venture conflict and suggest ways to avoid or resolve them;
- Distinguish upstream, midstream and downstream oil and gas company;
- Elucidate how a company's Performance and Creditworthiness might be assessed;
- Elucidate the benefits that National Oil Companies (NOCs) derive from their governments, in order to weather the 'volatility storm';
- Enumerate the important factors in the retail price of motor fuels;

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- Enumerate the powers of national companies;
- Enumerate the Refining Process and state what happen in each stage;
- Enumerate the steps involved in project execution;
- Establish the gas-to-oil linkage;
- Establish the link between crude oil and commodity;
- Establish the link between global market and pricing for natural gas;
- Establish the operational relationship between NOC and IOC;
- Evaluate the present status of price, supply and demand volatility;
- Exemplify the issue of 'learning and knowledge sharing' in joint ventures;
- Explain 'Enhanced Recovery Costs';
- Explain how Private Equity Firms operate;
- Explain how Project Opportunities are developed;
- Explain how the Tax Regimes of Major Oil producers generally address 'Investment Uplifts' of Oil Companies;
- Explain how to develop agreements relevant to oil and gas projects;
- Explain how to handle contractor relationships;
- Explain the concept of 'Signature Bonuses' and how they might be applied in Public and Private Ownership;
- Explain the concept of joint development in the oil and gas industry;
- Explain the concept of mergers and acquisitions in the oil and gas industry;
- Explain the concept of peak oil demand, crude oil, shift to gas and shale gas;
- Explain the concept of ruminations on valuation;
- Explain the concepts of ED&P and the Cost of Business;
- Explain the economics of the curse of oil;
- Explain the innovations in technology and cost control;
- Explain the international convention for 'Domestic Market Obligations', of Operating Oil Companies;
- Explain the occasions on which some governments tax Windfall Profit of Oil Companies;
- Explain the price elasticity of motor fuels;
- Explain the process of 'Project Life-Cycle Review';

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- Explain the relationship between the 'International Oil and Gas Supply', on the one hand, and the 'Spot and Futures Prices' on the other;
- Explain, in much detail, Break-Even;
- Express their familiarity with Corporate Finance;
- Express their understanding of the factors that are associated with the Oil and Gas Industry's Financial Performance;
- Find out how oil tankers shift the competitive balance;
- Identify some commodity and specialty chemicals;
- Identify the Chevron cost control;
- Identify the countries afflicted by the curse;
- Identify the fiscal regime in the oil and gas sector;
- Identify the role, duties and responsibilities of tanker operators;
- Identify the substitute products and renewable/alternative energy;
- Identify the use of natural gas and its markets;
- Indicate how the right to develop a project is achieved;
- Indicate how to attain a successful contractor relationship in terms of:
- Indicate how to manage contractor supply chain;
- Indicate how to manage political risk;
- Indicate the Role of Organization of Petroleum Exporting Countries (OPEC) in the stabilisation of oil prices;
- Know how gas and oil are traded and marketed;
- Know how the oil and gas industry has evolved over the years;
- Know how the price of Crude Oil is determined and the transactions involved;
- Know the chemistry and form of natural gas;
- Know the interrelated nature between Contractor Relationships and Supply Chain;
- Know the present tanker charter rates;
- Know what influence zone pricing;
- Know where gasoline at a particular station comes from;
- Learn about aviation fuel, lubricants, fuel oils for heating and power generation and asphalt and propane;
- Learn about petrochemical production;
- Learn about the integrated LNG project;

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- Learn how to deal with problems in project development and suggest ways to avoid or resolve them;
- Learn how to Refining margins and profitability;
- Learn the Benchmarking strategies of crude oil producer company;
- Learn the following aspects of Business Financing in the oil and gas industry:
- Learn the fundamentals gas pricing;
- List some government and policy changes relative to the oil and gas industry;
- List the main Strategic Interest of IOCs and NOCs;
- List the major Players in the oil and gas industry, outlining the main factors associated with their sustainability;
- List the types of contractor relationships;
- Name at least three Venture Capitalists in the UK and the types of companies that they are likely to support;
- Name some industry substitutes and alternative fuels used in the industry;
- Name the Top-Line Risks in the petroleum industry;
- Narrate the evolution of at least two National Oil Companies (NOCs);
- Narrate the ways by which a company's Financial Performance might be assessed;
- Outline the difference between Revenue and Earnings;
- Outline the Oil and Gas Industry Value Chain;
- Outline the process of Assessing the Socioeconomic Impact on Oil Companies;
- Perform project financial and risk analysis;
- Point out the main factors that are associated with the future of the global oil and gas industry;
- Provide an illustrative example of the concept of global refining;
- Provide an indication of Joint Venture Projects are managed;
- Provide an indication of the different ways by which a Project might be Funded;
- Provide an overview of the 'Project Evaluation Process';
- Relate the brief history of oil tankers;
- Relate the evolution of PSA;
- See the growing demand for energy;
- See the overview of chemical industry;
- Show others how the Balance Sheet operates;

