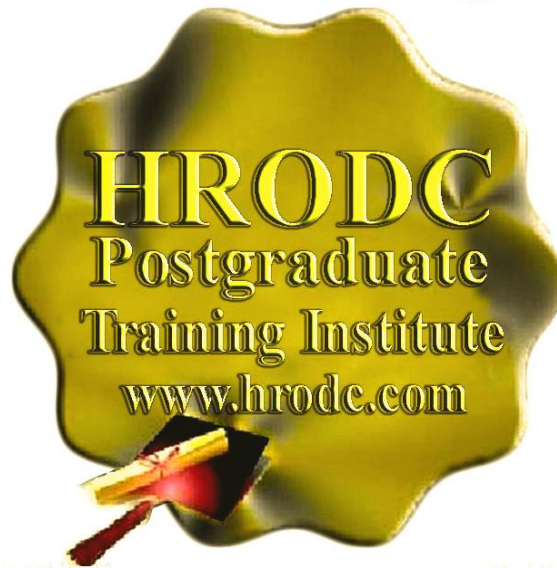


# HRODC Training Institute



## Course # 26

### On-Line Postgraduate Programme

### Modern Quality Systems and ISO 9000

### Course or Seminar

### Leading To

### DIPLOMA - POSTGRADUATE IN ISO 9000 and Modern Quality Systems

### Progressing To a Masters Degree

## MBA – MSc – MA

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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) <a href="http://www.hrodc.com">http://www.hrodc.com</a> (2) <a href="http://hrodc-business-products-and-services.com">http://hrodc-business-products-and-services.com</a>		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) <a href="http://www.hrodc.com">http://www.hrodc.com</a> (2) <a href="http://hrodc-business-products-and-services.com">http://hrodc-business-products-and-services.com</a>
<b>HRODC Training Institute</b>		

<b>Course # 26</b>
<b>On-Line Postgraduate Programme</b>
<b>Modern Quality Systems and ISO 9000</b>
<b>Course or Seminar</b>
<b>Leading To</b>
<b>DIPLOMA - POSTGRADUATE IN</b>
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<b>Progressing To a Masters Degree</b>
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## COURSE CO-ORDINATOR:

### 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

**Typical Course Duration:** 6 Months

### COST:

- **£2,814.00** + V.A.T. For UK Students
- **£3,283.00** + 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.

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## Objectives

**By the conclusion of the specific learning activities, delegates will be able to:**

1. Demonstrate their appreciation for consumer and client demand for quality
2. Demonstrate their awareness of consumers' increasing quality consciousness
3. Exhibit an understanding of the role of Quality Systems in:
  - a. Creating a positive organizational image
  - b. Lowering operational costs
  - c. Reducing or averting product or service liability litigation
4. Demonstrate their understanding of 'Modern Control Systems'
5. Determine the place of mutual adjustment, as a co-ordinating mechanism within specific organizational settings – determined by their sizes and stages of development, and work process
6. Determine how management information systems support organizational control
7. Determine the cybernetic value of computerized information system in general organizational functioning and specifically management control system
8. Evaluate the impact of a haphazard management accounting system on the overall organizational control mechanism
9. Explain the import conversion export process
10. Apply the concept of equifinality in organizational control
11. Indicate when managerial control should be relaxed, to facilitate organisational development, quality improvement and continuous professional development
12. Establish quality objectives
13. State quality objectives as precisely as possible
14. Set quality objectives in relation to other organizational objectives
15. Relate objectives to specific actions, whenever necessary
16. Pinpoint expected results
17. Specify when goals are expected to be achieved
18. Distinguish between strategic, tactical and operational quality objectives
19. Establish a 'quality-throughput accounting balance'
20. Demonstrate how a continuous improvement strategy might be designed and implemented

