

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#160

International Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health, Safety, Human Resource, Organisation and Project Management

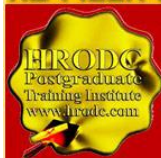
Programme

Leading To:

POSTGRADUATE DIPLOMA IN

International Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health, Safety, Human Resource, Organisation and Project Management

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.I.S.G.S.; M.S.C.O.S.; M. RG. C.



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Websites:
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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/>.

Programme 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;

➤ Personal Tutor

For Whom This Course is Designed

This Programme is Designed For:

- Oil Terminal Operator;
- All staffs, supervisors and managers from all organisations and companies involved in oil terminal operation;
- Marine Terminal Managers, Superintendents, Supervisors and Engineers;
- Marine Shipping Coordinators;
- Charterer;
- Management Consultants in the oil and gas company;
- Others interested in the operation of the petroleum terminal management.

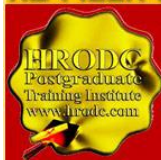
Classroom-Based Duration and Cost:	
Classroom-Based Duration:	12 Weeks (5 Days per Week)
Classroom-Based Cost:	£45,000.00 Per Student
Online (Video-Enhanced) Duration and Cost	
Online Duration:	20 Weeks – 3 Hours Per Day, 6 Days Per Week
Online Cost:	£30,150.00 Per Student

Classroom-Based 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.

International Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health, Safety, Human Resource, Organisation and Project Management Programme - Page 4 of 41

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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.**

Course Delivery Methodology

This course will be delivered through various methods that will stimulate learning and enhance reinforcement. These methods include but not limited to:

- Lectures;
- Discussion;
- Video Cases;


- Written Cases;
- On-Site Visits;
- Hands-on orientation;
- Questions and Answers;
- Simulations.

Programme for International Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health and Safety, Human Resource, Organisation and Project Management				
Leading to Postgraduate Diploma in Advanced Oil and Gas Accounting: International Petroleum Accounting				
Current Module #	Module Title	Page	Duration	Credit Value
160.M1	International Petroleum – Oil and Gas – Terminal Services Management	7	4 Weeks (20 Days)	Quad
160.M2	Human Resource Management in the Oil and Gas Industry	9	2 Weeks (10 Days)	Double
160.M3	Health and Safety Management in the Petroleum – Oil and Gas – Industry	17	1 Week (5 Days)	Single
160.M4	Organisation Management in the Petroleum – Oil and Gas – Industry	20	1 Week (5 Days)	Single
160.M5	Motivating Workers of the Petroleum – Oil and Gas – Industry	23	1 Week (5 Days)	Single
160.M6	Advanced Project Management in the Petroleum – Oil and Gas – Industry	25	1 Week (5 Days)	Single
160.M7	SAP and Joint Venture Accounting	29	2 Weeks (10 Days)	Double

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Programme for International Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health and Safety, Human Resource, Organisation and Project Management

Leading to Postgraduate a Postgraduate Diploma in Advanced Oil and Gas Accounting: International Petroleum Accounting

Programme Contents, Concepts and Issues

**Module 1:
International Petroleum – Oil and Gas – Operation,
Terminal Services Management**

M1. Part 1: Terminal Services Design, Construction and Maintenance

- Structural and Engineering Concepts associated with Terminal Services
- Designing Aboveground Tank System;
- Building Aboveground Tank System;
- Piping and Product Handling Systems;
- Managing Aboveground Tank System;
- Tank Management Planning;
- Spill Prevention Control and Countermeasures (SPCC) Plans;
- Leak Monitoring and Containment;
- Maintaining an Aboveground Tank System;
- Inspection and Maintenance Programs;
- Dealing with Hazardous Wastes.

M1. Part 2: Terminal Services Operation, Support and Emergency Systems

- Aboveground Tank System Operations;
- Terminal Support Operations;
- Berthing Support;
- Cargo Transfer Support;
- Emergency Response Setting;
- Vessel Departure Support;
- Safe Operational Practices and Procedures in Oil and Gas Terminal Services Management;
- Managing Oil Spill Contingency;
- Emergency Response Plans;
- Storage & Transfer;
 - Storage Tanks;
 - Transfer Systems;
 - Ship-Shore Transfers;
 - Safety and Risk;
 - Ignition Sources;
 - Fire Fighting and Protection;
 - Risk Management;
 - Terminal Management.

