

HRODC Training Institute



Information, Risk, Security and Crisis Management Course or Seminar

On-Line Postgraduate Programme

Leading to

**DIPLOMA - POSTGRADUATE IN
Information, Risk and Security Management**

Accumulating to A Masters Degree

MA – MBA – MSc

P. 1

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

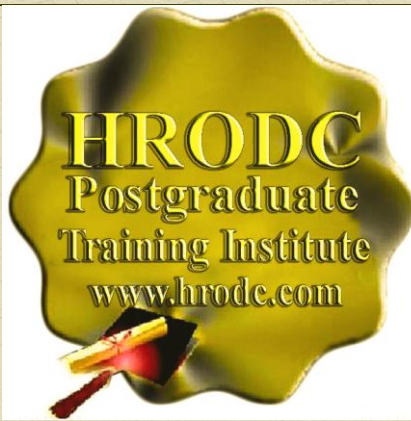
HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses



122A Bhylls Lane,
Wolverhampton, WV3 8DZ, UK
Telephone: +44 (0) 1902 763 607
+44 (0) 1902 569133
Mobile: +44 (0) 7736 147507
E-mail: institute@hrodc.com
reception@hrodc.com
Websites: (1) <http://www.hrodc.com>
(2) <http://hrodc-business-products-and-services.com>



328 Linen Hall,
162-168 Regent Street,
London. W1B 5TD, UK
Tel: +44 (0) 20 84809628
Mobile: +44 (0) 7736 147507
E-mail: institute@hrodc.com
reception@hrodc.com
Websites: (1) <http://www.hrodc.com>
(2) <http://hrodc-business-products-and-services.com>

HRODC Training Institute

Information, Risk, Security and Crisis Management Course or Seminar

On-Line Postgraduate Programme

Leading to

**DIPLOMA - POSTGRADUATE IN
Information, Risk and Security Management**

Accumulating to A Masters Degree

MA – MBA – MSc

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 for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can it be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>; Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Government Training and Learning Directories.

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 for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can it be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses

COURSE PRESENTER:

Prof. Dr. R. B. Crawford

- ◆ PhD (London),
- ◆ MEd. M. (Bath),
- ◆ Adv. Dip. Ed. (Bristol),
- ◆ PGCIS (TVU),
- ◆ MISGS
- ◆ MAAM,
- ◆ MAOM,
- ◆ LESAN,
- ◆ Visiting Professor PUP
- ◆ ITC (UWI),

Duration: Approximately 6 months

COST of 5-day converted to on-line:

- ❖ **£2,010.00 + V.A.T. For UK Students**
- ❖ **£2,278.00 + 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 1st Registration.



For whom Designed

This course is designed for:

- ◆ Managers, executives and those responsible for dealing with risk management in their organisation.
- ◆ All risk managers working in commercial, industrial, consultancy, charitable or public sector organisations
- ◆ Newly qualified graduates wishing to develop their understanding and knowledge, of the risk management profession and gain further qualification in recognition of this
- ◆ Risk management professionals who have the desire to become future risk managers
- ◆ Insurance Practitioners
- ◆ Corporate governance, experts, and practitioners
- ◆ Auditors
- ◆ Occupational health practitioners
- ◆ Safety Officers
- ◆ Security Officials
- ◆ Treasury workers
- ◆ Actuarial and banking professionals
- ◆ Project management experts
- ◆ Health care professionals
- ◆ Compliance officers
- ◆ Surveying engineers
- ◆ Risk engineering
- ◆ Those with a general interest in risk and risk management issues

Information, Risk, Security and Crisis Management

Seminar or Public Course

Course Objectives

At the conclusion of the specified learning and development activities included in this course, delegates will be able to:

- ◆ Demonstrate an understanding of the 'risk context'
- ◆ Demonstrate an understanding of the variety of disciplines to which risk management is applied
- ◆ Develop an Information Security Policy and Identify their Organisation's Key Information Assets.
- ◆ Formulate effective risk statements
- ◆ Provide risk examples, distinguishing them from non-risk examples
- ◆ Distinguish between continuous risk management and non-continuous risk management
 - ▣ Demonstrate an Understanding of risk in organisations,
- ◆ Exhibit an understanding of potential sources, impacts and consequences of risk

