

**HRODC Postgraduate Training Institute,**



***A Postgraduate-Only Institution,  
Verified by, & Registered with,  
UK's Department for Education.***

**#005**

**Employee Resourcing: Recruitment and  
Selection, Postgraduate Short Course.**

**Leading To:**

**Diploma – Postgraduate – in  
Employee Resourcing,  
30 Credit-Hours.**

**Accumulating to a Postgraduate  
Certificate, with 150 additional  
Credit-Hours, and a**

**Postgraduate Diploma, with  
330 additional Credit-Hours.**





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**HRODC Postgraduate Training Institute**  
***A Postgraduate-Only Institution,***  
Verified by, & Registered with, UK's Department for Education

**Prof. Dr. R. B. Crawford - Director**  
PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London);  
Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision  
(Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.);  
Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.

**Programme or Course Coordinator:**  
Prof. Dr. R. B. Crawford, is the Director of  
HRODC Postgraduate Training Institute.  
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);
- 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);



**HRODC Postgraduate Training Institute, A Postgraduate-Only Institution**  
HQ: 122A Bhylls Lane, Wolverhampton, WV3 8DZ, West Midlands, UK  
Primary Website = <https://www.hrodc.com>  
**Prof. Dr. R. B. Crawford, Director.**

- 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 Course is Designed For:

- Human Resource (HR) Managers;
  - Human Resource (HR) Directors;
  - Human Resource (HR) Professionals;
  - Human Resource (HR) Consultants;
  - Human Resource (HR) Generalists;
  - Human Resource (HR) Development Specialists;
  - Human Resource (HR) Executives;
  - Human Resource (HR) Recruitment Specialists;
  - Board of Directors;
  - Human Resource (HR) Planners;
  - Human Resource (HR) Strategists;
  - Divisional Managers;
  - Senior Managers;
  - Middle Managers;
  - Junior Managers;
  - Supervisors;
  - Team Leaders;
  - Business Owners;
  - Venture Capitalists;
  - Entrepreneurs;
  - All others who are desirous of mastering the Employee Resourcing Process.
- Specifically, those who are concerned with Workforce Planning; Human Resource Recruitment; Human Resource Selection; Human Resource Strategising.



## Course Duration & Cost:

- \* Classroom Duration: 5 Days;
- \* Online Duration: 10 Days;
- \* Classroom Cost: £5,000.00 Per Delegate;
- \* Online Cost: £3,350.00 Per Delegate;
- \* Group Cost: Varies with its Size.



## Classroom-Based Cost Includes:

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

## Students & Delegates are Treated to a Selection of Our Branded Complimentary Products, which Include:

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



- Branded Polo Shirt.; &
- Branded Carrier Bag.

 **Daily Schedule: 09:00 To 16:30**  
**But may Vary, with Location.**

**Our Scheduled Delivery Locations Include:**

- \* Amsterdam, Netherlands;
- \* Brussels, Belgium;
- \* Central London, UK;
- \* Dubai, UAE;
- \* Durban, South Africa;
- \* Kuala Lumpur, Malaysia; &
- \* Paris, France.

**Other Locations, & Inhouse, on Request.**



**Employee Resourcing: Recruitment and Selection Postgraduate Course,**

**Leading to Diploma – Postgraduate – in Employee Resourcing, 30 Credit-Hours, accumulating to a Postgraduate Certificate, with 150 additional Credit-Hours, and a Postgraduate Diploma, with 350 additional Credit-Hours.**

 **Programme or Course Objectives**

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

- Analyse education, training and development programmes, determining their potential effectiveness (fit-for-purposeness);
- Cite Specific legislation and related cases relevant to particular job design issues;



- Conduct individual and panel interviews;
- Defend the use of periodic and exit interviews;
- Demonstrate an awareness of how personnel demand forecast (PDF) is conducted;
- Demonstrate an understanding of the value of Internal Selection
- Demonstrate their ability manage recruitment and selection within a 'resourcing context'.
- Demonstrate their ability to conduct a human resource audit;
- Demonstrate their ability to conduct a job analysis;
- Demonstrate their ability to determine the type of commitment that motivate particular individuals to join an organisation;
- Demonstrate their ability to lead a recruitment and Selection Team;
- Demonstrate their understanding of the legal bases of Employee Resourcing;
- Describe at least two non-conventional selection methods;
- Design a personnel selection;
- Design an effective induction package;
- Design job description and personnel specification for particular roles;
- Design ways of stabilizing staff turnover;
- Distinguish between the underlying concepts of delegation,
- Elucidate the concerns of managers in delegating;
- Exhibit an understanding of the desirability of a limited turnover of staff;
- Identify at least three tasks that can, and should, be delegated in Internal Selection;
- Identify the difference between delegating authority, on the one hand, and task, on the other;
- Relate specific recruitment, selection, retention and exit issues to UK and European legislation;
- Suggest the constraints that specific UK Protective Legislation place on the recruitment, selection and management of employees;
- Use candidate assessment form in short listing and interviews;
- Weight a candidate assessment form, on the basis of job description and personnel specification.



