

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#262

**Joint Venture Accounting for Joint Venture
Petroleum – Oil and Gas – Operation**

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**Joint Venture Accounting for Joint Venture
Petroleum – Oil and Gas – Operation
Double Credit, 60 Credit-Hours**

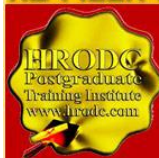
Accumulating to A

**Postgraduate Certificate, With 120 Additional Credit-
Hours, or A**

**Postgraduate Diploma, With 300 Additional
Credit-Hours**

HRODC Postgraduate Training Institute

HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK



Prof. Dr. Ronald B. Crawford - Director

PhD (Uni London); M. Ed. M (Bristol); PGCIS (UWL); Adv. Dip. Sc. Ed (Bristol); Dip. Doc.
Res. (Uni Wlv); F.I.M.S.; HR. S. (I.M.S.); Exec. M. AOM; M. AAM; M.I.S.G.S.; M.S.C.O.S.;
M. RG. C.



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

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HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

Our UK Government's Verification and Registration

Our Institute is Verified by, and Registered with, the United Kingdom (UK) Register of Learning Providers (UKRLP), of the Department for Education (DfE). Its UK Provider Reference Number (UKPRN) is: 10019585 and might be located at: <https://www.ukrlp.co.uk/>.

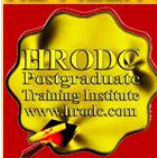
Course Coordinator:

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

- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);

Joint Venture Accounting, for Joint Venture Petroleum – Oil and Gas – Operation Course - Page 2 of 23

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- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
 - Human Resources;
 - Organization and Management Theory;
 - Organization Development and Change;
 - Research Methods;
 - Conflict Management;
 - Organizational Behavior;
 - Management Consulting;
 - Gender & Diversity in Organizations; and
 - Critical Management Studies.

Professor Dr. Crawford has been an Academic in the following UK Universities:

- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.


His responsibilities in these roles included:

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;

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➤ Personal Tutor

For Whom This Course is Designed

This Course is Designed For:

- Asset Accountants;
- Attorneys;
- Chief Accountants;
- Chief Financial Officers;
- External Auditors;
- Finance Directors and Managers;
- Financial Accountants;
- Financial Analysts;
- Financial Controllers;
- Fund Managers;
- General Accountants;
- Government Regulators;
- Internal Auditors;
- Joint Venture Accountants;
- Management Accountants;
- Oil and Gas Accountants;
- Oil and Gas Investors;
- Public Accountants;
- Public Accountants;
- Treasury Auditors;
- Treasury Managers;
- Treasury Officers;
- Upstream Oil and Gas Regulators;
- Venture Capitalists;
- Any non-financial managers who are required to read, interpret, and contribute to oil and gas accounts.

| Classroom-Based Duration and Cost: | |
|--|----------------------------------|
| Classroom-Based Duration: | 10 Days |
| Classroom-Based Cost: | £10,000.00 Per Delegate |
| | |
| Online (Video-Enhanced) Duration and Cost | |
| Online Duration: | 20 Days – 3 Hours Per Day |
| Online Cost: | £6,700.00 Per Delegate |

Classroom-Based Course and Programme Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Postgraduate Diploma/ Diploma – Postgraduate –or
- Certificate of Attendance and Participation – if unsuccessful on resit.

Students and Delegates will be given a Selection of our Complimentary Products, which include:

- **Our Branded Leather Conference Folder;**
- **Our Branded Leather Conference Ring Binder/ Writing Pad;**
- **Our Branded Key Ring/ Chain;**
- **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;**
- **Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;**
- **Our Branded Metal Pen;**
- **Our Branded Polo Shirt.;**
- **Our Branded Carrier Bag.**

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

Delivery Locations:

1. **Central London, UK;**
2. **Dubai, UAE;**
3. **Kuala Lumpur, Malaysia;**
4. **Amsterdam, The Netherlands;**
5. **Brussels, Belgium;**
6. **Paris, France; and**
7. **Durban, South Africa;**
8. **Other International Locations, on request.**

Joint Venture Accounting, for Joint Venture Petroleum – Oil and Gas - Operation Course

