

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



205

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

Course or Seminar

Leading To:

DIPLOMA - POSTGRADUATE IN

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

Accumulating to

POSTGRADUATE DIPLOMA



Wolverhampton (HQ) Address: 122A Bhylls Lane, Wolverhampton, WV3 8DZ, United Kingdom Telephone: +44 (0) 1902 763 607 +44 (0) 1902 569 133 Mobile: +44 (0) 7736 147 507 Email: institute@hrodc.com Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com	 <p>HRODC Postgraduate Training Institute www.hrodc.com</p>	London Office Address: 328 Linen Hall, 162-168 Regent Street London, W1B 5TD, United Kingdom Telephone: +44 (0) 2081 332 760 Mobile: +44 (0) 7736 147 507 Email: institute@hrodc.com Websites: www.hrodc.com www.hrodc-mobile.com www.hrodc-business-products-and-services.com
HRODC Postgraduate Training Institute		
 A Postgraduate-Only Institution		

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A Division of HRODC Ltd. UK Reg. No. 6088763. V.A.T. Reg. No. 8958 765 38
Prof. Dr. R.E. Crawford - Director HRODC Postgraduate Training Institute
PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, MBCO6, M1968, Visiting Prof. P.U.P.

Registered with the UK Register of Learning Providers (UKRLP), Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).



UKRLP Registration No. 10019585
UKRLP Verifier: <http://www.ukrlp.co.uk>
Postgraduate Full-Time and Short Courses
London, UK & International Locations

HRODC Postgraduate Training Institute - UKRLP Registration



HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Business, Innovation and Skills (BIS), formerly Department of Innovation, Universities and Skills (DIUS).

Its Registration Number is 10019585 and can be verified at <http://www.ukrlp.co.uk/>



HRODC Postgraduate Training Institute is a Division of Human Resource and Organisational Development Consultancy (HRODC) Limited.

It is Registered in England UK, with Registration #6088763 and V.A.T. Registration No. 895876538

Course Coordinator:

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

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. 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;

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- Member of Academy of Management (MAoM), within the following Management Disciplines:
 - 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.
- 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);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

Prof. Crawford was an Academic at:

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK).

For Whom This Course is Designed

This Course is Designed For:

- Finance Directors and Managers;
- Oil and Gas Operators;
- Upstream Oil and Gas Operators;
- Mineral Rights Lease holders;
- Joint Interest Operators;
- Joint Interest non-Operators;
- Financial Controllers;
- Chief Accountants;
- Treasury Officers;
- Asset Accountants;
- Joint Venture Accountants;
- Management Accountants;
- Internal and External Auditors;
- Government Regulators;
- Financial Analysts;
- Public Accountants;
- Government Ministers;
- Chief Executives;
- Managing Directors;
- Engineers and Geologist;
- Drilling & Refinery Managers;
- Marketing & Sales Directors & Managers;
- Venture Capitalists;
- Private Equities;
- Others interested in the operation of the Oil and Gas Industry, its regulation, exploration, production, and accounting systems.

Course Duration:20 Days

Cost:£20,000.00Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

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:

- HRODC Postgraduate Training Institute's **Leather Conference Folder**;
- HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
- HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
- HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
- HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;

International Petroleum - Oil and Gas - Operation Joint Venture Accounting Course Leading to Diploma – Postgraduate in International Petroleum - Oil and Gas - Operation Joint Venture Accounting (Quad Credit), Accumulating to Postgraduate Diploma

- HRODC Postgraduate Training Institute's **Metal Pen**;
- HRODC Postgraduate Training Institute's **Polo Shirt**.

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

Location: Central London and International Locations

International Petroleum – Oil and Gas – Operation Joint Venture Accounting

Leading to Diploma – Postgraduate – in International Petroleum – Oil and Gas – Operation Joint Venture Accounting (Quad Credit)

Course Contents, Concepts and Issues

Part 1: Issues Regarding Financial Accounting for International Petroleum - Oil and Gas - Joint Ventures and Joint Operations

Principles of International Joint Venture

- What is a Joint Venture?;
- General Characteristics of Joint Ventures;
- Functional Types of Joint Venture Relationships:
 - Research and Development Joint Ventures;
 - Manufacturing or Production Joint Ventures;
 - Marketing and Distribution Joint Ventures;
 - Hybrid Joint Venture Relationships.
- Advantages and Disadvantages of Joint Ventures;
- Joint Venture vs. Partnership;
- Structural Components of a Typical Joint Venture:
 - Formation and Organisation;
 - Capital Contributions;

Page 7 of 31

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- Venturer's Agreement;
 - Ancillary Agreement;
 - Termination Provisions.
- Transaction Checklists for Forming a Joint Venture;
- Alternatives to Joint Ventures for Entering Foreign Markets:
- Contractual Joint Ventures;
 - Investment Relationships;
 - Negotiated Acquisition;
 - Formation of Wholly-Owned Foreign Entity.

