

# HRODC Training Institute

Course



## #106

### Human Resource Management: A Practitioner's Approach

On-Line Postgraduate Programme  
Course or Seminar

Selected Modules

Leading to Leading to - Modules 1, 2, 7, 8, 14 & 17

DIPLOMA - POSTGRADUATE IN

## Human Resource Management

(Pg-Dip. HRM) and

## Master of Arts in Human Resource Management (MA HRM)

### HRODC Postgraduate Training Institute - UKRLP Registration

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Prof. Dr. R. B. Crawford - Director HRODC Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof. P.U.P.

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<b>HRODC Training Institute</b>		

<b>Human Resource Management: A Practitioner's Approach</b>
<b>On-Line Postgraduate Programme</b>
<b>Course or Seminar</b>
<b>Leading To</b>
<b>DIPLOMA - POSTGRADUATE IN</b>
<b>Human Resource Management</b>
<b>Progressing To a Masters Degree</b>
<b>MBA – MSc – MA</b>

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## COURSE TUTOR:

### ❖ Prof. Dr. R. B. Crawford

- ❖ PhD (London),
- ❖ MEd. M. (Bath),
- ❖ Adv. Dip. Ed. (Bristol),
- ❖ PGCIS (TVU),
- ❖ ITC (UWI),
- ❖ Member of the Asian Academy of Management - MAAM,
- ❖ Member of the International Society of Gesture Studies - MISGS
- ❖ Member of the Academy of Management - MAOM,
- ❖ LESAN, MSCOS
- ❖ Visiting Professor Polytechnic University of the Philippines - PUP

**Duration:** Approximately 6 months

### Programme Cost:

- ❖ 67% (of Normal Cost) + V.A.T. For Non-UK Students
- ❖ 67% (of Normal Cost) + V.A.T. UK Students

### COST of 5-day converted to on-line:

- ❖ £2, 412.00 + V.A.T. For UK Students
- ❖ £2, 680. 00 + V.A.T. Non-UK Students

### Course Cost includes:

- ❖ Course Guide and Supplement,
- ❖ Course Material
- ❖ On-line Support
- ❖ Available Learning Resources
- ❖ Assessment over 6 month's period
- ❖ Reassessment over 6 month's period
- ❖ HRODC Diploma – Postgraduate
- ❖ Dissertation cost includes Reexamination and Revision over a 3-year period from 1<sup>st</sup> Registration.

## For Whom This Course is Designed:

This Seminar or Course is designed for:

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- ✓ Human Resource Practitioners
- ✓ Human Resource (HR) Professionals
- ✓ Human resource Management (HRM) Specialists
- ✓ Human Resource (HR) Consultants
- ✓ Personnel Officers
- ✓ Human Resource (HR) Administrators
- ✓ Talent Management Consultants

**Modular System of Human Resource Management: A Practitioner's Approach, Leading to  
HRODC Postgraduate Diploma in Human Resource Management (Dip-HRM) and  
Master of Arts in Human Resource Management (MA HRM)**

Our MA Human Resource Management (MA HRM) Seminar is a broad-based management course, featuring salient Organisational Behaviour and Human Resource Issues. While this course is a complete programme, leading to Postgraduate Diploma in Human Resource Management (Dip-HRM) and the Master of Arts in Human Resource Management (MA HRM), it is possible for individuals to subscribe to particular modules. Successful completion, at 50% and above, at Postgraduate level, of any module lasting two days or more will receive the HRODC Diploma – Postgraduate - for the specific area of study. Delegates completing less than 5 days will receive a Certificate of Completion, for the purpose of accumulation to the Master of Arts in Human Resource Management (MA HRM), Below is a breakdown of the individual modules and their duration.

**Contents of the 6-Day Human Resource Management: Selected HRM Modules from -  
Postgraduate Diploma  
Human Resource Management (HRM): A Practitioner's Approach Course  
Incorporating the following Modules:**

1. Human Resource and Personnel Management
2. Human Resource Planning.
3. Employee Retention.
4. Human Resource and Performance Management
5. Employee Resourcing: Recruitment and Selection.
6. Motivating Workers: Intrinsic and Extrinsic Rewards.