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- Specify the governing rules and policy in chartering a vessel;
- Specify the innovation introduced in the oil and gas sector and the technology utilised therein;
- Specify the role and value of oil and gas in terms of national security and national wealth;
- Suggest the importance of a Managerial Balance Sheet;
- Suggest the strategy that the major International Oil Companies (IOCs) adopt to reduce operational costs while operating in several geographical locations simultaneously;
- Suggest two ways to avoid the curse of oil;
- Summarise the history of crude price;
- Vividly describe, with examples, a well formulated shipping contract.

Course Contents, Concepts and Issues

Part 1 –The Oil and Gas Industry

- Oil and Gas Industry: An Overview
- Understanding Oil and Gas Reserves
- Analysing Oil and Gas in the Global Economy
 - Oil and Gas Supply;
 - Industry Financial Performance;
 - The Role of Organization of Petroleum Exporting Countries (OPEC);
 - The Resource Curse;
 - Identifying the Players;
 - What is International Oil Companies (IOCs)?;
 - What is National Oil Companies (NOCs)?;
 - The Strategic Goals of IOCs and NOCs;
 - Independents;
 - Other Firms.
- Tracking the Oil and Gas Industry Value Chain:
 - Upstream: Exploration, Development and Production;

- Managing the Reservoir;
- Determining Upstream Profitability.
- Midstream: Trading and Transportation;
- Downstream: Oil Refining and Marketing:
 - Gasoline Retailing;
 - Natural Gas;
 - Petrochemicals.
- Business Strategy Fundamentals;
- Evolution of the Industry;
- Innovation and Technology;
- Mergers and Acquisitions;
- Industry Substitutes and Alternative Fuels;
- The Future of the Global Oil and Gas Industry.

Part 2 –Concepts of Nationalism, National Oil Companies and the Curse of Oil

- The Role and Value of Oil and Gas:
 - National Security;
 - National Wealth.
- Government and Corporate Interest:
 - The Corporation;
 - Corporate Stakeholders;
 - The State and Civil Society;
 - Oil and Gas and Government.
- Evolution of the National Oil Companies (NOCs):
 - Birth of the National Oil Company;
 - Evolution of Resource-Rich NOCs;
 - Resource-Poor NOCs;
 - Access to Capital.
- The NOC/IOC Relationship;
- The Strategic Interest of IOCs and NOCs;
- Organization of Petroleum Exporting Countries (OPEC):

- Founding Principles;
 - Market Share;
 - Emerging Strategy.
- The Curse of Oil:
- Countries Afflicted By the Curse;
 - The Economics of the Curse of Oil;
 - Avoiding the Curse Oil.
- Domestic Politics of Oil and Gas.


Part 3 – Developing Oil and Gas Projects

- Development Project Opportunities:
- Project Evaluation Process;
 - Project Life-Cycle Reviews.
- Joint Development;
- Project Financial Analysis:
- Financial Metrics;
 - Risk Analysis.
- Steps in Project Execution;
- Handling Contractor Relationships:
- Contractor Relationships vis-à-vis Supply Chain;
 - Types of Contractor Relationships;
 - Successful Contractor Relationships;
 - Evaluating the Environmental Impact;
 - Assessing the Socioeconomic Impact;
 - Managing Safety.
- Dealing with Problems in Project Development.

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Part 4 –Importance of Cost Management in the Production of Oil and Gas

- Defining Costs in the Upstream:
 - Preproduction Costs;
 - Production Costs (Lifting);
 - Accounting for Upstream Costs;
 - ED&P and the Cost of Business.
- Performance and Competitive Advantage;
- Oil Economics:
 - Break-Even;
 - Multiple Products;
 - Working Interest;
 - Taxes;
 - Valuing Production on a Per Barrel Basis.
- Strategic Cost Management in the Oil and Gas Industry;
- Field Reinvestment and Renewal:
 - Production Enhancement;
 - Enhanced Recovery Costs;
 - Mature Field Valuation;
 - Continuous Learning.
- Managing Contractor Supply Chain;
- Contractor Bargaining Power;
- Partnership Management:
 - Joint Venture Conflict;
 - Managing Operated-By-Others Projects;
 - Learning and Knowledge Sharing in Joint Ventures.
- Managing Political Risk;
- Innovation and Technology:
 - Technology Innovations in the Upstream Oil and Gas Industry;
 - Technology and Cost Control;
 - Chevron Cost Control.

