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.

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

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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.
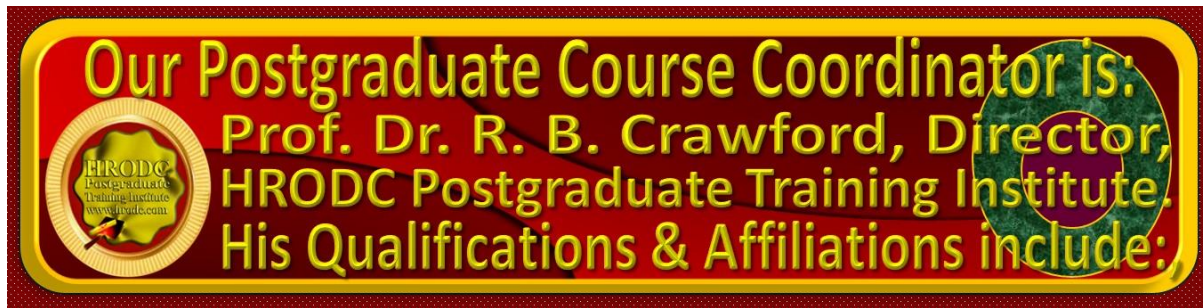

**Featured PG Dip; PG Cert; Dip PG.**
Click For Details!

General Diploma: Access To Postgraduate.
Click For Details!

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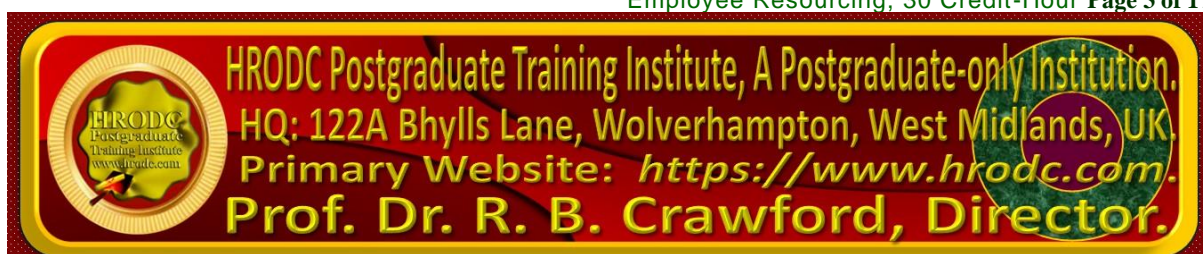
Professor Dr. Crawford has been an Academic in the following UK Universities:

➢ 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;
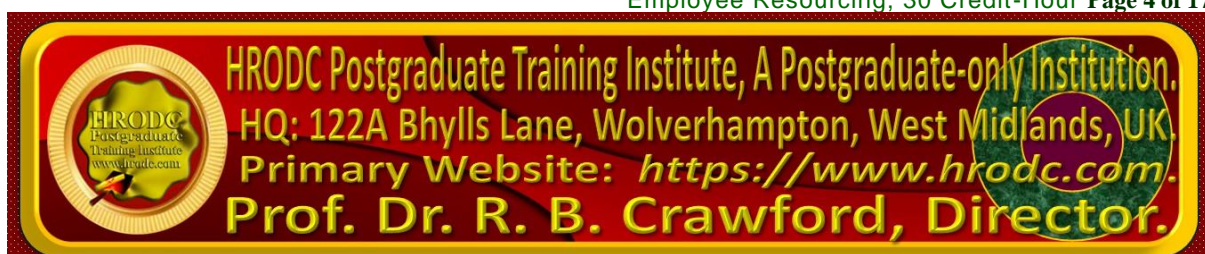
➢ Personal Tutor.

He was formerly an Expatriate at:

▪ Ministry of Education, Sokoto, Nigeria;

▪ Ministry of Science and Technical Education, Sokoto, Nigeria;

▪ University of Sokoto, Nigeria;

▪ College of Education, Sokoto, Nigeria; and

Former Editor-In-Chief of 'Sokoto Journal of Education'.

For Whom This PG Course is Designed! This PG 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;

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➢ Human Resource (HR) Executives;

➢ Human Resource (HR) Recruitment Specialists;

➢ Board of Directors;

➢ Human Resource (HR) Planners;

➢ Human Resource (HR) Strategists;

➢ Divisional Managers;

➢ Senior Mangers;

➢ 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; Humana Resource Recruitment; Human Resource Selection; Human Resource Strategising.

5-Day Course Duration & Cost:

* In-Venues Duration: 5 Days;
* Online Duration: 10 Days (3 Hrs. Per Day).

* In-Venues Cost: £5,000.00 Per Delegate;
* Online Cost: £3,350.00 Per Delegate;
* Group Cost: Varies with its Size.

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In-Venues Cost Includes:

- ➤ Snacks on Event Days;
- ➤ 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, Including:

- ➤ 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.

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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, United Arab Emirates (UAE);**
* **Kuala Lumpur, Malaysia; &**
* **Paris, France.**

Other Locations, & Inhouse, on Request.