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21. Illustrate how just-in-time system works in practice
  22. Establish the difference in 'push' and 'pull' between Just-In-Time (JIT) System and Material Requirement Planning (MRP)
  23. Demonstrate their understanding of the fundamental differences between JIT and MRP
  24. Demonstrate the quality benefits of JIT vs. MRP
  25. Indicate the quality issues involved in JIT and MRP
  26. Exhibit Their understanding of the Sourcing strategies, which are necessarily employed in JIT and MRP
  27. Demonstrate their ability to circumvent problems posed by Single Sourcing
  28. Exhibit their understanding of the fundamental tenets of Total Quality Management (TQM)
  29. Evaluate the standards proposed by internationally acclaimed quality protagonists, such as:
    - a. Philip B. Crosby,
    - b. W. Edwards Deming,
    - c. Joseph M. Juran,
    - d. Shigeo Shingo, and
    - e. Armand V. Eeigenbaum
- 
1. Exhibit an understanding of the structure of ISO, as an organization
  2. Explain ISO code of ethics
  3. Explain the benefits of ISO to organizations
  4. Identify the hallmarks of the ISO as a brand
  5. Explain ISO's contribution to world trade
  6. Recognize ISO standards
  7. Determine the elements that constitute the ISO 9000 family
  8. Explain at least five of the eight ISO quality principles
  9. Name the constituents of ISO 9000:2000 series
  10. Demonstrate a significant grasp of the ISO 9000 quality standards, as it pertains to different industry sectors
  11. Explain the background to the international working group agreement – IWA 1:2001 and IWA 1:2005, as it pertains to health service organisations
  12. Explain the ISO/TS 29001:2003 as it pertains to petroleum petrochemical and natural gas industrial sectors
  13. Explain at least 10 ISO 9000 standards, linking them to their specific standards parameter

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14. Determine the relationship between performance management and quality improvement in public sector organizations
15. Explain how ISO certification might be achieved
16. Exhibit an understanding of the marketing opportunity that ISO certification represents
17. Demonstrate their ability to undertake operation and production planning
18. Exhibit an understanding of Perfect Production or zero defect pragmatism
19. Relate fundamentals of process control to general organisational settings
20. Devise and use process control charts
21. Explain the Inspection and Test Procedure in process control
22. Deciding on the most appropriate sampling technique that support in operational process control
23. Take remedial action to rectifying non-conformance process
24. Undertake self-Inspection, using appropriate pre-assessment process and procedure
25. Explain the ISO 14000 Series
26. Explain the principles of the ISO 14000-Guide to Environmental Management Principles, Systems and Supporting Techniques
27. Explain the principles of the ISO 14001 -Environmental Management Systems - Specification with Guidance for Use
28. Explain the principles of the ISO 14010 -Guidelines for Environmental Auditing - General Principles of Environmental Auditing
29. Exhibit an understanding of ISO 14011-Guidelines for Environmental Auditing - Audit Procedures-Part 1: Auditing of Environmental Management Systems
30. Explain the principles ISO 14012-Guidelines for Environmental Auditing - Qualification Criteria for Environmental Auditors
31. Exhibit an understanding of ISO 14013/15-Guidelines for Environmental Auditing - Audit Programmes, Reviews & Assessments
32. Explain the principles ISO 14020/23-Environmental Labeling
33. Explain key points in ISO 14024-Environmental Labeling - Practitioner Programs - Guiding Principles, Practices and Certification Procedures of Multiple Criteria Programs
34. Relate the ISO 14031/32-Guidelines on Environmental Performance Evaluation to general performance management
35. Relate ISO 14040/43-Life Cycle Assessment General Principles and Practices to product and service life cycles
36. Demonstrate an understanding of the ISO 14050-Glossary
37. Make a critical assessment of ISO 14060-Guide for the Inclusion of Environmental Aspects in Product Standards
38. Name the general ISO 14000 Standards
39. Relate the ISO/IEC Guide 66:1999-General requirements for bodies operating assessment and certification/registration of environmental management systems (EMS) to their current organizational practices
40. Explain the ISO 14001:1996-Environmental management systems -- Specification with guidance for use

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41. Demonstrate an understanding of ISO 14001:2004-Environmental management systems' general requirements
42. Explain how ISO/TR 14062:2002-Environmental management -- Integrating environmental aspects into product design and development - might be practicalized in at least one industrial sub sector
43. Give at least 2 examples of how ISO 19011:2002-Guidelines for quality and/or environmental management systems auditing - might be incorporated in their organisational or departmental training programme
44. Exhibit an understanding of at least six additional ISO Standards