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**Programme Outline the 6-Day Human Resource Management (HRM)**

**Course or Seminar**

**Human Resource Management (HRM): A Practitioner's Approach Course – Selected Modules**

MODULE TITLE	OBJECTIVES	CONTENTS
<p><b>1. Human Resource and Personnel Management</b></p>	<p>By the conclusion of the established learning activities, delegate will be able to:</p> <ul style="list-style-type: none"> <li>* Demonstrate understanding of distinction between personnel management and human resource management.</li> <li>* Indicate the significant aspects in development of human resource management and personnel management.</li> <li>* Demonstrate an appreciation of important of welfare in the development of personnel management and human resource management.</li> <li>* Relate the part played by Cadburys Rowntree in the development of personnel management and human resource management.</li> <li>* Manage the strategic role.</li> <li>* Illustrate the difference between the</li> </ul>	<p>The Development Of HRM. Personnel and HRM:</p> <ul style="list-style-type: none"> <li>* A Distinction.</li> <li>* The advent of welfare management.</li> <li>* The role of Row tree in industrial welfare development.</li> <li>* Welfare workers and recruitment and selection.</li> <li>* The development of professional personnel and human resource management.</li> <li>* Concerns of personnel management:</li> <li>* Recruitment and Selection</li> <li>* Workers' Welfare and Benefits</li> <li>* Industrial Relations</li> <li>* Staff Appraisal</li> <li>* Training</li> <li>* The strategic significance of human resource management.</li> <li>* Concerns of human resource management:</li> <li>* Recruitment</li> <li>* Selection</li> <li>* Motivation</li> <li>* Human Resource Planning</li> <li>* Workforce Management Strategy</li> </ul>

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MODULE TITLE	OBJECTIVES	CONTENTS
<p><b>2. Human Resource Planning</b></p>	<p>Hard approach to HRM and Soft approach to HRM.</p> <p>By the conclusion of the established learning activities, delegate will be able to:</p> <ul style="list-style-type: none"> <li>* Suggest the importance of human resource planning in organisation management.</li> <li>* Illustrate the significance of effective human resource.</li> <li>* Determine the links between corporate planning and human resource planning.</li> <li>* Indicate how human resource planning can support business systems.</li> <li>* Determine when there is a need to review an organization human resource plans.</li> <li>* Determine the factors influencing human resource planning.</li> </ul>	<ul style="list-style-type: none"> <li>* E.g. Workforce Flexibility</li> <li>* Flexible Working Strategy</li> <li>* The rationale for human resource planning (HRP).</li> <li>* The link between HRP and corporate planning.</li> <li>* The investigation and forecasting processes-understanding contextual influences.</li> <li>* Designing, implementing and reviewing the effectiveness of HRP.</li> </ul>
<p><b>3. Employee Retention: An introduction to talent management</b></p>		<p>Career management: career theory, career development, management and succession planning:</p> <ul style="list-style-type: none"> <li>* Management succession charts</li> <li>* Psychometric testing</li> <li>* The psychological contract and the impact on employee retention</li> </ul>

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MODULE TITLE	OBJECTIVES	CONTENTS
<p><b>4. Human Resource and Performance Management</b></p>		<p><b>Assessing the nature and causes of performance problems:</b></p> <ul style="list-style-type: none"> <li>* Managing poor performance</li> <li>* Managing absence</li> <li>* Dealing with harassment</li> <li>* The effective management of retirement, redundancy, dismissal and voluntary turnover.</li> <li>* Evaluating the mechanisms available for preventing or alleviating poor performance.</li> </ul>
<p><b>5. Employee Resourcing: Recruitment and Selection (Introduction Only)</b></p>	<ul style="list-style-type: none"> <li>* By the conclusion of the specific learning &amp; development activities, delegates will be able to:</li> <li>* Exhibit an understanding of the desirability of a limited turnover of staff.</li> <li>* Demonstrate their ability to determine the type of commitment that motivates particular individuals to join an organisation.</li> <li>* Have designed ways of stabilizing staff turnover/high turnover.</li> <li>* Be aware of how personnel demand forecast (PDF) is conducted.</li> <li>* Demonstrate their ability to conduct a human resource audit.</li> <li>* Be aware of the non-conventional selection methods.</li> <li>* Be able to conduct periodic and exit</li> </ul>	<ul style="list-style-type: none"> <li>* Staff turnover and negative and positive impact on the organisation;</li> <li>* Levels of Individual Commitment of potential and new recruits.</li> <li>* Moral Commitment.</li> <li>* Remunerative Commitment.</li> <li>* Calculative Commitment.</li> <li>* Recruitment and Selection as a Resourcing activity.</li> <li>* Training, Education, Development as facilities for new recruits.</li> <li>* The importance of Human resource Forecasts.</li> <li>* Methods of forecasting human Resource needs of the Organisation.</li> <li>* Strategic Operational Review' (SOR) as prerequisite for Human resource forecasting.</li> <li>* The legal bases of Recruitment and Selection.</li> <li>* Importance of Human Resource Audit.</li> <li>* Conducting Human Resource Audit.</li> <li>* Periodic and Exit Interviews.</li> <li>* Systematic Recruitment and Selection Process.</li> </ul>

