HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

#199

Advanced Request for Proposal (RFP) in the Information and Communications Technology Sector

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Advanced Request for Proposal (RFP) in the ICT Sector Quad Credit, 120 Credit-Hours

Accumulating to A

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

Postgraduate Diploma, With 240 Additional Credit-Hours

HRODC Postgraduate Training Institute
HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK

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

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);
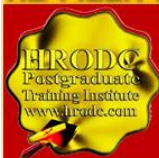
➢ Teaching Certificate;

➢ Fellow of the Institute of Management Specialists;

➢ Human Resources Specialist, of the Institute of Management Specialists;

➢ Member of the Asian Academy of Management (MAAM);

➢ Member of the International Society of Gesture Studies (MISGS);

➢ Member of the Standing Council for Organisational Symbolism (MSCOS);

➢ Member of ResearchGate;

➢ Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:

- Human Resources;

- Organization and Management Theory;

- Organization Development and Change;

- Research Methods;

- Conflict Management;

- Organizational Behavior;

- Management Consulting;

- Gender & Diversity in Organizations; and

- Critical Management Studies.

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

➢ University of London (Royal Holloway), as Research Tutor;

➢ University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;

➢ University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;

➢ London Southbank University (Business School), as Lecturer and Unit Leader.

His responsibilities in these roles included:

➢ Doctoral Research Supervisor;

➢ Admissions Tutor;

➢ Postgraduate and Undergraduate Dissertation Supervisor;

➢ Programme Leader;

➢ Personal Tutor

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

- ➢ Executive Directors;
- ➢ Board of Directors;
- ➢ Information Technology Project Managers;
- ➢ Process Coordinators;
- ➢ Project Managers;
- ➢ RFP Development Team;
- ➢ Purchasing Managers;
- ➢ Supply Officers;
- ➢ Contract Managers;
- ➢ Budget Officers;
- ➢ Government Employees;
- ➢ Employees in the Information and Communication Industry.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	20 Days
Classroom-Based Cost:	£20,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	40 Days – 3 Hours Per Day
Online Cost:	£13,400.00 Per Delegate

Classroom-Based Course and Programme Cost includes:

➢ Free Continuous snacks throughout the Event Days;

➢ Free Hot Lunch on Event Days;

➢ Free City Tour;

➢ Free Stationery;

➢ Free On-site Internet Access;

➢ Postgraduate Diploma/ Diploma – Postgraduate –or

➢ Certificate of Attendance and Participation – if unsuccessful on resit.

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

➢ **Our Branded Leather Conference Folder**;

➢ **Our Branded Leather Conference Ring Binder/ Writing Pad;**

➢ **Our Branded Key Ring/ Chain**;

➢ **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown**;

➢ **Our Branded 8-16 GB USB Flash Memory Drive**, **with Course Material;**

➢ **Our Branded Metal Pen;**

➢ **Our Branded Polo Shirt**.;

➢ **Our Branded Carrier Bag**.

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;**

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8. Other International Locations, on request.

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Advanced Request for Proposal in the Information and Communications Sector Course

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Leading to Diploma – Postgraduate – in Advanced Request for Proposal in the ICT Sector (Quad Credit) and 120 Credit-Hours, Accumulating to a Postgraduate Certificate, with 60 Additional Credit-Hours, or a Postgraduate Diploma, with 240 Additional Credit-Hours

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Course Objectives

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

➢ Understand the underlying principles of Request for Proposal and Request for information and differentiate one from the other;

➢ Describe the importance of Request for Proposal in the development of technical projects;

➢ Identify the different types of Request for Proposal;

➢ Emphasize the role of Request for Proposal in bringing about the success of a project;

➢ Develop and prepare a clearly written and properly organised Request for Proposal;

➢ Determine the criteria in evaluating Request for Proposal;

➢ Review Request for Proposal;

➢ Analyse the composition of a Request for Proposal;

➢ Learn about the project overview and the administrative requirements relevant thereto;

➢ Identify the technical and management requirements of a Request for Proposal;

➢ Know the information necessary in the supplier, pricing, and contracts and license agreement section of a Request for Proposal;

➢ Implement the activities involved in Request for Proposal;

➢ Identify the qualified suppliers for a specific project;

➢ Determine the criteria of qualified suppliers;

➢ Plan and organise the Request for Proposal effort;
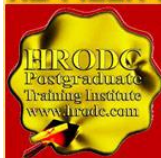
- Schedule a project;

- Relate the importance of technology and supplier education in the process of developing Request for Proposal;

- Execute the other post-Request for Proposal activities;

- Outline the administrative, technical, management and pricing section of Request for Proposal;

- Develop, write, and review all requirements, including those that are administrative, technical, and managerial;

- Determine the information included in the administrative section of a Request for Proposal;

- Understand the underlying principles of subcontracting;

- Respond to supplier question the proper way;

- Specify the requirements for proposal format;

- Prepare cover letter of transmittal letter;

- Draft an executive summary of a Request for Proposal;

- Determine the best and final offer;

- Determine some possible alternative proposals;

- Describe the production environment for hardware and software products;

- Rectify errors and omissions in the Request for Proposal;

- Enumerate the criteria in evaluating proposals;

- Manage proposal costs and expenses;

- Learn how to demonstration of product is conducted;

- Notify the winning and losing suppliers in a formal and professional way.