Leading to Diploma – Postgraduate – in Joint Venture Accounting, for Joint Venture Petroleum – Oil and Gas – Operation, Double Credit and 60 Credit-Hours, Accumulating to a Postgraduate Certificate, with 120 Additional Credit-Hours, or a Postgraduate Diploma, with 300 Additional Credit-Hours

Course Contents, Concepts and Issues

Part 1: Accounting Concepts and Governance

- General Accounting Concepts;
- The Money Measurement Concept;
- The Entity Concept;
- The Going Concern Concept;
- The Dual Aspect Concept;
- The Accounting Period Concept;
- Materiality (Proportionality) Concept;

- The Conservatism Concept;
- Consistency Concept;
- The Realization Concept;
- The Matching Concept;
- The Cost Concept;
- Introducing Financial Governance and Standardization Institutions;
- Financial Accounting Standard Board (FASB);
- The Security and Exchange Commission (SEC);
- Accounting Standards Board (ASB);
- International Accounting Standards Committee (IASC);
- International Accounting Standards Committee Foundation (IASCF);
- International Financial Reporting Standards (IFRS);
- Industry Specific Oil and Gas Accounting Standards;
- Generally Acceptable Accounting Principles (GAAP) for Oil and Gas Producing Activities;
- Oil Industry Accounting Committee (OIAC).

Part 2: Upstream Oil and Gas Operations (1)

- Introducing the Oil and Gas Industry;
- Brief History of the U.S. Oil and Gas Industry;
- Origin of Petroleum;
- Anticline;
- Exploration Methods and Procedures;
- 3-D Seismic;
- 4-D Seismic;
- Acquisition of Mineral Interests in Property;
- Mineral Rights;
- Mineral Interests;
- Fee Interests;
- Overriding Royalty Interests (ORI);
- Retained ORI Production Payment Interest (PPI).

Part 3: Upstream Oil and Gas Operations (2)

- Dutch Carved-Out Production Payment;
- Carved-Out Net Profits Interest Created from Working Interest;
- Net Profits Interest Created from Mineral Interest.
- Oil, Gas and Mineral Lease Provisions
- Lease Bonuses;
- Royalty Provision;
- Primary Term;
- Delay Rental Payment;
- Shut-In Payment;
- Right to Assign Interest;
- Right to Free Use of Resources for Lease Operations;
- Option Payment;
- Offset Clause.
- Addressing Problems and Issues Associated with Upstream Oil and Gas Operation.

Part 4: Upstream Oil and Gas Accounting: Pertinent Issues (1)

- Oil and Gas Drilling Operations;
- BOP (Blowout Preventer);
- Bottom-Hole Pressure;
- Bottom-Hole Pump;
- Drill String;
- Rat Hole;
- Mouse Hole;
- Drilling Platform;
- Drilling Rig;
- Proved Area;
- Drill Stem Test;

- Derek and Derek Hands;
- Cracking;
- Field;
- Christmas Tree;
- Sedimentary Rock;
- Seismic Exploration;
- Development Well Flowing Well;
- Injection Well;
- Offset Well;
- Stratigraphic Well.

Part 5: Upstream Oil and Gas Accounting: Pertinent Issues (2)

- Stratigraphic Test Well or Exploratory Well;
- Service Well;
- Dry Hole;
- Dual Completion;
- Dry Natural Gas;
- Natural and Artificial Lifts;
- Oil and Gas Production and Sales;
- Some State and US Federal Oil and Gas Drilling Regulation;
- Maximum Efficiency Drilling Rate (MER);
- The Concept of Peak Oil;
- Historical Cost Accounting Methods;
- Historical Development of Accounting Methods and Current Status;
- Introduction to Successful Efforts Accounting;
- Chart Accounts for Successful Efforts Company;
- Oil and Gas Subsectors – Upstream, Mid-Stream And Downstream;
- Horizontal, Vertical and Full Integration within the Oil and Gas Industry;
- Addressing Problems Associated with Oil and Gas Accounting.