M1. Part 3: Technological Application to Oil and Gas Terminal Management

- Hydrostatic Tank Gauging;
- Stock Reconciliation;
- Terminal Automation System;
- Understanding and Using Alarm Management Systems;

- Managing Temperature Sensors;
- Using Average Temperature Transmitter;
- Reading Multi-Spot Temperature Transmitters;
- Understanding and Using Interface and Protocol Converters;
- Load Rack Automation;
- Order Entry and Management;
- Inventory Reconciliation;
- Product Movement Tracking;
- Loading Operations;
- Technology Used To Automatically Verify Product Inventory against Customer Inventory;
- Controlling and Allocate Product Loads;
- Producing Bill of Lading (BOL) and Transaction Reports;
- Inventory Reconciliation;
- Accounting and Financial Processing To Sap Oil;
- Gas or Interface to Data Exchanges, Such As Petroex and Tabs;
- Using Flexible Order Management Technologies;
- Gas Detection Systems;
- Operation and Sale of Oil.

Module 2: Human Resource Management in the Oil and Gas Industry

M2. Part 1: Understanding Oil and Gas Operation

Oil and Gas Conceptual and Contextual Exploration


- 3-D Seismic;
- 4-D Seismic;
- Abstract of title;
- 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;
- 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;

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- 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.


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.

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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.

Other Factors Relevant to Oil and Gas Production, Incorporating:

- 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.

M2. Part 2: Human Resource and Personnel Management

The Development of HRM Personnel an HRM

- 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;
- E.G. Workforce Flexibility;
- Flexible Working Strategy.

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.

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.

M2. Part 3: 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.

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.

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.

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.

Module 3: Organisation Management in the Petroleum – Oil and Gas – Industry

M3. Part 1: Fundamentals of Organisational Analysis

- Introduction to formal organisations;
- Definition;
- Objectives – social and business;
- Tasks;
- Division of Work/Labour;
- Delegation;
- Responsibility;
- Accountability;
- Authority;
- Power;
- Roles;
- Informal organisations;
- Case study analysis.

M3. Part 2: The Functions of Management: An Introduction

- The Functions of Management;
- The Management Process: Its Universality;
- Planning: The Basis for the Emanation of Subsequent Functions;
- The Different Types and Levels of Planning;

- Planning As Objective Establishment;
- Planning As a Procedural Issue;
- Organising Process, People and Subsystems;
- Fundamental Issues in Designing Organisations;
- Management Implications for Tall and Flat Structures;
- An Introduction to Basic Organisational Forms:
 - Simple Structure;
 - Functional Structure;
 - Divisional Structure;
 - Matrix Structure.
- Organisational Design as a Function of Organisational Dynamics;
- Important Considerations in Organisational Design;
- Designing For Effective Product/Service Management;
- Designing For Communication Effectiveness;
- Designing For Effective Client/Customer Focus;
- Importance of Vertical & Horizontal Relationships;
- Directing or Leading;
- Directing or Leading: A Question of Leadership Styles and Administrative Strategies;
- Directing or Leading: Managerial Control vs. Worker Autonomy;
- The Relationship between Leadership and Worker Motivation;
- Co-Ordinating - Mintzberg's Bases of Co-Ordination;
- Mutual Adjustment;
- Direct Supervision;
- Output;
- Standardisation of Input;
- Standardisation of Work Process;
- Managing Organisations in a Stable Environment;
- Managing Organisations in an Unstable Environment;
- Increased Leisure Time;
- Enhanced Job Satisfaction;
- Reduced Stress;

- More Opportunity to Switch Off After Hours;
- More Room for Forward Planning & Long-Term Solutions;
- Higher Creativity;
- Time Management Tips for Managers;
- Reducing Time Spent On Meetings;
- Meeting Management;
- The Trading Game Scenario.