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Part 5 –Creating Fiscal Regimes

- Development Agreements:
 - Achieving the Right to Develop a Project;
 - Interests, Incentives and Behaviours.
- Petroleum Fiscal Regimes:
 - Concessions;
 - Royalty/Tax System;
 - Contractual Systems.
- Added Contractual Features:
 - Signature Bonuses;
 - Domestic Market Obligations;
 - Investment Uplifts;
 - Stabilisation Clause.
- Top-Line Risks;
- Petroleum Prices;
- PSA Evolution;
- Fiscal Regime;
- Government and Policy Change.

Part 6 –Financing and Financial Performance in the Oil and Gas Industry

- Business Financing:
 - Basic Balance Sheet;
 - Managerial Balance Sheet;
 - Funding the Firm;
 - Revenue and Earnings;
 - Financial Performance;
 - Performance and Creditworthiness;
 - Windfall Profit.
- Capital Sourcing For the Oil and Gas Industry:
 - Corporate Finance;

- Public Equity;
 - Private Equity;
 - Venture Capital;
 - Debt;
 - Project Finance;
 - Multilateral Lending;
 - State Interest;
 - Oil Loans;
 - Petroleum Finance.
- E&P Firms and Downstream Oil and Gas;
- Ruminations on Valuation.

Part 7 –Natural Gas

- Chemistry and Form of Natural Gas:
- Raw Natural Gas Production;
 - Liquefied Natural Gas (LNG);
 - Unconventional Gas.
- Natural Gas Reserves, Fields and Production:
- Natural Gas Reserves;
 - Gas Development.
- Natural Gas Use and Markets:
- Gas-Consuming Countries and Markets.
- Prices, Trading and Markets:
- Gas Pricing Fundamentals;
 - The Gas-To-Oil Linkage.

Part 8 –Liquefied Natural Gas (LNG)

- The Integrated LNG Project:
- Upstream;
 - Transportation to Liquefaction;
 - Liquefaction;

- Shipping;
- Regasification;
- Competitive Cost Analysis;
- LNG Contracting.
- LNG Markets and Pricing:
 - LNG's Regional Markets;
 - The LNG Market: The Shift toward a Global Commodity;
 - LNG Break-Even.
- LNG Case Study;
- Gas to Liquids (GTL).

Part 9 –Analysing the Market for the Crude Oil

- The Basics of Crude Oil:
 - The Demand for Oil;
 - The Supply of Oil;
 - Transportation Costs.
- Crude Oil Price:
 - A Short History of Price;
 - The Two Crude Price Eras;
 - Crude Oil vis-à-vis Commodity;
 - Benchmark Crude Oil;
 - Crude Benchmarks and Pricing.
- Crude Oil Prices and Transactions:
 - Crude Oil Transactions;
 - How Futures Work;
 - Oil Shipment and Inventories.

Part 10 –Transportation in the Oil and Gas Industry

- Fundamentals of Transportation:
 - The Barrel;
 - The Strategic Chokepoint;
 - Upstream Transportation.
- Pipelines:
 - Gathering Systems;
 - Pipeline Construction;
 - Pipeline Operation.
- Oil Tankers:
 - A Brief History of Oil Tankers;
 - Evolution of Tanker Design;
 - Oil Tankers Shift the Competitive Balance;
 - The Modern Supertanker;
 - Chartering a Vessel;
 - Shipping Contracts;
 - Tanker Charter Rates;
 - Tanker Operators;
 - Environmental Risk.
- Downstream Transportation.


Part 11 –The Petroleum Refinery Process

- Global Refining;
- The Refining Process:
 - Distillation;
 - Hydrotreating, Cracking and Reforming;
 - Other Processes;
 - Safety and Environmental Issues;
 - Refineries and Exit Barriers.
- The Refinery Product Mix:

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- Refinery Complexity;
 - Location;
 - Product Demand.
- Refining Margins and Profitability:
- The Cost of Crude;
 - Refining Value and Crack Spreads;
 - Other Refinery Cost Drivers;
 - Refinery Probability.