Part 6- Joint Ventures and Alliances: Rationalising the Decision Process

- Joint Venture and Alliance Transactions;
- Joint Ventures vs. Alliances;
- Justification for the Establishment of Joint Ventures and Alliances;
- Classification of Joint Ventures
- Information and Communications Technologies (ICTs) Availability: **Scenarios Supporting or Mitigating** against Joint Ventures and Alliances
- Occasions when Joint Ventures and Alliances might enhance the success of Diversification;
- Factoring Organisational Strengths and Weaknesses in Joint Ventures and Alliances;
- Exploiting Synergies in Joint Ventures and Alliances;
- The extent to which Joint Ventures and Alliances Might Enhance New Market or Product Development;
- Will Joint Ventures and Alliances improve or impair prospective partners' Competitive Advantage?;
- The extent to which Joint Ventures and Alliances might mitigate Financial Risk;
- The Extent to which Cost-Sharing might be an issue in Joint Ventures and Alliances;
- Are Joint Ventures and Alliances more likely to promote 'Efficacy' or support 'Waste'?
- The relationship between Joint Ventures and Alliances, on the one hand, and Employee Resourcing, on the other;
- Joint Ventures and Alliances Valuation;
- Initial Contributions of Partners in Joint Ventures and Alliances;
- Predicting Cash Flows of a Venture for Joint Ventures and Alliances;
- Determining Long-Term Viability of the Venture;
- Calculating the Overall Value of a Venture under Joint Ventures and Alliances.

Part 7: Operationalising Joint Ventures (1)

- "Fixed Operating Costs" in a Joint Venture Operation;
- "Variable Operating Costs" in a Joint Venture Operation;
- Allocated Costs in Joint Venture Operation;

- Applying CAPLA Timescales to an Independent Operations Notice;
- Authorisation for Expenditure (AFE) as **Subservient to Joint Venture Committees**;
- Calculating Direct Costs in a Joint Venture Operation,
- Calculating Profits, on Working Interest Basis, in a Joint Ventures;
- Calculating Working Interest Costs in a Joint Ventures;
- Dealing with Maim Vote in an Independent Operations Notice;
- Determining Accounting expenditure limits in a Joint Ventures;
- Determining Capital Costs in Joint Ventures;
- Determining Costs in a Joint Venture Operation;
- Determining Operating Expenses in Joint Ventures;
- Determining the Operator in a Joint Venture;
- Employing the Canadian Association of Petroleum Land Administration (CAPLA) Operating Procedure;
- Executing Authorisation for Expenditure (AFE) for **Information Only**;
- Executing Mail Ballots in a Joint Venture Operation;
- Fixed vs. Variable Operating Costs in a Joint Venture Operation;
- Independent Operations Notice in a Joint Venture Operation;
- Indirect Costs in a Joint Venture Operation.

Part 8: Operationalising Joint Ventures (2)

- Joint Account Costs in a Joint Venture Operation;
- Mechanism for Tracking Capital Expenditure in a Joint Ventures;
- Mechanism for Tracking Operating Expenditures in a Joint Ventures;
- Operating a Joint Account in a Joint Ventures;
- Operator's Costs in a Joint Venture Operation
- Procedure for seeking Partners' approval for Projects that exceed the Accounting Expenditure Limit;
- Relationship between an Independent Operations Notice and an AFE in a Joint Venture Operation.
- Risk appropriation for an Independent Operations Notice;
- Seeking Partner Approvals, through Authority for Expenditures (AFE);

- Specifying Project Benefits in Independent Operations Notice;
- The Canadian Association of Petroleum Land Administration (CAPLA) Operating Procedure;
- The operation and validity of an Independent Operations Notices (ION);
- The place of an Independent Operations Notice (ION) in Joint Venture Operation
- The purpose of a Supplemental AFE in a Joint Venture Operation;
- Timelines of the Canadian Association of Petroleum Land Administration (CAPLA) Operating Procedure;
- Use of an Independent Operations Notice (ION) in a Joint Venture Operation;
- Using Mail Ballots (MB) to seek Project Approval;
- What happens when a project changes or has a cost overrun?
Who can propose a project in a Joint Venture Operation?