- Comply with the writing requirements for the technical section of the Request for Proposal;

- Identify the persons responsible in writing the requirements;

- Determine how suppliers recognise requirements in Request for Proposal;

- Distinguish between specifications and requirements;

- Understand the qualities of a well written requirements for effective communication between the client and the chosen supplier;

- Learn how technical requirements are developed;

➤ Know the information which must be contained in the technical section of a Request for Proposal;

➤ Describe the current business environment, current technical environment and proposed technical environment;

➤ Specify the hardware, software and application requirements in the technical section of a Request for Proposal;

➤ Develop, write, and review all requirements in the management section of a Develop, write, and review all requirements;

➤ Know what makes up a poorly written requirement;

➤ Develop project plan and schedule;

➤ Prepare site preparation plan;

➤ Determine the responsibilities of each personnel;

➤ Specify the requirements in project staffing;

➤ Learn the essentials of project design, development and implementation;

➤ Understand the concept of project change control;

➤ Learn the essential of project delivery, installation and testing, system maintenance and support, training, documentation, standards, and project cutover;

➤ Address supplier issues and concerns;

➤ Identify the part of the pricing section in a Request for Proposal;

➤ Relate hardware, system software and system application with the pricing aspect of the Request for Proposal;

➤ Develop custom software;

➤ Understand the concept project implementation and management services;

➤ Manage costs which are not specifically requested;

➤ Organise the price section of a Request for Proposal;

➤ Validate price;

➤ Be familiar with the contract and license agreements section;

➤ Execute a fixed price contract;

➤ Be knowledgeable about associated contract consideration;

➤ Evaluate price proposals;

➤ Pre-screen a vendor list to select appropriate vendors;

Advanced Request for Proposal in the Information and Communications Technology Sector Course, Leading to Diploma Postgraduate - in Advanced Request for Proposal in the ICT Sector (Quad Credit), and 120 Credit-Hours, Accumulating to A Postgraduate Certificate, with 60 Additional Credit-Hours, a Postgraduate Diploma, with -240 Additional Credit-Hours

➢ Prepare for post-Request for Proposal activities such as site visits, reference checks, and implementation activities;

➢ Determine the duties and responsibilities of the evaluation team;

➢ Know the important considerations in evaluating Request for Proposal;

➢ Set up objective evaluation criteria for selecting the best solution;

➢ Evaluate Request for Proposal in accordance with the effective standard;

➢ Draft a request for evaluation;

➢ Be familiar with what constitute the evaluation section of the Request for Proposal;

➢ Set realistic pricing requirements;

➢ Prepare for an oral presentation and demonstration relevant to the pricing issues;

➢ Follow the step-by-step evaluation process;

➢ Develop scoring methodology; and

➢ Prepare an evaluation report.

Course Contents, Concepts and Issues

Part 1: Contextualising Request for Proposal

➢ Defining Request for Proposal;

➢ Defining Request for Information;

➢ The Importance of Request for Proposal;

➢ Different Types of Request for Proposals;

➢ The Need to Write a Request for Proposal;

➢ Request for Proposal Development and Preparation;

➢ Request for Proposal Project Development;

➢ Evaluation Criteria;

➢ Reviewing the Request for Proposal;

➢ Framework of a Request for Proposal.

Part 2: Request for Proposal Activities

- ➢ Pre-Request for Proposal Activities:
  - • Identifying Suppliers;
  - • Qualifying Suppliers.
- ➢ Request for Proposal Activities;
- ➢ Post-Request for Proposal Activities:
  - • Determination of the Best Value;
  - • Best Value Analysis.

Part 3: Planning and Preparing Request for Proposal

- ➢ Pre-Request for Proposal Planning Considerations;
- ➢ Organising the Project;
- ➢ Project Scheduling;
- ➢ Technology and Supplier Education;
- ➢ Budget Development;
- ➢ The Project Acquisition Budget;
- ➢ Post-Request for Proposal Planning Considerations;
- ➢ Project Development and Implementation;
- ➢ Other Post-Request for Proposal Activities.

Part 4: Parts of a Request for Proposal

- ➢ Project Overview and Administrative Information;
- ➢ Technical Requirements;
- ➢ Management Requirements;
- ➢ Supplier Qualifications and References;
- ➢ Suppliers' Section;
- ➢ Pricing Section;
- ➢ Contracts and License Agreements Section.