## Programme or Course Contents, Concepts, & Issues

### Part 1 – Strategising Employee Resourcing

- Logicalising Internal and External Selection Processes;
- Internal and External Selection Processes as an Organisational Development Phenomena;
- Rationalising Internal Selection as a Process;
- Staff Turnover and its Negative and Positive Impact On the Organisation;
- Recruitment and Selection as a Resourcing Activity;
- 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;
- Importance of Human Resource Audit;
- Conducting Human Resource Audit;
- Periodic and Exit Interviews.

### Part 2 - The Legal Bases of Employee Resourcing

- The Psychological Contract and Its Legal Bases
- Genuine Occupational Qualification (GOQ);
- Employees, Workers, and Contractors: Their Distinction and Legal Implications;
- Avoiding Accusations of Discrimination in Employment;
- Holiday Entitlement;
- Job Design and the Equality and Other Regulations:
  - Mechanistic Job Design;
  - Biological Job Design;
  - Perceptual Job Design;
  - Motivational Job Design.
- Legal Issues in Recruitment and Selection: Avoiding Discrimination;
- Statutory Information Requirement and Timescale for New Employees;





- Employees as Intellectual Capital;
- Exploiting the Organisation's Intellectual Property;
- Protecting the Organisation's Intellectual Property;
- Employee vs. Employer in Ownership of Intellectual Property Rights;
- Patent and Intellectual Property Rights;
- Research and Development and Intellectual Property Rights;
- Research and Development and the Patent Act;
- 'Reverse Engineering' and Intellectual Property Rights;
- Instant Dismissal or Summary Dismissal?;
- Employment of 'Workers', Subject to Immigration Control;
- Statutory Instruments 2014 No. 1262 - Immigration - The Immigration (Employment of Adults Subject To Immigration Control) (Maximum Penalty) (Amendment) Order 2014.

### Part 3 - Systematising the Recruitment and Selection Process


- Systematic Recruitment and Selection Process;
- Job Analysis;
- Job Description;
- Personnel Specification;
- Market Targeting;
- Designing and Placing Advertisement;
- Weighting and Using a Candidate Assessment Form (CAF);
- Non-Conventional Personnel Selection;
- Short Listing Candidates;
- Conducting Selection Interviews;
- The problems and benefits of Web-based Recruitment;
- International E-Selection: Its Organisation, and Management;
- International Video-Based Selection: Understanding and addressing its associated problems;
- Employees:
  - Benefits of Internal Selection;
  - Problems with Internal Selection.
- Human Resource Planning (HRP).

## Part 4 - Practicalising the Recruitment and Selection Process


- Determining or Predicting Vacancies;
- Conducting Job Analysis;
- Designing Job Description;
- Designing Personnel Specification;
- Market Targeting;
- Designing and Placing Advertisement;
- Weighting and Using a Candidate Assessment Form (CAF);
- Short Listing Candidates;
- Conducting Selection Interviews;
- Deciding on Preference Order of Candidates;
- Notifying Successful Candidates.

## Part 5 - Organisational Retention Strategy

- Levels of Individual Commitment of Potential and New Recruits:
  - Moral Commitment;
  - Remunerative Commitment;
  - Calculative Commitment.
- Efforts to Transform Remunerative and Calculative Commitment to Moral Commitment;
- Training, Education, Development as Talent Management Enhancement;
- The Value of Staff Induction;
- Organising an Induction Programme;
- Running an Induction Programme;
- Conducting Periodic Interviews;
- Addressing Issues Emerging for the Exit Interviews;
- Conducting Exit Interviews.




**HRODC Postgraduate Training Institute.**  
**Regulation For The Awards of:**  
**\* Postgraduate Diploma;**  
**\* Postgraduate Certificate; &**  
**\* Diploma – Postgraduate.**



**Diploma – Postgraduate; PG Cert.; &**  
**Postgraduate Diploma Awards**

Postgraduate Short Courses are of a minimum of five days' Classroom-Based (10 days' Video-Enhanced Online) but less than 6 weeks' Classroom-Based (less than 10 weeks' Video-Enhanced Online) 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 or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Classroom (10- and 20-weeks' Video-Enhanced Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.