Part 9: Asset Accounting in Joint Venture Petroleum – Oil and Gas - Accounting

- Establishing **Fixed Asset** Parameters, Generally;
- **Exploration Wells as Fixed Assets** in Joint Venture Petroleum – Oil and Gas - Accounting;
- **Appraisal Wells as Fixed Assets** in Joint Venture Petroleum – Oil and Gas - Accounting;
- **Development Wells as Fixed Assets** in Joint Venture Petroleum – Oil and Gas - Accounting;
- **Subsea Equipment as Fixed Assets** in Joint Venture Petroleum – Oil and Gas - Accounting;
- **Flowline as Fixed Assets** in Joint Venture Petroleum – Oil and Gas - Accounting;
- **Moveable Fixed Assets** in Joint Venture Petroleum – Oil and Gas - Accounting;
- Asset Description: Determining **Asset Classification** in Joint Venture Petroleum – Oil and Gas - Accounting;
- Determining **Sub Assets** in Joint Venture Petroleum – Oil and Gas - Accounting;
- Establishing **Depreciation** Parameters in Joint Venture Petroleum – Oil and Gas - Accounting;

- Calculating Depreciation, using the **Straight-line Method** in Joint Venture Petroleum – Oil and Gas - Accounting;
- **Units of Production (UoP) Method** of Depreciation Calculating **Depreciation** in Joint Venture Petroleum – Oil and Gas - Accounting;
- Performing **Monthly Depreciation Test** in Joint Venture Petroleum – Oil and Gas - Accounting;

Part 10: Conceptualising and Contextualising Authorisation for Expenditure (AFE) for Joint Venture Operations (1)

- Authorisation for Expenditure (AFE) Conceptualisation;
- Authorisation for Expenditure (AFE) as Documentation for Joint Operators' Approval for Expenditure;
- Cost Control as an Aspect of Authorisation for Expenditure (AFE);
- Budgeting as an Feature of Authorisation for Expenditure (AFE);
- Monitoring as an Aspect of Authorisation for Expenditure (AFE).
- Authorisation for Expenditure (AFE) as a Feature of **Joint Venture Agreements (JVA)**;
- Authorisation for Expenditure (AFE) for Joint Venture Project Approval;
- Economical Evaluation in Authorisation for Expenditure (AFE);
- Authorisation for Expenditure (AFE) Coding;
- Components of Authorisation for Expenditure (AFE);
- Preparation, Execution and **Monitoring Process** of Authorisation for Expenditure (AFE);
- Authorisation for Expenditure (AFE) Process in Join Operation Agreement;
- Interest Partner's Approval as Authorisation for Expenditure (AFE) Execution.

Part 11: Conceptualising and Contextualising Authorisation for Expenditure (AFE) for Joint Venture Operations (2)

- Authorisation for Expenditure (AFE) in **Production Sharing Contract (PSC)**;
- Authorisation for Expenditure (AFE) for Risk Service Agreement (RSA) or Risk Service Contract (RSC);

- Non-Standard Authorisation for Expenditure (AFE);
- Operationally Standardized Authorisation for Expenditure (AFE);
- Minimalist Authorisation for Expenditure (AFE);
- Addressing Failure to Obtain Approval from all **Working Interest Owners** of an Authority for Expenditure Result;
- Authorisation for Expenditure (AFE) as Reapproval for Budgeting Excess;
- Consequences for Non-reapproval of Authorisation for Expenditure (AFE);
- Authorisation for Expenditure (AFE) as a **Control Mechanism** for Oil and Gas Accounting;
- Accumulation of AFE Activities in the General Ledger;
- Executing Authorisation for Expenditure (AFE);
- Reporting of AFE Activities at AFE Level.

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

Joint Venture Accounting, for Joint Venture Petroleum – Oil and Gas – Operation Course, Leading to Diploma Postgraduate - in Joint Venture Accounting, for Joint Venture Petroleum – Oil and Gas – Operation, Double Credit, and 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 Additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours
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.

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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.

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) |
| 5-Credit | 150-174 | Diploma – Postgraduate (5-Credit) |



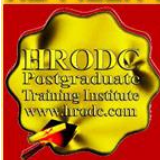
| Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples | | |
|---|---------------------|---|
| Credit Value | Credit Hours | Award Title Prefix (& Suffix) |
| 6-Credit | 180-204 | Postgraduate Certificate |
| 7-Credit | 210-234 | Postgraduate Certificate (+ 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;**

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.

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;
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.

Joint Venture Accounting, for Joint Venture Petroleum – Oil and Gas – Operation Course, Leading to Diploma Postgraduate - in Joint Venture Accounting, for Joint Venture Petroleum – Oil and Gas – Operation, Double Credit, and 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 Additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours

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

Service Contract, incorporating Terms and Conditions

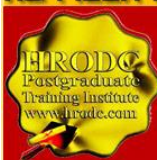
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The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

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