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MODULE TITLE	OBJECTIVES	CONTENTS
	<p>interviews.</p> <ul style="list-style-type: none"> <li>* Demonstrate their ability to conduct job analysis.</li> <li>* Be able to design job description and personnel specification for particular roles.</li> <li>* Be able to weight a candidate assessment form, on the basis of job description and personnel specification.</li> <li>* Be able to use candidate assessment form in short listing and Interviews.</li> <li>* Be able to conduct individual and panel interviews.</li> <li>* Be capable of arriving at objective decisions in personnel Selection.</li> <li>* Be able to analyse education, training and development programmes.</li> <li>* Be able to design an effective induction package.</li> <li>* Demonstrate an understanding of the legal bases of Employee Resourcing.</li> <li>* Relate specific recruitment, selection, retention and exit issues to UK and European legislation.</li> <li>* Cite Specific legislation and related cases relevant particular job design issues.</li> </ul>	<ul style="list-style-type: none"> <li>* Conducting Job Analysis.</li> <li>* Designing Job Description.</li> <li>* Designing Personnel Specification.</li> <li>* Market Targeting.</li> <li>* Designing and placing Advertisement.</li> <li>* Weighting and Using Candidate Assessment Form (CAF).</li> <li>* Conducting Interviews.</li> <li>* Non-conventional Personnel Selection.</li> <li>* The value of Staff Induction.</li> <li>* Organising an induction programme.</li> <li>* Running an induction Programme.</li> <li>* Short-listing candidates.</li> <li>* Conducting Interviews.</li> <li>* The value of and problems of e-recruitment.</li> <li>* The different types and levels of e-recruitment.</li> <li>* Conducting periodic interviews.</li> <li>* Conducting exit interviews.</li> <li>* Job design and the law.</li> </ul>

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	<ul style="list-style-type: none"> <li>* Suggest the constraints that specific UK Protective Legislation place on the recruitment, selection and management of employees.</li> <li>* Demonstrate their ability to lead a recruitment and Selection team.</li> <li>* Be able to manage recruitment and selection within a 'Resourcing context'.</li> </ul>	
<p><b>6. Motivating Workers: Intrinsic and Extrinsic Rewards (Introduction Only)</b></p>	<p>By the conclusion of the specific learning &amp; development activities, delegates will be able to:</p> <ul style="list-style-type: none"> <li>* Demonstrate an understanding of the concept of motives and their value in organisational and subsystem effectiveness.</li> <li>* Distinguish between the different sets of motivation theories, notably content, process and reinforcement.</li> <li>* Demonstrate their ability to translate motivation theory into practice.</li> <li>* Evaluate the appropriateness of the application of particular theoretical aspects of motivation to specific situations.</li> <li>* Demonstrate their ability to formulate a comprehensive motivation strategy.</li> <li>* Critically appraise existing</li> </ul>	<ul style="list-style-type: none"> <li>* Directing Or Leading.</li> <li>* The Concept of Motivation.</li> <li>* Theories of Motivation.</li> <li>* Content Theories &amp; Some of Their Contributors.</li> <li>* Maslow's Hierarchy of Needs.</li> <li>* Analysis of Maslow's Claims.</li> <li>* McClelland's Studies.</li> <li>* Taylor: Money &amp; Motivation.</li> <li>* Motivator-Hygiene Factor: Hertzberg's Contribution.</li> <li>* Process Theories.</li> <li>* Equity Theory.</li> <li>* Goal-Setting Theory.</li> <li>* Expectancy Theory.</li> <li>* Equitable Reward Systems.</li> <li>* Reinforcement Theories.</li> <li>* Reinforcement Theory.</li> <li>* Motivation &amp; Contingency Theory.</li> </ul>