P. 5

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses

- Exhibit their ability to identify and analyse risk in their organisations
- Evaluate likely risks and consequences within and outside a organisational context
- Develop strategies and approaches to manage risk in organisations
- ◆ Develop a risk management plan
- ◆ Implement risk management plans
 - Assess the options for accommodating risks
- ◆ Prioritise risk management efforts
- ◆ Demonstrate a heightened understanding of crisis management
- ◆ Illustrate the salient steps that they would take towards continuity management and disaster recovery, in the context of a national disaster
- ◆ Demonstrate their skills at contingency planning in organisational and national contexts
- ◆ Determine the most expedient approach that they would follow to ensure that continuity management is effected, within an organisational and national contexts
- ◆ Exhibit their esteemed confidence in their ability to function effectively in business continuity management
- ◆ Contextualise the importance of logistics in recovery planning
- ◆ Exhibit a fundamental understanding in BS 25999: Business Continuity Management
- ◆ Apply newly learnt risk management techniques to their workplace
- ◆ Explain the purpose of an Information Security Management System (ISMS) and explain the processes involved in establishing, implementing, operating and monitoring, reviewing and improving an ISMS as defined in BS 7799-2:2002, including the significance of these for ISMS auditors;
- ◆ Explain the purpose, content and interrelationship of BS 7799-2:2002, ISO/IEC 17799 and ISO 19011, ISO/IEC TR 13335 Parts 3 and 4 (GNITS), EA 7/03 and the legislative framework relevant to an ISMS;
- ◆ Internalise the role of an auditor to plan, conduct report and follow up an ISMS audit in accordance with ISO 19011;
- ◆ Interpret the requirements of BS 7799-2:2002 and EA 7/03 in the context of an ISMS audit;
- ◆ Demonstrate their ability to plan, conduct, report and follow up an audit in accordance with ISO 19011.
- ◆ Internalise the relationship between Information and National Security
- ◆ Conceptualise Information as ‘Secret’
- ◆ Argue the case for and against Information Moratorium
- ◆ Determine the relationship between information confidentiality and risk management
- ◆ Suggest the different ways in which information might be use by organisations and governments as a ‘control mechanism’
- ◆ Determine implications of the *Information Act* for Internal Security
- ◆ Evaluate the ‘reality’ of *Data Protection Act 1998* in a Security Conscious Society



- ◆ Debate the extent to which the *Freedom of information Act* facilitates or impinges on National Security

Information, Risk, Security and Crisis Management

Seminar or Public Course

Course Contents, Concepts and Issues

+ Understanding Risk and Risk Management

- ◆ Defining risk
- ◆ Contextualising Risk
- ◆ Formulating Risks Statements
- ◆ Risk Examples
- ◆ Non-Risk Examples
- ◆ Proposal Risk
- ◆ Performance Risk
- ◆ Management's perception and calculation of risk
- ◆ Risk probability and improbability
- ◆ The traditional 'number line' and traditional risk management calculation
- ◆ 'Risk-Improbability Scale Or Continuum'
- ◆ Understanding risk in organisations
- ◆ Analyzing and identifying risk in organisations
- ◆ Developing strategies and approaches to treat and manage risk
- ◆ What is Risk Management?
- ◆ Continuous Risk Management Example
- ◆ Non-Continuous Risk Management Example
- ◆ Evaluating likely risks and consequences
- ◆ Assessing the options for accommodating risks
- ◆ Prioritising risk management efforts
- ◆ Developing risk management plans
- ◆ Authorising the implementation of risk management plans
- ◆ The context of risk management in organisations

P. 7

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses

- ◆ The link between Risk Management and Governance arrangements
- ◆ Risk Management Standards
- ◆ The differing levels of risk within an organisation, business risk, project risk and process risk
- ◆ Developing criteria for determining acceptable levels or residual risk

+ **Crisis Management: Security and Natural Disaster Recovery**

- ◆ Contingency Planning
- ◆ Continuity Management and Disaster Recovery
- ◆ Recovery Planning
- ◆ Recovery Planning and Logistics
- ◆ Business Continuity Management
- ◆ Introduction to BS 25999: Business Continuity Management
- ◆ Business Recovery Management

+ **Information Security Management**

- ◆ Defining Information Security Management System
- ◆ Types of Information Security
- ◆ Physical Controls
- ◆ Purpose of Information Security
- ◆ *Threats to Confidentiality-Confidentiality*
- ◆ Personnel security
- ◆ Risk Management in Organisation; A Systems Perspective
- ◆ The Self-hack Audit
- ◆ Information Security Policy –
- ◆ Organisational Information as assets and resources
- ◆ The role of the Information Security Management System (ISMS) auditor
- ◆ The Auditor's plan
- ◆ The Auditor's report
- ◆ Asset classification and control
- ◆ Personnel security



- ◆ Physical and environmental security
- ◆ Communications and operations management
- ◆ Access control
- ◆ Systems development and maintenance
- ◆ Business continuity management
- ◆ Information security compliance
- ◆ Information security – confidentiality
- ◆ Understanding an organisation’s information as assets and resources
- ◆ Asset classification and control

+ **BS 7799-2:2002 Specification for Information Security**

- ◆ The BS7799 / BS7799 Security Standard
- ◆ Explaining BS 7799-2:2002
- ◆ Requirements of BS 7799 – 2:2002 and EA 7-03 in the context of Information Security Management Systems Audit
- ◆ The auditor and ISO 190111
- ◆ Complying With BS7799 (ISO 17799)
- ◆ The traditional risk
- ◆ BS 7799 in Europe, Middle East and Africa
- ◆ Introduction to BS 7799 services
- ◆ ISO/IEC 17799 Code of practice for Information Security Management
- ◆ Formulating an information security policy
- ◆ Telecommunication Security: A Self-Hack Audit
- ◆ Objectives Of The Self-Hack Audit