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Postgraduate 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;

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➢ 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;

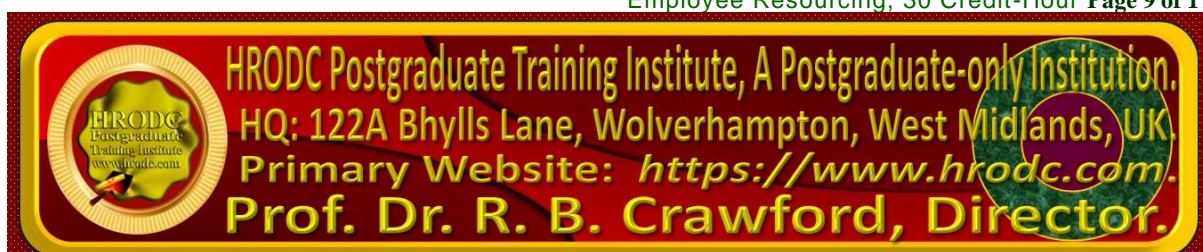➢ Weight a candidate assessment form, on the basis of job description and personnel specification.

Postgraduate Course Contents, Concepts, and Issues.

Dip. Postgraduate Course Outline.

While, so far, we have Provided Pertinent Information, Incorporating: Learning Objectives, Duration, Cost, Target Audience, & Coordinator.

We have withheld Details of: Course Contents, Concepts, & Issues. Delegates will receive the Specifics in attendance, At our International Locations, & Online.

Part 1: Strategising Employee Resourcing

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Part 2: The Legal Bases of Employee Resourcing

Part 3: Systematising the Recruitment and Selection Process

Part 4: Practicalising the Recruitment and Selection Process

Part 5: Organisational Retention Strategy

Postgraduate Short Courses are of a minimum of five days' In-Venues (10 days' Online) but less than 6 weeks' In-Venues (less than 10 weeks' 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-Venues (10- and 20-weeks' 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 In-Venues Study, or 10 Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-Venues or 20 weeks. 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 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 In-Venues and Online Deliveries. Each Five-Day In-Venues, or a Ten-Day Online (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day In-Venues (12-day Online) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in multiples of 30 Credit-Hours, 60-89
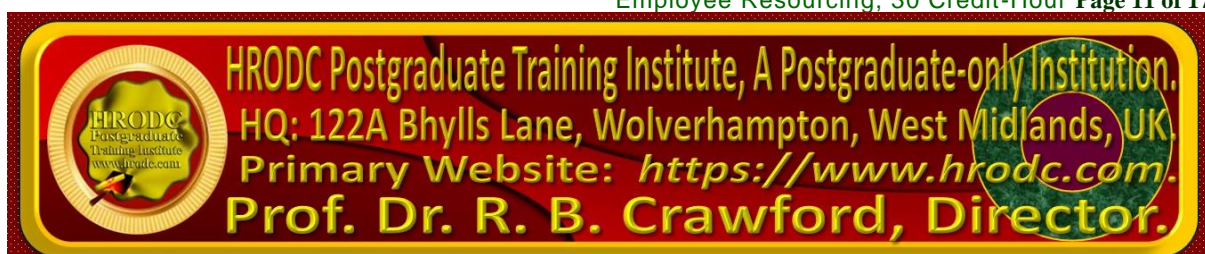
Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

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;
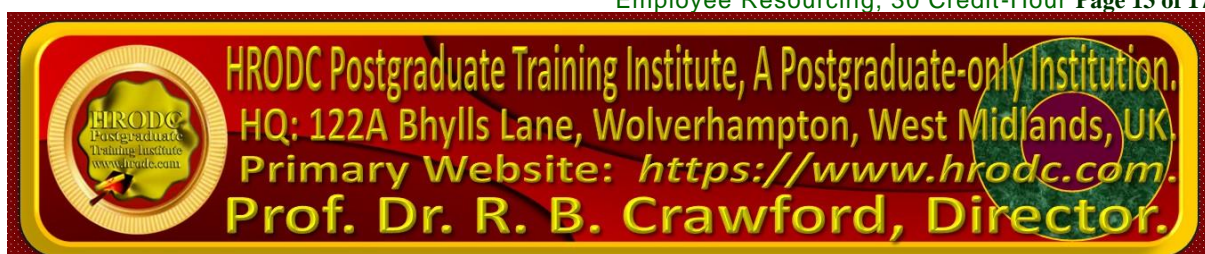
➢ A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;