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MODULE TITLE	OBJECTIVES	CONTENTS
	<p>motivation strategy within their organisations, identifying and addressing gaps.</p> <ul style="list-style-type: none"> <li>* Formulate a workable motivation strategy.</li> <li>* Follows the common trends in the popular motivation theories.</li> <li>* Demonstrate their appreciation of the need for a variance in intrinsic and extrinsic values if motivation.</li> <li>* Demonstrate how popular motivation theories have contributed to our understanding of worker behaviour.</li> <li>* Locate performance related pay, productivity bonuses and other remuneration inducement within existing motivation theory.</li> <li>* Illustrate how the contingency approach to motivation might be applied to different situations.</li> <li>* Indicate the part that training and development play in worker motivation.</li> <li>* Manage the process of motivation, taking account of socio cultural and economic differences.</li> <li>* Manage the motivation process, taking account of the differences in</li> </ul>	<ul style="list-style-type: none"> <li>* Designing An Effective Motivation Strategy.</li> <li>* The collectivist Vs the individualist perspective of motivation.</li> <li>* Common trends in Motivation theories.</li> <li>* Intrinsic and extrinsic values of motivation.</li> <li>* Motivation and worker behaviour.</li> <li>* The extent to which salary or wages inducement motivate workers.</li> <li>* Performance Related Pay (PRP).</li> <li>* Productivity Bonuses.</li> <li>* Efficiency Gains.</li> <li>* Profit Share.</li> <li>* The contingency approach to motivation.</li> <li>* Social differentiation in motivation.</li> <li>* Culture differentiation in motivation.</li> <li>* Wealth as a factor in motivation.</li> <li>* Class as an issue in Motivation.</li> <li>* Individual expectation and motivation.</li> <li>* Individual preferences as a motivating factor.</li> </ul>

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MODULE TITLE	OBJECTIVES	CONTENTS
	<p>preferences and expectation of workers.</p> <ul style="list-style-type: none"> <li>✦ Apply the 'equity' theory to work situation from a 'differentiation perspective', rather than and equality perspective'.</li> <li>✦ Demonstrate the need to balance the 'individualist' and 'collectivist' perspective to motivation.</li> </ul>	

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## Summary of the Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes

Delegates who have successfully completed the HRODC General Postgraduate Diploma, HRODC Specialist Postgraduate Diploma and HRODC Cumulative Postgraduate Diploma may proceed to register for the Postgraduate Degree (MBA, MA, MSc). HRODC Cumulative Postgraduate Diploma relates to a Diploma that is granted through the addition of courses taken at intervals over a 3-year period. This type of Postgraduate Diploma might include both General and Specialist groupings. The requirement incorporates the '180-Hour Rule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study.

**After the Postgraduate Diploma Stage, delegates might register for a Masters Degree (MA, MBA, MSc – as appropriate). They will then be required to study a research module – Course #7 and present an externally assessed Dissertation of 15,000 to 20,000 words. They will receive supervision from 2 research tutors and will submit to an Oral Examination of their Thesis.**

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## Specifics of the Regulation governing the HRODC Postgraduate Degrees – MBA, MA, MSc Programmes