M3. Part 3: Delegating for Organisational Effectiveness

- What Is Delegation?;
- Advantages of Delegation to Delegates;
- What Might Be Delegated?;
- Benefits of Delegation to Delegates;
- Prerequisites for Effective Delegation;
- Support Necessary during Task Performance;
- Importance of Communication in Delegation;
- Importance of Power and Authority in Delegation;
- Problems of Ineffective Delegation.

Module 4: Health and Safety Management in the Petroleum

M4. Part 1: Oil and Gas Safety

- Health and Safety Executive (HSE) Offshore Statistics:
 - Hydrocarbon Releases (HCRS);
 - Fatal and Major Injuries to Offshore Workers;
 - Types of Accidents;
 - Over- 3-Day Injuries to Offshore Workers;
 - Dangerous Occurrences Offshore;
 - Incidence of Ill Health to Workers Offshore.

- Oil and Gas Industry Safety Regimes/ Institutions and Their Safety Regulation and Monitoring System:
 - American Petroleum Institute: Environmental Health & Safety ;
 - A Step Change in Safety;
 - Fire and Blast Information Group;
 - National Offshore Petroleum Safety Authority;
 - OSHA Oil and Gas Well Drilling and Servicing
 - Worksafe BC Health & Safety Centre for Petroleum;
 - Health and Safety Executive (HSE);
 - Petroleum Industry's Annual Safety Seminar.
- Safety Relief Valves and Rupture Discs;
- Pressure Safety Valves (PSV), Operation and Testing;
- Gaswell blowouts;
- Hydrogen Sulfide;
- Hydrogen Sulfide Principles;
- Hydrogen Sulfide (H₂S) Safety for Oil and Gas;
- Rig Accidents;
- Actinia Oil Rig Blowout;
- Blow-Out preventers – (BOP);
- New Generation of BOPs;
- Malfunctioning of BOPs;
- Dealing with Blowouts;
- Analysing the BP Oil Disaster.

M4. Part 2: Prioritising Worker's Health and Safety in the Workplace

HSE Human Factor Mixed with Ergonomics

- Facets of Ergonomics;
- Ergonomics in General;
- Ergonomics and the HSE;
- Human Factor and Their Business Benefits;

- Job Design:
 - Mechanistic Job Design;
 - Biological Job Design;
 - Motivational Job Design;
 - Perceptual Job Design.
- Designing Safety Features in the into Workplace Machines;
- Musculoskeletal Disorder (MDS);
- Ergonomic Risk Analysis;
- Ergonomic Job Analysis:
 - Formal Analysis Tools;
 - Rapid Upper Limb Assessment (RULA);
 - Rapid Entire Body Assessment (REBA);
 - The National Institute for Occupational Safety and Health (NIOSH) Lifting Equation.
- Sources of Economic Hazards.

Health and Toxic Substances

- Toxic Substances;
- Irritants;
- Systematic Poisons;
- Depressants;
- Asphyxiants;
- Carcinogens;
- Air Contaminants;
- Threshold Limit Values (TLV);
- Detecting Contaminants;
- Approaches in Measuring Air-Contaminant Exposures.

Environment Control and Noise

- Ventilation;
- Design Principles;
- Makeup Air;
- Purification Devices;
- Indoor Air Quality (IAQ);
- Industrial Noise;
- Decibels;
- Noise Measurement;
- Radiation.

M4. Part 3: Flammable and Explosive Materials

Flammable and Explosive Materials

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

Personal Protection Equipment 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 5: Motivating Workers in the Petroleum – Oil and Gas – Industry

- Directing or Leading;
- The Concept of Motivation;
- Theories of Motivation;
- Content Theories and Some of Their Contributors;
- Maslow's Hierarchy of Needs;
- Analysis of Maslow's Claims;
- McClelland's Studies;
- Taylor: Money and Motivation;
- Motivator-Hygiene Factor: Herzberg's Contribution;
- Process Theories;
- Equity Theory;
- Goal-Setting Theory;
- Expectancy Theory;
- Equitable Reward Systems;
- Reinforcement Theories;
- Reinforcement Theory;
- Motivation and Contingency Theory;
- Designing An Effective Motivation Strategy;
- The collectivist Vs the individualist perspective of motivation;
- Common trends in Motivation theories;
- Intrinsic and extrinsic values of motivation;
- Motivation and worker behaviour;

- The extent to which salary or wages inducement motivate workers;
- Performance Related Pay (PRP) ;
- Productivity Bonuses;
- Efficiency Gains;
- Profit Share;
- The contingency approach to motivation;
- Social differentiation in motivation;
- Culture differentiation in motivation;
- Wealth as a factor in motivation;
- Class as an issue in Motivation;
- Individual expectation and motivation;
- Individual preferences as a motivating factor.