Legal and Regulatory Aspects of Joint Venture Activities

- Enterprise Laws
- Commercial Laws
- Related Commercial Law Issues
- Property Rights
 - Investment, Financial and Securities Laws
 - Antitrust and Competition Laws
 - Labour, Immigration, Health and Environmental Laws
 - Consumer Protection Laws
 - Dispute Resolution
 - Tax Laws
- Contract Laws
- Sales of Goods Transactions
- Debtor-Creditor Laws
- Types of petroleum - Oil and Gas - Joint Ventures
- Jointly Controlled Operations
 - Jointly Controlled Assets
 - Jointly Controlled Entities

Part 2: Contracts Governing International Petroleum – Oil and Gas – Joint Operations

- International Petroleum – Oil and Gas Joint Operating Agreements;
- Salient Definitions in International Petroleum – Oil and Gas Joint Operating Agreements:
 - Exploratory Well;
 - Exploration Well;
 - Appraisal Well.
- Joint Venture VS Partnership;
- Operator VS Non-Operator;
- Working Interest VS Non-Working Interest;
- Operating Committee:
 - Role of Operating Committee in International petroleum - Oil and Gas Joint Venture Operation:
 - ✚ Exploration Work Program and Budget Approval;
 - ✚ Exploratory Results Evaluation and Appraisal;
 - ✚ Appraisal Work Approval;
 - ✚ Commerciality of Oil and Gas Discoveries and Development Plans Approval;
 - ✚ Productions Operations and Budget Approval;
 - ✚ Single Items Expenditure Approval;
 - ✚ Budget Amendments Approval;
 - ✚ Contracts with Sub-Contractors Approval.
- Operatorship:
 - Naming an Operator;
 - Defining the Role of the Operator.
- Exclusive operations:
 - Articles found in JOAs:

- + Work Programs and Budgets Setting;
- + Remedies available in the Event that One or More of the Parties Fails to Pay its Share;
- + Disposition of Production;
- + Relationship of the Parties Regarding Taxes;
- + Surrender and Abandonment.

Part 3: Accounting Procedure in International Petroleum – Oil and Gas Joint Venture Operations (1)

- Joint Account;
- Joint Account Records and Currency Exchange;
- Payments and Advances:
 - Cash Calls or Advances:
 - + Settlement and Cutback;
 - + Joint Interest Billing and Cutback.
 - Billing and Payment.
- Adjustments;
- Audits:
 - The non-operators may be satisfied and the matter is dropped;
 - The operator agrees to adjust the charge;
 - The parties continue to negotiate until a mutually agreeable solution is reached.
- Methods of Accounting;
- Allocations;
- Direct Charges:
 - Direct Costs;
 - Indirect Costs:
 - + Operator's home office (out of country) administrative costs;
 - + Home office (out of country) human resources;

- ✚ Home office (out of country) accounting services;
 - ✚ Home office (out of country) legal support.
- Direct Versus Recoverable Costs:
- Licenses and Permits;
 - Salaries, Wages and Related Costs:
 - ✚ Government levies for employee benefits imposed on the operator;
 - ✚ Holidays;
 - ✚ Vacations;
 - ✚ Disability Benefits;
 - ✚ Housing Allowance;
 - ✚ Sick Leave Travel;
 - ✚ Medical Insurance;
 - ✚ Retirement Plans;
 - ✚ Bonuses;
 - ✚ Other benefits that are customary and in accordance with the operator's benefit: policies.