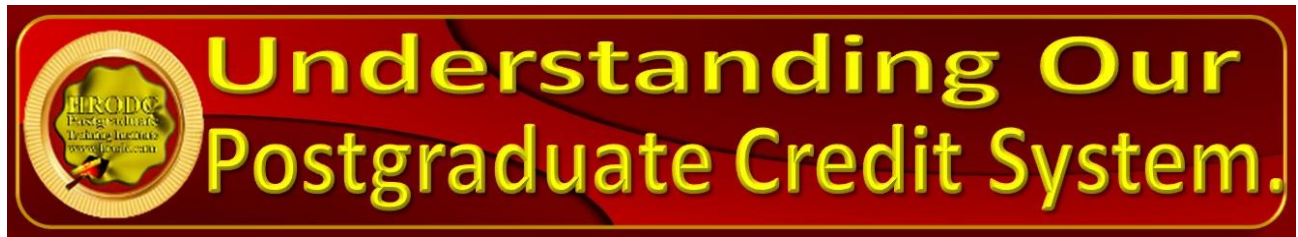
In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive Classroom-Based Study, or 10 weeks' Video-Enhanced, or Face-To-Face, Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-classroom or 20 weeks Video-Enhanced Face-To-Face. They might also be taken through a blend of both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our



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**Prof. Dr. R. B. Crawford, Director.**



Postgraduate Short Courses, or through continuous study. [Please click to view and download our List of Specialist Postgraduate Certificate, and Postgraduate Diploma Programmes](#)



### Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award

Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both Classroom-based and Video-Enhanced Deliveries. Each Five-Day Classroom-Based, or a Ten-Day Video-Enhanced (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day Classroom-based (12day Video-Enhanced) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:
3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:
4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

### Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

### Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

### Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, '**Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award**'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

### Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are

exemplified above, under the heading '**Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles**'.



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 appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

### **Admission and Enrolment Procedure**

- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which 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 Invoices;
- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, to support their application;
- **Joining Instruction** will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:
  - Venue Name, Location, with specific address;
  - Details of Airport Transfer, where appropriate;
  - Start date and time;
  - Registration details;



- Daily Schedule;
- Local Transportation Details;
- Residential Accommodation Details;
- Leisure and Shopping Facilities, in the area;
- General Security Information; among others.



Because of the intensive nature of our Courses and Programmes, for In-Classroom, and Video-Enhanced Online modes, assessment will take place during or at the end of the **'active teaching period'**, adopting differing formats. These structures include, but are not limited to:

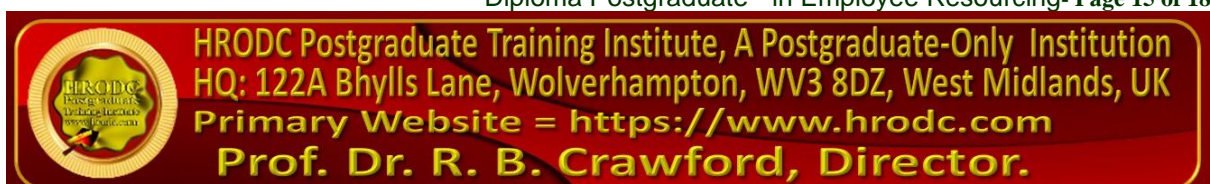
- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;
- 'Out-of-Class' Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. 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.



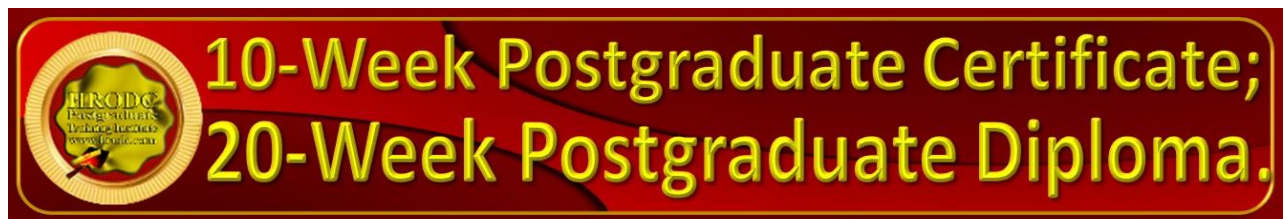
In a move away from the traditional online courses and embracing recent developments in technology-mediated distance education, HRODC Postgraduate Training Institute has introduced a Synchronous (Video-Enhanced) delivery.

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 lecturer, ask, and address questions; sitting examinations, in his or her presence. 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 **12-year period**, towards a Postgraduate Certificate or Postgraduate Diploma.

### Key Features of Our Online Study: Video-Enhanced Online

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants can 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 1<sup>st</sup> of each month, with the cut-off date being the 20<sup>th</sup> of each month, for inclusion the following month;

- Its duration is twice the duration of 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.



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 Synchronous (Video-Enhanced) Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, respectively, 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.



# **Service Contract, Inc.:** **Terms and Conditions.**

[Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.](#)

[https://www.hrodc.com/Service\\_Contract\\_Terms\\_and\\_Conditions\\_Service\\_Details\\_Delivery\\_Point\\_Period\\_Cancellations\\_Extinuating\\_Circumstances\\_Payment\\_Protocol\\_Location.htm](https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm)

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

**You are most Welcome to Visit our Main Website, & SM Pages, to Communicate with, & 'Follow', us.**



 **For and on Behalf of:**  
**Prof. Dr. R. B. Crawford - Director**  
**HRODC Postgraduate Training Institute**