Module 6: Advanced Project Management in the Petroleum – Oil and Gas – Industry

M6. Part 1: Project Management

- Project, Defined;
- Distinction between Project and Task;
- Classification of Project;
- Introduction to Project Management;
- Benefits of Project Management;
- Concept of Project Management:
 - Project Processes;
 - Project Management System;
 - Project Life Cycle.
- Project Cycle Management;
- Project Portfolio Management System;
- Project Co-ordination;
- Project Sustainability;

- The Project Manager;
- SMART Objectives and SMARTER Objectives;
- Project Management Tools and Techniques:
 - Questioning Techniques;
 - Defining and Agreeing Project Milestones;
 - Brainstorming;
 - Structures System Analysis and Development Method (SSADM);
 - SWOT Analysis;
 - Gantt Charts;
 - PERT Charts;
 - Critical Path Analysis.
- Mind Maps, Fish Bone Method and Brainstorming;
- Track Timing and Costs Contingencies;
- Pre-feasibility and Feasibility Studies;
- Developing a CATWOE Focus of Project Management.

M6. Part 2: Project Initiation: Defining the Needs of Stakeholders

- Using Project Selection Models/Methods:
 - Criteria in Choosing Project Selection Models;
 - Nature of Project Selection Models:
 - ✚ Nonnumeric:
 - ⊕ The Sacred Cow;
 - ⊕ The Operating Necessity;
 - ⊕ The Competitive Necessity;
 - ⊕ The Product Line Extension;
 - ⊕ Comparative Benefit Model.
 - ✚ Numeric:
 - ⊕ Payback Period;
 - ⊕ Average Rate of Return;
 - ⊕ Discounted Cash Flow/Net Present Value Method;

- ⊕ Internal Rate of Return;
 - ⊕ Profitability Index;
 - ⊕ Other Profitability Models.
- Identifying and Performing Stakeholder Analysis.

M6. Part 3: Project Planning

- Defining the Project Scope:
- Project Objectives;
 - Deliverables;
 - Milestones;
 - Technical Requirements;
 - Limits and Exclusions;
 - Reviews with Customers.
- Project Priority;
- The Triple Constraints;
- Work Breakdown Structure (WBS);
- Process Breakdown Structure;
- Responsibility Matrix;
- Project Planning Process;
- Resources Needed for the Project;
- Project Time Management:
- Activity, Defined;
 - Activity Sequencing;
 - Activity Resource Estimating;
 - Activity Duration Estimating;
 - Schedule Development;
 - Schedule Control;
 - Activity-on-Arrow (A-o-A) Diagrams and Critical Path Analysis;
 - Activity-on-Node (AON) Diagram;

- Distinctions between Activity-on-Arrow (A-o-A) and Activity-on-Node (AON) Diagram;
 - Network Computation Process;
 - Using Forward and Backward Pass Information;
 - Other Practical Considerations in Developing Networks.
- Project Cost Management:
- Cost Estimating;
 - Cost Budgeting;
 - Cost Control.
- Project Quality Management:
- Quality Planning;
 - Perform Quality Assurance;
 - Perform Quality Control.
- Pre-feasibility and Feasibility Studies;
- Developing Project Plan;
- Creating a Project Network Diagram;
- Obtaining Plan Approval;
- Evaluating the Project Charter.

M6. Part 4: Project Execution

- Executing the Tasks Defined in the Project Plan;
- The Roles of the Team;
- The Pure Project Organisation;
- Matrix Management;
- Structure Selection;
- Mixed Organisational Structures and Coordination;
- Project Human Resource Management:
- Human Resource Planning;
 - Acquire Project Team;
 - Develop Project Team.