1. On the successful completion of the *HRODC Postgraduate Diploma*, Delegates will receive the *HRODC Postgraduate Diploma* in their field of study and type attained (see below);
2. Delegates might then register for the Masters Degree, based on one the 3 categories of Postgraduate Diploma described above and below and begin their preparation for the Masters Dissertation;
3. Their registration will be guided by their assigned or chosen dissertation tutor;
4. The Delegates' choice of courses and category of Postgraduate Diploma will steer them towards the Postgraduate Degree of Master of Business Administration (MBA), Master of Arts (MA) and Master of Science (MSc);
5. The specific Award Title of the Postgraduate Degree (MBA, MA, MSc) will be based on the defined specialism of their Postgraduate Diploma Study;
6. Examples of Masters Degree Award Titles are:
  - a. **MSc Advanced Oil and Gas Accounting;**
  - b. **MSc Accounting and Finance**
  - c. **MBA Executive Management**
  - d. **MBA Finance**
  - e. **MA Human Resource Management**
  - f. **MA Information and Communication Management**
  - g. **MSc Comprehensive Real Estate Management**
  - h. **MSc Tourism and International Relations**
  - i. **MSc National and International Economic Competitiveness: Towards Economic Growth and Sustainability**
  - j. **MSc Financial Risk Management**
  - k. **Executive MBA**
  - l. **MA HR Training and Development Management**
  - m. **MSc Human Resource Training and Development Management (1 Year Comprehensive)**

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7. Delegates' choice of Dissertation area and topic must closely reflect their specialism and expected Award Title;
8. The Postgraduate Degree Award Board, which will convene twice during each Academic year, will determine whether the rules have been complied with, in this regard, and will change a registered Award Title, to reflect the reality of programme choice;
9. As part of Delegates' preparation for their Dissertation, they will also need to study Course #7: *Research Project: Design, Conduct & Report*;
10. The length of the Dissertation will be between 15,000 and 20,000 words. Higher or lower limits can only be accepted through special dispensation, tabled through their Dissertation Tutor;
11. Delegates will be assigned one Main Dissertation Supervisor, for formal tuition, and a Dissertation Mentor, who will provide them with informal advice, in conjunction with their Main Dissertation Supervisor;
12. Delegates' Viva Voce, or Oral, Examination will be conducted within 3 months of the submission of their Dissertation;
13. The Dissertation Examination will be conducted by an External and an Internal Examiner;
14. The External Examiner will be drawn from a recognized University and will be an Academic in the Discipline, who is not otherwise associated with HRODC;
15. The Internal Supervisor will be an HRODC Tutor, who is neither Delegates' Main Dissertation Supervisor or their Dissertation Mentor;
16. The submission date of a Masters Dissertation is expected to be within 12 calendar months of their initial registration for the Degree but can be extended, on application, to a period not exceeding 24 months;
17. In the event that Delegates were not successful on the first attempt, they will be given the opportunity to make minor amendment to, or revise, their Dissertation, with the guidance of their Dissertation Supervisors.

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18. The maximum total submission and resubmission period should not exceed 36 calendar months from the date of first registration for a particular Masters Degree;
19. Further details and general aspects of these regulations are contained in the document: Masters Degree - Dissertation Guidelines.

**\*Note\*: Please note that for each Postgraduate Diploma or Diploma – Postgraduate -Course, there are core and recommended Readings. These can be included in Delegates' Invoice, on their request, which will enable them to receive them before the start of the course.**

## **HRODC Postgraduate Diploma and Diploma – Postgraduate**

### **HRODC Postgraduate Diploma and Diploma - Postgraduate: Distinction and Award**

Seminars & In-house Courses of 1 – 3 Months Duration, Lead To the HRODC Postgraduate Diploma. Seminars and In-house Courses of 2 Days & More But Less Than 1 Month Lead To HRODC Diploma - Postgraduate. Attainment requirement for HRODC Postgraduate Diploma & Diploma - Postgraduate - is 50% Minimum. HRODC Certificate of Attendance & Participation will be awarded to Delegates of Seminars & Courses of less than 2 days and those gaining less than 50% pass in the Postgraduate Diploma or Diploma - Postgraduate - Seminars and In-house Courses.

