

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#226.M1

Protocol Management

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Protocol Management, 30 Credit-Hours,

Accumulating to A

**Postgraduate Certificate,
With 150 Additional Credit-Hours, or A**

POSTGRADUATE DIPLOMA

With 330 Additional Credit-Hours

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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.



HRODC POSTGRADUATE TRAINING INSTITUTE
A Postgraduate – Only Institution

Websites:
<https://www.hrodc.com/>
<https://www.hrodc.london/postgraduateshortcourses.com/>

Email:
institute@hrodc.com
london@hrodc.com

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Wolverhampton
WV3 8DZ
West Midlands, UK

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+44 11 7736 117 507

HRODC Postgraduate Training Institute, A Postgraduate-Only Institution


Our UK Government's Verification and Registration

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

Course Coordinator:

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

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



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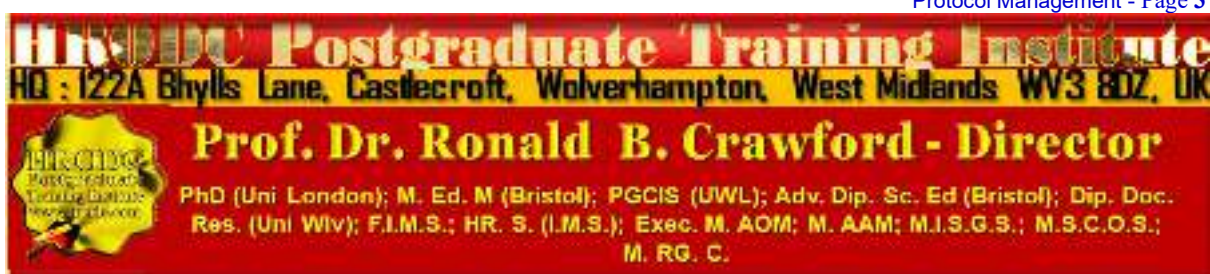
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council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

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

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

His responsibilities in these roles included:

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



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For Whom This Course is Designed

This Course is Designed For:

- Chief Executive Officers;
- Chief Executives;
- Chief Secretaries;
- Conflict Resolution Consultants;
- Consultants;
- Corporate Directors;
- Cruise Operators
- Directors of Protocol;
- Divisional Managers;
- Embassy Attaches;
- Embassy Events Managers;
- Event Managers;
- Event Organisers;
- Event Planners;
- Events Contractors;
- Events Managers;
- Events Project Coordinators;
- Events Project Leaders;
- Executive Directors;
- Food and Beverages Managers
- Functional Managers;
- Fund Holders;
- General Investors;
- Government Agency Events Project Managers;
- Guest Relation Managers
- High Commission Events Managers
- High Commission Officials;
- Hotel and Tourism Consultants;




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- Hotel Booking Agents
- Hotel Managers;
- Human Resource Management Managers;
- Immigration Personnel;
- International Conflict Managers;
- International Negotiators;
- International Negotiators;
- Lecturers of International Affairs;
- Lecturers of Tourism;
- Lecturers;
- Local Tourism Development Officers;
- Management Consultants;
- Management Development Directors;
- Mediation Officers;
- Middle and senior managers tasked with the direct delivery of events or oversight of specialist sub-contractors;
- National Economists;
- National Government Ministers with Events in their Portfolio;
- National Government Ministers with Tourism in their Portfolio;
- National Tourist Officers;
- Non-Executive Directors;
- Organisational Leaders;
- Performance Consultants;
- Performance Measurement Specialists;
- Productivity Specialists;
- Programme Managers;
- Project Commissioners;
- Project Evaluators;
- Project Managers;
- Project Monitoring Personnel;
- Project Team Leaders;
- Protocol Directors;