- Team Work;
- Life-cycles of Team;
- Managing Personalities in Teams;
- Effective Team Work;
- Managing the Team :
 - Running Effective Meetings;
 - Working with Geographically Remote People and Groups.
- Management and Leadership in Project Environments:
 - The Role Of Leadership and Management in Projects;
 - Individual Skills and Attitudes;
 - Individual Motivation;
 - Structural Implications for Project Managers;
 - Cultural Implication for Project Managers;
 - Management Style;
 - The Development of Management Thinking;
 - The Development of New Management Paradigm.

M6. Part 5: Project Termination/Closure

- Introduction;
- Appropriate Project Termination Activities;
- Activities in Closeout Phase;
- Reasons for Stopping in Mid-Stream;
- Early Termination Analyses;
- Modes of Project Closure/Termination;
- Project Disposition Phase;
- The Objective of Project Disposition Phase;
- Roles and Responsibilities During The Disposition Phase;
- Deliverables During The Disposition Phase;
- Final Project Report;
- Mid-Term Evaluation Report: Sample Outline;

- Annual Programme/Project Report.

Module 7: SAP and Joint Venture Accounting in the Petroleum – Oil and Gas – Industry

M7. Part 1: Sales and Accounts Receivables

- How to Raise a Sales Invoice;
- Mapping Correct Accounts to Sales Invoice;
- Component of Oil And Gas Sales:
 - Price;
 - Quantity.
- Managing Accounts Receivable;
- Customer Data Base Maintenance
- Aging Analysis;
- Approval Lines for Sales Invoices:
 - Issuer;
 - Authorizer.

M7. Part 2: Purchases and Accounts Payable

- Contract Set up in SAP:
 - Including Contract Terms:
 - ✚ Rates;
 - ✚ Taxes.
- Map Purchase orders to Contracts;
- Purchase order approval process in SAP;
- Map Purchase order to cost ledger accounts;
- Set up payment terms in SAP;

- System to prompt for payment run.

M7. Part 3: Fixed Asset Accounting

- Set up Fixed Asset parameters for :
 - Exploration Wells;
 - Appraisal Wells;
 - Development Wells;
 - Subsea Equipments;
 - Flowlines;
 - Moveable Assets.
- Determine Asset Classes:
 - Sub – classes;
 - Asset Description.
- Set up Depreciation parameters:
 - Straightline;
 - UOP;
 - Reducing balance.
- Run monthly depreciation testing;
- Maintain an Asset Register on SAP.

M7. Part 4: Project Accounting

- Cost Centre, Resource codes set up;
- Map GL accounts to Cost Centre and Resource Codes;
- GL accounts to roll up to correct cost headings;
- Map Cost Centres and or Resource codes to Projects;
- Be able to identify all Project costs via cost centres or resource codes;
- Report generation along project lines;
- Generate Profit and Loss account by Projects;

- Set up Project Reports that can be understood by Project Managers.

M7. Part 5: Joint Venture Accounting

- Cut Back Process;
- Partners share;
- Billable and Recoverable;
- Billable and Non-Recoverable;
- Non-Billable and Non-Recoverable;
- Exclusive;
- Implementing Joint Venture accounting agreements within the SAP system;
- Account Reconciliation;
- Joint Venture Reports.

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.

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.

IPRODC Postgraduate Training Institute
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Diploma – Postgraduate, Postgraduate Certificate, and Postgraduate Diploma Application Requirements

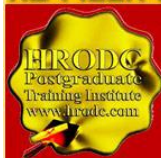
Applicants for Diploma – Postgraduate – Postgraduate Certificate, and Postgraduate Diploma are required to submit the following documents:

- 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.

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 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)

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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)
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 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;**

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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 in Research Methods;**
- 56. Postgraduate Diploma in Research Methods;**
- 57. Postgraduate Certificate in Risk Management;**
- 58. Postgraduate Diploma in Risk Management;**

International Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health, Safety, Human Resource, Organisation and Project Management Programme, Leading to Postgraduate Diploma in International Petroleum – Oil and Gas – Terminal Services, SAP, Joint Venture, Health, Safety, Human Resource, Organisation and Project 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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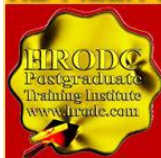
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