Parts of a Request Proposal: Detailed Discussion

Part 5: Request for Proposal Administration Section

- ➤ Administration Section Framework;
- ➤ Essentials of Request for Proposal;
- ➤ Supplier and Supplier Reference Information;
- ➤ Organisation Confidential Information;
- ➤ Intent to Bid;
- ➤ Proprietary Information Notice;
- ➤ Supplier Confidential Information;
- ➤ Subcontracting;
- ➤ Request for Proposal Contacts;
- ➤ Other Important Request for Proposal Considerations;
- ➤ Responding to Supplier Questions;
- ➤ Request for Proposal Reference Library;
- ➤ Request for Proposal Schedule;
- ➤ Pre-Proposal Meeting;
- ➤ Proposal Format Requirements;
- ➤ Cover Letter of Transmittal Letter;
- ➤ The Executive Summary of the Request for Proposal;
- ➤ Pricing Section;
- ➤ Best and Final Offers;
- ➤ Alternate Proposals;
- ➤ Compliance Matrix;
- ➤ Informational Paragraphs in the Administrative Section;
- ➤ Definition of Requirements;
- ➤ Production Environment for Hardware and Software Products;
- ➤ Errors or Omissions in Proposals;
- ➤ Proposal Evaluation Criteria;
- ➤ Proposal Costs and Expenses;

➢ Product Demonstrations;

➢ Notifying Winning and Losing Suppliers;

➢ Proposal Debriefing;

➢ Non-inclusions in the Administrative Section.

Part 6: Request for Proposal Technical Requirements Section

➢ Writing Requirements for the Technical Section;

➢ Definition of a Requirement;

➢ Writer of the Requirements;

➢ Recognition of Requirements in Request for Proposal by the Suppliers;

➢ Specifications vs. Requirements in the Request for Proposal;

➢ How Requirements in Request for Proposal are Written;

➢ Characteristics of Well Written Requirements;

➢ Developing Technical Requirements;

➢ Illustrating Requirements;

➢ Framework of a Technical Section;

➢ Current Business Environment;

➢ Current Technical Environment;

➢ Proposed Technical Environment;

➢ Hardware Requirements;

➢ System Software Requirements;

➢ Application Requirements.

Part 7: Request for Proposal Management Requirements Section

➢ Writing Requirements for the Management Section;

➢ Poorly Written Requirements;

➢ Framework of a Request for Proposal Management Section;

➢ Project Plan;

➢ Project Schedule;

- ➢ Site Preparation Plan and Personnel Responsibilities;
- ➢ Project Staffing Requirements;
- ➢ Roles and Responsibilities;
- ➢ Design, Development, and Implementation;
- ➢ Project Change Control;
- ➢ Delivery and Installation;
- ➢ Testing;
- ➢ System Maintenance and Support;
- ➢ Training;
- ➢ Documentation;
- ➢ Standards;
- ➢ Project Cutover;
- ➢ Supplier Issues and Concerns.

Part 8: Request for Proposal Pricing Section

- ➢ Framework of a Pricing Section;
- ➢ Hardware;
- ➢ System Software;
- ➢ Application Software;
- ➢ Custom Software Development;
- ➢ Consumables;
- ➢ Project Implementation and Management Services;
- ➢ Maintenance and Support;
- ➢ Training;
- ➢ Documentation;
- ➢ Other Costs Not Specifically Requested;
- ➢ Organising the Price Section;
- ➢ Validating Prices;
- ➢ Other Pricing Notes;
- ➢ Contracts and License Agreements Section;

➢ Fixed Price Contract;

➢ Time and Materials;

➢ Associated Contract Considerations;

➢ Evaluating the Price Proposals.

Part 9: Request for Proposal Evaluation Guidelines

➢ The Evaluation Team;

➢ Evaluation Considerations;

➢ Evaluation Criteria in the Request for Proposal;

➢ Getting Started Evaluating Proposals;

➢ Requests for Clarification;

➢ Other Considerations for the Evaluation Team;

➢ Framework of an Evaluation Section;

➢ Technical Evaluation;

➢ Management Evaluation;

➢ Price Evaluation;

➢ Oral Presentations and Demonstrations;

➢ The Evaluation Process;

➢ Preliminary Evaluation;

➢ Second Round of Evaluations;

➢ Detailed Evaluations;

➢ The Shortlist;

➢ Developing the Scoring Methodology;

➢ Evaluation Report.

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

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

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

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

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

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

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

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

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

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.

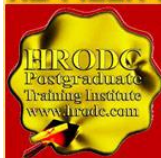| Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
Single-Credit	30-54	Diploma - Postgraduate
Double-Credit	60-84	Diploma – Postgraduate (Double-Credit)
Triple-Credit	90-114	Diploma – Postgraduate (Triple-Credit)
Quad-Credit	120-144	Diploma – Postgraduate (Quad-Credit)
5-Credit	150-174	Diploma – Postgraduate (5-Credit)
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;**

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;**

Advanced Request for Proposal in the Information and Communications Technology Sector Course, Leading to Diploma Postgraduate - in Advanced Request for Proposal in the ICT Sector (Quad Credit), and 120 Credit-Hours, Accumulating to A Postgraduate Certificate, with 60 Additional Credit-Hours, a Postgraduate Diploma, with -240 Additional Credit-Hours

55. **Postgraduate Certificate n 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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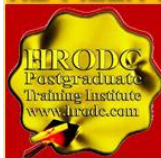
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Prof. Dr. Ronald B. Crawford
Director
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