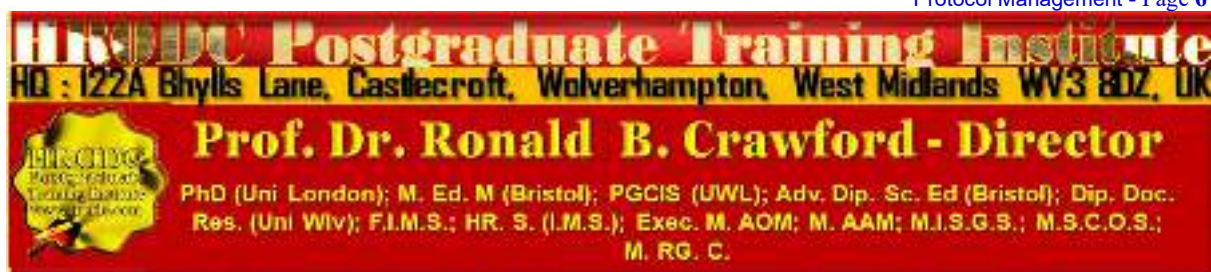


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- Protocol officers, including those covering public relations and/or travel arrangements;
- Protocol Officers;
- Public Relations Executives;
- Public Relations Officers;
- Public Relations Researchers;
- Quality Improvement Managers;
- Resort Managers
- Risk Analysts;
- Risk Managers;
- Royal Protocol Officers;
- Senior Civil Servants;
- Senior Executives and Managers;
- Senior Financial Advisors;
- Senior Financial Officers;
- Senior Leaders who oversee the activities of Teams;
- Specialist Team Leaders;
- Talent Managers;
- Team Development Personnel;
- Team Leaders;
- Team Members;
- Team Supervisors;
- Those in PR at the national, regional and community level;
- Those in PR in public sector, private sector and not-for-profit organisations;
- Those involved in international activities;
- Those responsible for Protocol;
- Tour Operators
- Tourism Consultants;
- Tourism Development Officers;
- Tourism Ministry Officials;
- Tourism Officials
- Tourism Promoters;
- Training and Development Managers;



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- Training Directors;
- Transaction Analysts;
- United Nations Officials;
- Value Analysts;
- Value Engineers;
- Venture Capitalists;
- Vice Presidents;
- War Officers.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	5 Days
Classroom-Based Cost:	£5,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	10 Days @ 3 Hours Per Day
Online Cost:	£3,350.00 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;**

HMWDC Postgraduate Training Institute

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Protocol Management, Leading to Diploma – Postgraduate – in Protocol Management, 30 Credit-Hours, Accumulating to a Postgraduate Certificate, with 150 Additional Credit-Hours, and a Postgraduate Diploma, with 330 Additional Credit-Hours

- **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.**


Protocol Management Course

Leading to Diploma – Postgraduate – in Protocol Management, 30 Credit-Hours, Accumulating to a Postgraduate Certificate, with 150 Additional Credit-Hours, or a Postgraduate Diploma, with 330 Additional Credit-Hours

Course Objectives

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

- Accurately send personalised invitations;
- Accurately, elucidate the importance, or otherwise, of 'Photo-Shoots';
- Address the importance of effective communication in Protocol Management;



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- Ascertain the prevailing relationship between Embassies and High Commissions, on the one hand, and Host Government Ministries, on the other;
- Correctly interpret responses or non-responses to RSVP;
- Demonstrate a heightened understanding of the procedures involved in Visa Processing;
- Demonstrate their ability to Arrange Consulate, Embassy, High Commission, or Hotel Overnight Accommodation;
- Demonstrate their ability to avert potential Cultural Infringements;
- Demonstrate their ability to create and send formal invitations;
- Demonstrate their ability to establish good working relations with embassies or ministries;
- Demonstrate their ability to facilitate cross-cultural relations;
- Demonstrate their ability to shield their Diplomatic Corp;
- Demonstrate their ability to shielding their Diplomatic Corp;
- Demonstrate their ability to use organising as an inherent aspect of Protocol;
- Demonstrate their expertise in arranging Visits To their Home Country;
- Demonstrate their familiarity with the procedures involved in passport processing;
- Demonstrate their understanding of Political, Economic, Social, Technological, Ecological, and Legal (PESTEL) Factors, outlining how they might impinge on the role and operation of a Foreign Mission.
- Demonstrate their understanding of some culturally enshrined behaviour of their host or foreign nationals;
- Demonstrate their willingness to maintain the highest level of Confidentiality, and Secrecy, as are appropriate;
- Determine the formalities and rules applicable to visa arrangements and processing;
- Develop strategies in Planning, Organisation and Management, as aspect of their Protocol Duties;
- Develop strategies that address a crisis that might affect their National or State Government, or Parastatal, managing the associated risks;
- Devise appropriate protocol for specific diplomatic convoys;
- Elucidate the importance of effective communication in Protocol Management;
- Exhibit a heightened understanding of the concept of general protocol management;
- Exhibit their awareness of relevant 'Official Secrets Acts';