Individual Modules and Blocks of HRODC Postgraduate Diploma can be taken studied over a 3-year period, anywhere in the world that they are offered. All modules or Blocks, in the case of the Postgraduate Diploma in Executive Management, must have been studied, with Delegates gaining 50% and above in at least 70% of the modules or blocks. To achieve the attainment level required for the Award of HRODC Postgraduate Diploma in Communication and Information Management, delegates should achieve a minimum of 50% pass in at least 70% of the modules. Module one will be treated as a double-unit and assessed in 2-parts, while module 3

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will be regarded as 4 units, assessed in 4 distinct parts. There are, therefore 10 units, for assessment purpose, requiring at least a pass in 7 units, at 50% or higher. The assessment will be facilitated by the issuance of bound copies of course guides and course supplement (possibly combined), at the beginning of the training.

Delegates who fail to achieve the requirement for HRODC Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions. Those delegates who fail to achieve the 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. All seminar guides and course guides will indicate which activities will count towards HRODC Diploma.

### **Title Examples of HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate**

HRODC Postgraduate Diploma Course or Seminar Titles include: *HRODC Postgraduate Diploma in Human Resource Management; HRODC Postgraduate Diploma in Comprehensive Human Resource Management; HRODC Postgraduate Diploma in Executive Management; HRODC Postgraduate Diploma in Comprehensive Real Estate Management; HRODC Postgraduate Diploma in Women in Management; HRODC postgraduate Diploma in Comprehensive Project Management; HRODC Postgraduate Diploma in Communication and Information Management.*

HRODC Diploma – Postgraduate - Course or Seminar Titles include: *HRODC Diploma - Postgraduate - in Financial Risk Management; HRODC Diploma - Postgraduate - in Judging Economic and Financial Crimes; HRODC Diploma - Postgraduate - in UK Legal System: Court Organisation and Management; HRODC Diploma - Postgraduate - in Organisational Change Management; HRODC Diploma - Postgraduate - in Client Or Customer Care; Leading to HRODC Diploma - Postgraduate - in Trainer Training: Training for Trainers; HRODC Diploma - Postgraduate - in Worker Motivation; HRODC Diploma - Postgraduate - in*

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*Employee Resourcing; Recruitment and Selection; HRODC Diploma - Postgraduate - in Diversity Management; HRODC Diploma - Postgraduate - in Research Project Management; HRODC Diploma - Postgraduate - in Anti-Dumping and Anti-Subsidy; HRODC Diploma - Postgraduate - in Internal Audit; HRODC Diploma - Postgraduate - in Fundamentals of Automotive Industry; HRODC Diploma - Postgraduate - in Advanced Project Management; HRODC Diploma - Postgraduate - in Productivity Improvement; HRODC Diploma - Postgraduate - in Introduction to Real Estate Management; HRODC Diploma - Postgraduate - in Conveyancing and Property Valuation; HRODC Diploma - Postgraduate - in UK Employment Law; HRODC Diploma - Postgraduate - in UK Consumer Law; HRODC Diploma - Postgraduate - in ISO 9000 Quality Systems; HRODC Diploma - Postgraduate - in Modern Quality Systems; HRODC Diploma - Postgraduate - in Modern Quality Systems and ISO 9000; HRODC Diploma - Postgraduate - in Personnel and Occupational Testing; HRODC Diploma - Postgraduate - in Personnel and Occupational Test Questionnaire Design and Results Analysis; HRODC Diploma - Postgraduate - in Information, Risk and Security Management; HRODC Diploma - Postgraduate - in Executive Leadership and High Performance Team Management; HRODC Diploma - Postgraduate - in Organisational Design: Structuring and Restructuring Organisations; HRODC Diploma - Postgraduate - in Investment Projects in Industrial Sector; HRODC Diploma - Postgraduate - in Industrial Investment Performance Evaluation; HRODC Diploma - Postgraduate - in Strategic Management and Project Management; HRODC Diploma - Postgraduate - in Fundamentals in Oil and Gas Accounting; HRODC Diploma - Postgraduate - in Advanced Financial Accounting; HRODC Diploma - Postgraduate - in Advanced Cost Management; HRODC Diploma - Postgraduate - in Assessing Parenting Capability and Children's Need; and Recording & Report Writing For Social Service; HRODC Diploma - Postgraduate - in Strategic Management and Strategic Cost Management; HRODC Diploma - Postgraduate - in Strategic Management Accounting; HRODC Postgraduate Diploma - Postgraduate - in Advanced Budgeting; HRODC Diploma in Fundamentals of Air Cargo.*