+ **Information Risk Management Issues:**

- ◆ Distinction Between Data And Information
- ◆ Primary And Secondary Data
- ◆ Primary And Secondary Sources Of Information
- ◆ Secondary Sources Of Information



- ◆ Primary Sources Of Information Or Data

+ **Sampling And Its Importance in Information Security Management**

- ◆ Types Of Sampling
 1. Convenience Or Non-Random Samples
 2. Probability Or Random Samples
 3. Simple Random Samples
 4. Stratified Sampling
 5. Multi-Stage Sampling

+ **Information system and organisational effectiveness**

- ◆ Information Systems: Definition
- ◆ Need for constant review of information system
- ◆ Characteristics of an effective information system

+ **Information as Intellectual Capital – Industrial Espionage and Industrial Sabotage**

- ◆ Organisational information and security
- ◆ Protecting an organisation’s intellectual capital
- ◆ Investigating and averting Industrial Espionage
- ◆ Detecting, dealing with and averting industrial sabotage

+ **Information and National Security**

- ◆ Information as ‘Secret’
- ◆ Information Moratorium
- ◆ Information and confidentiality
- ◆ Information as a control mechanism
- ◆ The information Act and its implications for internal security
- ◆ *Data Protection Act 1998: Whose data?*
- ◆ *Freedom of information Act: National Security Provision*



Information, Risk, Security and Crisis Management

Seminar or Public Course

Regulation For HRODC Postgraduate Degrees – MBA, MA, MSc Programmes

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 (Full details in separate document).

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.

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.

P. 11

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate 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 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*

P. 12

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses

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 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.



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-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.

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 is to ensure that most of its consultants hold a PHD in their areas of specialism. The lowest qualification of any consultant at HRODC is an MA and, or, MSc.

P. 14

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses

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;
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

These seminars are scheduled to be delivered in international locations including Munich Germany, Durban South Africa, Johannesburg South Africa, Malta, Hong Kong, Muscat Oman, Kuwait City Kuwait, Brunei Darussalam, Kuala Lumpur Malaysia, Lagos Nigeria, Abuja Nigeria, Manila Philippines, Katmandu Nepal, Mumbai India, Damascus Syria, Port Louis Mauritius, Jeddah, Saudi Arabia, Riyadh Saudi Arabia, Dubai UAE, United Arab Emirates, Paris France, Rome Italy, Athens Greece, Albania, Kazakhstan, Tajikistan, St. Petersburg Russia, Toronto Canada, New York USA, Caracas Venezuela, Algiers Algeria, Cairo Egypt, Kingston Jamaica, Tripoli Libya, Harare Zimbabwe, Brussels Belgium, Monrovia Liberia, Tamilnadu India, Nairobi, Kenya.

Course Admission and Registration:

As an Award-bearing Postgraduate Course, it is essential that we assess the aptitude of our potential participants. We, would, therefore appreciate if you might complete our standard Postgraduate Application Form, which is available on request (please see our contact details above), or downloadable from:

http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm

If your previous qualifications and experience are in line with our admission criteria, you will be sent an official notification of your admission to the course or courses for which you have applied, along with a Performa invoice, for the payment of the relevant fees. You will then be duly registered for the course/s as soon as we have received your payment.

Terms and Conditions

HRODC Policy Terms and Conditions are Available for viewing at:

<http://www.hrodc.com/COSTS.htm>

Or Downloaded, at:

http://www.hrodc.com/Brochure_Download_Centre.Company_Brochures_Seminar_Brochures_Seminar_Schedule.htm

Professor Dr. R. B. Crawford – Director HRODC Training Institute.

P. 16

HRODC Postgraduate Training Institute is a Division of HRODC Ltd. Registered in England No. 6088763. V.A.T. Reg. No. 895876538

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.

HRODC Postgraduate Training Institute is Registered with the UK Register of Learning Providers (UKRLP), of the Department for Innovation, Universities and Skills (DIUS). Its Registration Number is: 10019585 and can be Verified at: <http://www.ukrlp.co.uk/> and <http://www.learning-directory.co.uk>. It is Listed in Skills Active: <http://www.skillsactive.com/careers>; Careers Advice: <http://careersadvice.direct.gov.uk>;



Direct Gov: <http://careersadvice.direct.gov.uk>; Hotcourses: www.hotcourses.com; Employer Guide to Training: www.educationuk.org; Learning Bank: <http://www.learning-bank.co.uk/>; Yorkshire & Humberside LSC Website: <http://www.yhtap.com/>; WM Learning Directory: <http://www.wmld.org> and other Govt. Training and Learning Directories. It offers Full-Time, On-Line & Intensive Postgraduate Courses