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- Exhibit their competence in 'Media Relationship Management';
- Exhibit their competence in advising on 'Events Organisation';
- Exhibit their competence in choosing appropriate Events for International Visitors;
- Exhibit their competence in establishing heightened Events Standard;
- Exhibit their competence in maintaining Conventional and Exemplary Etiquette Rules;
- Exhibit their competence in maintaining cultural awareness.
- Exhibit their understanding of General Protocol Management;
- Explain the efforts that they currently make, or will be making, to adhere to the Data Protection Regulation of their Host and other Foreign Countries;
- Explain the procedure for arranging visits to their Host Country;
- Explain the role of a State Protocol Officer;
- Handle exhibition planning and participation.
- Illustrate their ability to choose appropriate gifts, for dignitaries;
- Illustrate their ability to coordinate with their peers;
- Illustrate their acquisition of competence in in Planning, Organising and Managing, as elements of their Protocol Duties;
- Illustrate their conversance with the Immigration Regulations and requirements of specific countries;
- Indicate how they have been maintaining, or will establish and maintain excellent relationship with the Ministries in their Host Country, particularly the Foreign Ministry;
- Indicate the most appropriate ways in which to promote the relationship between Embassies and High Commissions, on the one hand, and Host Government Ministries, on the other;
- Make special arrangements and planning for vehicular convoys;
- Narrate their effort to maintain protocol consistency;
- Produce effective seating arrangements, in specified formal occasions;
- Propose how they will establish excellent working relationship with Business Operators in their Host Country;
- Propose how they will initiate Visits Follow-ups;
- Provide an enhanced definition of communication, within an organisational setting;
- Suggest a Protocol for the amendment of Particular International Treaties;
- Suggest how they will, effectively, research traditions and customs of host and foreign countries;

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- Suggest the efforts necessary to avert etiquette breaches by mission members;
- Suggest the measures that might be implemented to create, maintain and improve corporate identity;
- Suggest the protocol that might be initiated in International Relations, for Internal Disaster Management;
- Suggest ways for effective implementation and maintenance of corporate identity;

Course Contents, Concepts and Issues

Part 1: Executing The Protocol Management Role (1)

Contextualising Protocol

- Conceptualising Protocol;
- Defining Protocol;
- Diplomatic Relations;
- Duties of Protocol Officers;
- Essentials of Protocol;
- Order of Precedence;
- Qualities of effective Protocol Officers;
- Vienna Convention on Diplomatic Relations.

Exploring the Role of a protocol Manager

- Facilitation of cross-cultural relations;
- Promoting effective communication;
- Planning as an element of Protocol;
- Organising as an inherent aspect of Protocol;
- Managing, as elements of Protocol;
- Promoting Relationship between Embassies and High Commission, on the one hand, and Host Government Ministries, on the other;

- General Protocol Management;
- Understanding the duties and responsibilities of the different airport personnel and officers.

Part 2: Executing The Protocol Management Role (2)

- Importance of effective communication in Protocol Management;
- Procedures involved in Passport Processing;
- Role of a State Protocol Officer;
- Maintaining and improving relationship with High Commission or Embassy, and Host Ministries;
- Establish heightened Events Standard;
- Maintaining Conventional and Exemplary Etiquette Rules;
- Being Research-Aware;
- Choosing Appropriate Events for International Visitors;
- Coordinating with Peers;
- Choosing appropriate Gifts;
- Maintaining Cultural Awareness;
- Shielding Diplomatic Corp;
- Media Relationship Management;
- Advising on Events Organisation;
- Arranging Visits to Host Country;
- Arranging Visits To Home Country;
- Ensuring protocol Consistency.


Part 3: Executing The Protocol Management Role (3)

- Researching traditions and customs;
- Understanding Culturally Enshrined Behaviour;
- Organising Special Events;
- Conducting Risk Assessment;
- Establishing Risk Mitigation Effort;

- Creating and sending invitations;
- Personalising Invitations;
- Interpreting Response or Non-response to RSVP;
- Effective Seating Arrangements;
- Taking advantage of 'Photo-Shoots';
- Establishing and maintaining Itineraries;
- Meeting necessitation and conduct;
- Transportation Schedule.