➢ 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:

   o Venue Name, Location, with specific address;

   o Details of Airport Transfer, where appropriate;

   o Start date and time;

   o Registration details;

   o Daily Schedule;

   o Local Transportation Details;

   o Residential Accommodation Details;

   o Leisure and Shopping Facilities, in the area;

   o General Security Information; among others.
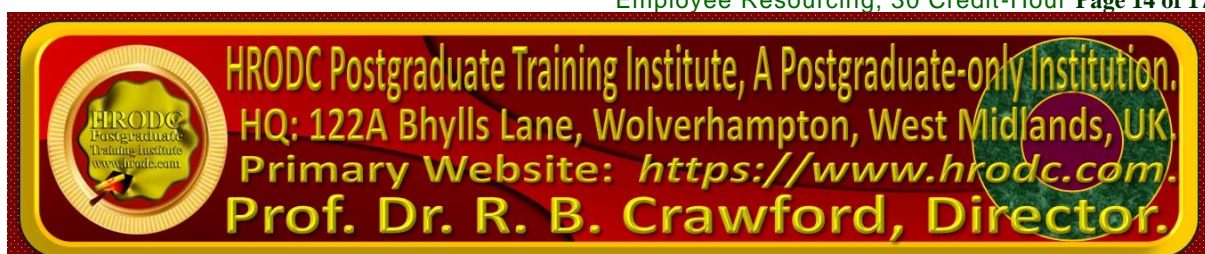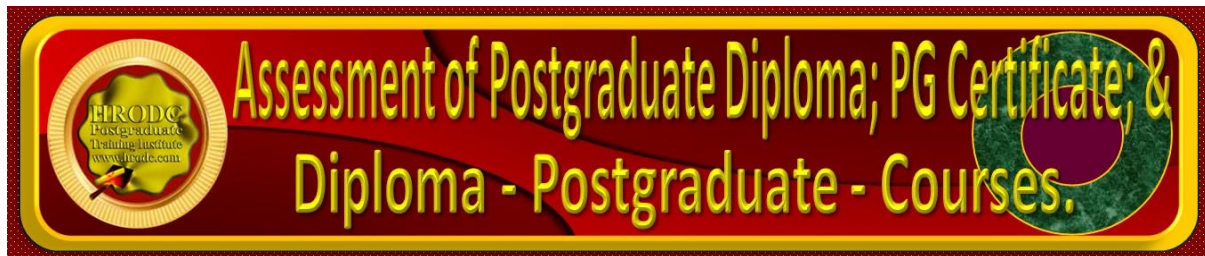
Because of the intensive nature of our Courses and Programmes, for In-Venues, and Online modes, assessment will take place during or at the end of the **'active teaching period'**, adopting differing formats. These structures include, but are not limited to:

- 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.

20-Week PG Diploma, Online; 10-Week PG Certificate, Online.

You might study a Postgraduate Diploma, or Postgraduate Certificate, in 20 or 10 weeks, respectively, in the comfort of your offices or homes, through our Postgraduate Training Institute's Online Delivery Mechanism. We are committed to your achieving the 360 or 180 Credit-Hours, respectively, in line with our Regulation, within the stipulated timeframe. The direct "Student-Lecturer-Contact-Times" of 3 hours per day, 6 days per week will ensure that these requirements are met. 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, Incorporating: 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
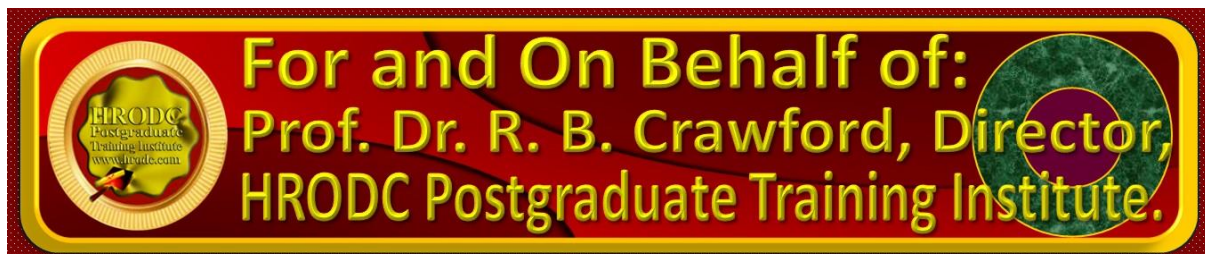
The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.
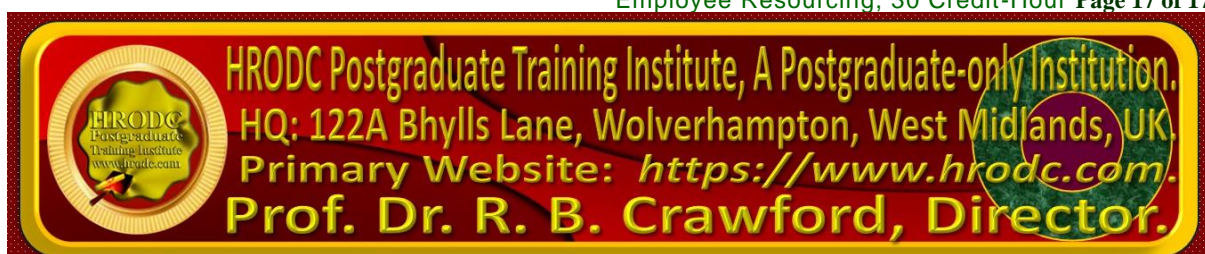
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You Are Most Welcome To Visit Our Main Website, & SM Pages, To Communicate With, & Follow, Us.

For and On Behalf of:
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