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## HRODC Postgraduate Diploma Typology

HRODC would like to initiate and maintain a typology that will distinguish between its 3 main categories of Postgraduate Diploma:

1. HRODC General Postgraduate Diploma
2. HRODC Specialist Postgraduate Diploma
3. HRODC Cumulative Postgraduate Diploma

HRODC General Postgraduate Diploma refers to the Postgraduate Diploma, which consists of generic courses, taken within a three-year period. HRODC Specialist Postgraduate Diploma must be construed to mean a Postgraduate Diploma that consists of related courses. These include: *HRODC Postgraduate Diploma in Human Resource Management; HRODC Postgraduate Diploma in Comprehensive Human Resource Management; HRODC Postgraduate Diploma in Executive Management; HRODC Postgraduate Diploma in Comprehensive Real Estate Management; HRODC Postgraduate Diploma in Women in Management; HRODC Postgraduate Diploma in Comprehensive Project Management; HRODC Postgraduate Diploma in Communication and Information Management.*

HRODC Cumulative Postgraduate Diploma relates to a Diploma that is granted through the addition of courses taken at intervals over a 3-year period. This type of Postgraduate Diploma might include both General and Specialist groupings. The requirement incorporates the '180-HourRule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study.

## HRODC's Quality Assurance

The 50% minimum attainment requirement for the HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate - is an attestation to our concern for quality and exceptional performance. This 'standard' is in line with most British Universities, some having recently moved away from their traditional 40% attainment requirement. One of the several ways in which HRODC assures academic and professional quality

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is to ensure that most of its consultants hold a PHD in the their areas of specialism. The lowest qualification of any consultant at HRODC is an MA and, or, MSc. These qualifications are in addition to relevant experience and continuous development. While most applicants to HRODC Postgraduate Diploma and HRODC Diploma - Postgraduate - Programmes are holders of Undergraduate and Postgraduate Degrees, some being Professors of internationally renowned Universities, others do not hold a degree but have substantial work and life experience to excel in the courses. In addition, HRODC has instituted the '180-HourRule', wherein a delegate should accumulate at least 180 study-hours, in order to qualify for a Postgraduate Diploma. This requirement includes a minimum of 120 hours Direct Lecturer Contact and a minimum of 60 hours supervised or self-directed study. Specialist Diploma such as the HRODC 'Postgraduate Diploma in Executive Management' consists of 540 hours.

**In addition to the above, HRODC has incorporated the following additional Quality measures in its Postgraduate Degree Programme – These can also be found in the document *Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes***

1. The length of the Dissertation will be between 15,000 and 20,000 words. Higher or lower limits can only be accepted through special dispensation, tabled through their Dissertation Tutor;
2. Delegates will be assigned one Main Dissertation Supervisor, for formal tuition, and a Dissertation Mentor, who will provide them with informal advice, in conjunction with their Main Dissertation Supervisor;
3. Delegates' Viva Voce, or Oral, Examination will be conducted within 3 months of the submission of their Dissertation;
4. The Dissertation Examination will be conducted by an External and an Internal Examiner;
5. The External Examiner will be drawn from a recognized University and will be an Academic in the Discipline, who is not otherwise associated with HRODC;
6. The Internal Supervisor will be an HRODC Tutor, who is neither Delegates' Main Dissertation Supervisor or their Dissertation Mentor;

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7. The submission date of a Masters Dissertation is expected to be within 12 calendar months of their initial registration for the Degree but can be extended, on application, to a period not exceeding 24 months;
8. In the event that Delegates were not successful on the first attempt, they will be given the opportunity to make minor amendment to, or revise, their Dissertation, with the guidance of their Dissertation Supervisors.

### Some Locations of HRODC's Seminars or Public Courses

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Prof. Dr. R. B. Crawford - Director HRODC Training Institute

PhD (London), MEd.M. (Bath), Adv. Dip. Ed. (Bristol), PGCIS (TVU), ITC (UWI), MAAM, MAOM, LESAN, MISGS. Visiting Prof. P.U.P.

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