Part 4: Executing The Protocol Management Role (4)

- Vehicular Convoy Arrangements;
- Meeting Venue;
- Arranging Consulate, Embassy, High Commission, or Hotel Overnight Accommodation;
- Keeping an eye out for potential Cultural Infringements;
- Averting Etiquette Breaches;
- Understanding Political, Economic, Social, Technological, Ecological, and Legal (PESTEL) Factors, and how they might impinge on the role and operation of a Foreign Mission.
- Establishing excellent working relationship with Business Operators in the Host Country;
- Establishing and maintaining excellent relationship with Ministries in Host Country, particularly the Foreign Ministry;
- Understanding and adhering to the Data Protection Regulation of the Host and other Foreign Countries;
- Maintaining the highest level of Confidentiality, and Secrecy, where appropriate;
- Awareness of relevant 'Official Secrets Acts';
- Initiating Visits Follow-ups.



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Part 5: Protocol For Events Planning and Hosting

Important Elements of Diplomatic Protocol in Events Planning and Hosting

- Ceremony;
- Etiquette;
- Titles and forms of addresses;
- Introduction using the various Titles, Degrees, Ranks, and Ratings;
- Correspondence;
- Conventional Mannerisms;
- Wardrobe;
- Dinning.
- Special Arrangements and Planning for Vehicular Convoys.

Salient Aspects of Diplomatic Protocol, for Events Planning and Hosting

- Ceremony;
- Etiquette;
- Titles and forms of addresses;
- Using the various Titles, Degrees, Ranks, And Ratings;
- Correspondence;
- Good Manners;
- Wardrobe;
- Dinning.
- Special Arrangements and Planning for Vehicular Convoys.


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

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

Postgraduate Short Courses of a minimum of five days' duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading to Awards bearing their title prefixes. While we refer to our short studies, of 5 days to five weeks, as 'Courses', those with duration of 6 weeks and more are labelled 'Programmes'. Nevertheless, in line with popular usage, we often refer to all study durations as 'Courses'. Another mark of distinction, in this regard, is that participants in a short course are referred to as 'Delegates', as opposed to the term 'Students', which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These short courses accumulate to Postgraduate Certificate, with a total of 180 Credit-Hours (= 6 X 5-Day Courses or 3 X 10-Day Courses), or Postgraduate Diploma, with a total of 360 Credit-Hours (= 12 X 5-Day Courses or 6 X 10-Day Courses).

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



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

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


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

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

Diploma – Postgraduate, Postgraduate Certificate, and Postgraduate Diploma Application Requirements

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

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant's current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.



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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.



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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;



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- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

10-Week Video-Enhanced Online Postgraduate Certificate and 20-Week Video-Enhanced Online Postgraduate Diploma


You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, in line with our regulation, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.

Cumulative Postgraduate Certificate and Postgraduate Diploma Courses

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

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

For those delegates choosing the accumulative route, it is advisable that at least one or two credits be attempted each year. This will ensure that the required 180 Credit-Hours and 360 Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, respectively, are



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

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


Exemplification of Accumulated Postgraduate Certificate and Postgraduate Diploma Award Titles

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies

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at least seventy percent (70%) of his or her courses in a specialist grouping. These are exemplified below:

1. **Postgraduate Diploma in Accounting and Finance;**
2. **Postgraduate Certificate in Accounting and Finance;**
3. **Postgraduate Certificate in Aviation Management;**
4. **Postgraduate Diploma in Aviation Management;**
5. **Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
6. **Postgraduate Diploma in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
7. **Postgraduate Certificate in Business Communication;**
8. **Postgraduate Diploma in Business Communication;**
9. **Postgraduate Certificate in Corporate Governance;**
10. **Postgraduate Diploma in Corporate Governance;**
11. **Postgraduate Certificate in Costing and Budgeting;**
12. **Postgraduate Diploma in Costing and Budgeting;**
13. **Postgraduate Certificate in Client or Customer Relations;**
14. **Postgraduate Diploma in Client or Customer Relations;**
15. **Postgraduate Certificate in Engineering and Technical Skills;**
16. **Postgraduate Diploma in Engineering and Technical Skills;**
17. **Postgraduate Certificate in Events Management;**
18. **Postgraduate Diploma in Events Management;**
19. **Postgraduate Certificate in Health and Safety Management;**
20. **Postgraduate Diploma in Health and Safety Management;**
21. **Postgraduate Certificate in Health Care Management;**
22. **Postgraduate Diploma in Health Care Management;**
23. **Postgraduate Certificate in Human Resource Development;**
24. **Postgraduate Diploma in Human Resource Development;**
25. **Postgraduate Certificate in Human Resource Management;**
26. **Postgraduate Diploma in Human Resource Management;**




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M. RG. C.

- 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;**



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- 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.**

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


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