Part 4: Accounting Procedure in International Petroleum – Oil and Gas Joint Venture Operations (2)

- Technical Service Charges:
- Geological studies and interpretation;
 - Seismic data processing;
 - Well log analysis, correlation, and interpretation;
 - Laboratory services;
 - Well site geology;
 - Project engineering;
 - Source rock analysis;
 - Petro physical analysis;

- Geochemical analysis;
- Development evaluation.
- Employee Relocation Cost:
 - Situations Where Employee Relocation Charges May Be Direct;
 - Situations Where Employee Relocation Charges May Not Be Direct.
- Offices, camps, and miscellaneous facilities;
- Communications equipment;
- Materials and supplies;
- Exclusively owned equipment and facilities of the operator;
- Ecological and environmental costs;
- Technical training costs;
- Damages and losses to the property;
- Taxes and duties:
 - Tax Gross Up.
- Other charges;
- Accounting for material:
 - Pricing Procedures;
 - New material (Condition 1);
 - Good used material (Condition 2);
 - Used material (Condition 3);
 - Other material;
 - Junk.
- Disposal of material;
- Inventories:
 - Major Types of Inventories:
 - ✚ Wells and appropriations;
 - ✚ Properties being acquired;
 - ✚ Storehouse stock;
 - ✚ Well and lease service equipment;

✚ Condition 3 asset.

Part 5: 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 6: 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 7: 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 8: 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 9: 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 10 - 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 11: 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 12: 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 13: 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 14: 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 Joint Operation Agreement;
- Interest Partner's Approval as Authorisation for Expenditure (AFE) Execution.

Part 15: 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.

Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

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 Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as 'Courses', while the 'longer-studies', are regarded as Programmes. However, both study-durations are often referred to 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 credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days' duration, equivalent to 30-54 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 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, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of 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 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 and Postgraduate Diploma

Application Requirements

Applicants for Diploma – Postgraduate – 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 for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time (Classroom-Based) Mode (3 months). This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, 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, is 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 approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses, over a 6-year period, towards a 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 the classroom-based course;
- 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.

20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 360 hours 'Direct-Lecturer-Contact', as is required by our Institute's Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective 'Life-Style Balance', at times convenient to you and your appointed tutor.

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the 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 two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

**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	Diploma – Postgraduate (6-Credit)
7-Credit	210-234	Diploma – Postgraduate (7-Credit)
8-Credit	240-264	Diploma – Postgraduate (8-Credit)
9-Credit	270-294	Diploma – Postgraduate (9-Credit)
10-Credit	300-324	Diploma – Postgraduate (10-Credit)
11-Credit	330-354	Diploma – Postgraduate (11-Credit)
12-Credit	360	Postgraduate Diploma

360 Credit-Hours = Postgraduate Diploma

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 PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCE (TVU), ITC (UWI), MAAM, MAOM, LESAN, M&COs, M&GS, Visiting Prof. P.U.P.

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Examples of Postgraduate Course Credits:

Their Value, Award Prefix & Suffix – Based on 5-Day Multiples

Credit Value	Credit Hours	Award Title Prefix (& Suffix)
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12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma

10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma

Accumulated Postgraduate Diploma Award Titles

All Specialist 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 Diploma in Aviation Management;**
3. **Postgraduate Diploma in Business Communication;**
4. **Postgraduate Diploma in Corporate Governance;**
5. **Postgraduate Diploma in Costing and Budgeting;**
6. **Postgraduate Diploma in Client or Customer Relations;**
7. **Postgraduate Diploma in Engineering and Technical Skills;**
8. **Postgraduate Diploma in Events Management;**
9. **Postgraduate Diploma in Health and Safety Management;**

10. Postgraduate Diploma in Health Care Management;
11. Postgraduate Diploma in Human Resource Development;
12. Postgraduate Diploma in Human Resource Management;
13. Postgraduate Diploma in Information and Communications Technology (ICT);
14. Postgraduate Diploma in Leadership Skills;
15. Postgraduate Diploma in Law – International and National;
16. Postgraduate Diploma in Logistics and Supply Chain Management;
17. Postgraduate Diploma in Management Skills;
18. Postgraduate Diploma in Maritime Studies;
19. Postgraduate Diploma in Oil and Gas Operation;
20. Postgraduate Diploma in Oil and Gas Accounting;
21. Postgraduate Diploma in Politics and Economic Development;
22. Postgraduate Diploma in Procurement Management;
23. Postgraduate Diploma in Project Management;
24. Postgraduate Diploma in Public Administration;
25. Postgraduate Diploma in Quality Management;
26. Postgraduate Diploma in Real Estate Management;
27. Postgraduate Diploma in Research Methods;
28. Postgraduate Diploma in Risk Management;
29. Postgraduate Diploma in Sales and Marketing;
30. 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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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.

Prof. Dr. Ronald B. Crawford Director HRODC Postgraduate Training Institute