Part 12 –Undertaking the Sales and Marketing of Petroleum Products

- Motor Fuel:
- Channels to Market;
 - Refiner-Owned-And-Operated Retail Outlets;
 - Franchisers and Distributors;
 - Jobber-Operated Outlets;
 - Independent Dealers;
 - Super Convenience Stores;
 - Supermarkets/Hypermarkets;
 - Where Does Gasoline At A Particular Station Come From?;
 - Fuel Standards and Specifications;
 - The Retail Price of Motor Fuels;
 - Zone Pricing;
 - Important Factors in the Retail Price of Motor Fuels;
 - Price Elasticity of Motor Fuels;
 - The Politicization of Motor Fuel Prices.
- Aviation Fuel;
- Lubricants;
- Fuel Oils for Heating and Power Generation;
- Asphalt and Propane.

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Part 13 – Petrochemicals

- Chemical Industry Overview;
- Petrochemical Production;
- Commodity and Specialty Chemicals;
- Industry Structure;
- Industry Profitability:
 - Ethylene Production and Costs;
 - Capacity Utilization;
 - Specialty Chemical Performance;
 - Refining and Chemicals Integration;
 - Marketing;
 - Distribution;
 - Capital Investment in the Chemical Industry.


Part 14 –The Future of the Global Oil and Gas Industry

- The Products:
 - Peak Oil Demand;
 - Crude Oil;
 - A Shift to Gas;
 - Shale Gas;
 - Substitute Products and Renewable/Alternative Energy.
- The Markets:
 - Growing Demand for Energy;
 - Price, Supply And Demand Volatility;
 - Global Market and Pricing for Natural Gas.
- The Players and Their Strategies:
 - Evolving Competitive Environment;

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- Downstream and Chemicals;
 - Refining and Fuels Marketing Remain Core to The Industry;
 - Availability of Capital;
 - Deepwater Horizon Oil Spill;
 - Increased Focus on the Safety and Environment;
 - Ongoing Talent Shortage.
- The Future of Oil and Gas Firms;
- Power of National Companies.

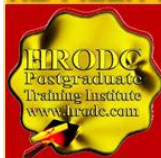
Postgraduate Diploma, Postgraduate Certificate, and Diploma – Postgraduate - Short Course Regulation

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).

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

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

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


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

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

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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.

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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.

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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

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commitment and leisure, thereby enhancing your maintenance of an effective ‘work-study-life-style balance’, at times convenient to you and your appointed tutor.

Cumulative Postgraduate Certificate and Postgraduate Diploma Courses

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


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

For those delegates choosing the accumulative route, it is advisable that at least one or two credits be attempted each year. This will ensure that the required 180 Credit-Hours and 360 Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, respectively, are achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

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)

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Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
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 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;**

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- 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;**

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- 32. Postgraduate Diploma in Law – International and National;**
- 33. Postgraduate Certificate in Logistics and Supply Chain Management;**
- 34. Postgraduate Diploma in Logistics and Supply Chain Management;**
- 35. Postgraduate Certificate in Management Skills;**
- 36. Postgraduate Diploma in Management Skills;**
- 37. Postgraduate Certificate in Maritime Studies;**
- 38. Postgraduate Diploma in Maritime Studies;**
- 39. Postgraduate Certificate in Oil and Gas Operation;**
- 40. Postgraduate Diploma in Oil and Gas Operation;**
- 41. Postgraduate Certificate in Oil and Gas Accounting;**
- 42. Postgraduate Diploma in Oil and Gas Accounting;**
- 43. Postgraduate Certificate in Politics and Economic Development;**
- 44. Postgraduate Diploma in Politics and Economic Development;**
- 45. Postgraduate Certificate in Procurement Management;**
- 46. Postgraduate Diploma in Procurement Management;**
- 47. Postgraduate Certificate in Project Management;**
- 48. Postgraduate Diploma in Project Management;**
- 49. Postgraduate Certificate in Public Administration;**
- 50. Postgraduate Diploma in Public Administration;**
- 51. Postgraduate Certificate in Quality Management;**
- 52. Postgraduate Diploma in Quality Management;**
- 53. Postgraduate Certificate in Real Estate Management;**
- 54. Postgraduate Diploma in Real Estate Management;**
- 55. Postgraduate Certificate in Research Methods;**
- 56. Postgraduate Diploma in Research Methods;**
- 57. Postgraduate Certificate in Risk Management;**
- 58. Postgraduate Diploma in Risk Management;**
- 59. Postgraduate Certificate in Sales and Marketing;**
- 60. Postgraduate Diploma in Sales and Marketing;**

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

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