## Course Contents, Concepts and Issues

1. Quality: A Definition
2. Clients' Quality Consciousness
3. The Law And Development of Quality Assurance
4. Using quality as a tool to:
  - a. Create a positive organizational image
  - b. Lower operational costs

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c. Reduce or avert product or service liability litigation

5. Modern control systems
6. Management Information System
7. Computerised Information systems
8. Information speed
9. Information retrieval
10. Management accounting system
11. The Import- conversion –export process
12. The import process
13. The conversion process
14. The export process
15. Operational control system
16. Service operation
17. Process scheduling
18. Loading
19. Sequencing
20. Detailed scheduling
21. Inventory control
22. Cost control
23. Quality control
24. Controlling utilisation of organisational resources
25. Co-ordinating as a control mechanism
26. Mutual adjustment
27. Direct supervision
28. Standardisation of work process
29. Standardisation of input-skills, knowledge and attitudes
30. Standardisation of output
31. Organisational structure as a control function
32. Communication dissemination
33. Decision making involvement
34. The 'IN' inventory

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35. The 'OUT' inventory
36. The 'JIT' inventory system
37. The KANBAN System
38. Establishing quality objectives
39. Stating precise objective
40. Setting quality objectives in relation to other organisational objectives
41. Relating objectives to specific actions
42. Pinpointing expected results
43. Specifying when goals are expected to be achieved
44. Distinguishing between strategic, tactical and operational quality objectives
45. Establishing a 'quality-throughput accounting balance'
46. Continuous Improvement Programme
47. Just-In-Time (JIT) Compared With Material Requirements Planning (MRP)
48. JIT Vs MRP: Component & Material Sourcing Strategy
49. The quality benefits of JIT vs. MRP
50. The quality issues involved in JIT and MRP
51. Kaizen Or Continuous Improvement
52. Quality Benchmarking
53. Guidelines for achieving quality:
  - a. Philip B. Crosby,
  - b. W. Edwards Deming,
  - c. Joseph M. Juran,
  - d. Shigeo Shingo,
  - e. Armand V. Eeigenbaum
1. What is the International Organisation for Standardization (ISO)
2. ISO Structure
3. ISO Code of Ethics
4. What 'international standardization' means
5. How ISO standards benefit society
6. The hallmarks of the ISO brand
7. ISO and world trade
8. The ISO 9000 Family
9. Objectives of ISO 9000
10. The clients or customers' quality requirements

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11. General Regulatory Quality Requirements
12. Enhancing client and customer satisfaction,
13. Towards Continuous Quality Improvement
14. ISO Quality Principles
  - a. Principle 1 Client or Customer focus
  - b. Principle 2 Leadership
  - c. Principle 3 Involvement of people
  - d. Principle 4 Process approach
  - e. Principle 5 Systems approach
  - f. Principle 6 Continuous improvement
  - g. Principle 7 Factual approach to decision making
  - h. Principle 8 Mutually beneficial supplier relationships
15. The ISO 9000:2000 series
  - a. ISO 9000:2005 Quality systems - Fundamentals and vocabulary
  - b. ISO 9001:2000 Quality systems – Requirements
  - c. ISO 9004:2000 Quality systems - Guidelines for performance improvements
  - d. ISO 19011:2002 Guidelines for quality and/or environmental systems auditing
16. The ISO 9000 Quality Standards
17. IWA 1:2001 to IWA 1:2005 (International Workshop Agreement) - Guidelines for process improvements in health service organizations
18. IWA 2:2003-Quality systems - Guidelines for the application of ISO 9001:2000 in education
19. IWA 4:2005-Quality systems -- Guidelines for the application of ISO 9001:2000 in local government
20. ISO Guide 34:2000-General requirements for the competence of reference material producers
21. ISO Guide 34:2000/Cor 1:2003-
22. ISO 9000:2005-Quality management systems -- Fundamentals and vocabulary
23. ISO 9001:2000-Quality management systems -- Requirements
24. ISO 9004:2000-Quality management systems -- Guidelines for performance improvements
25. ISO 10002:2004-Quality management -- Customer satisfaction -- Guidelines for complaints handling in organizations
26. ISO 10005:2005-Quality management systems -- Guidelines for quality plans
27. ISO 10006:2003-Quality management systems -- Guidelines for quality management in projects
28. ISO 10007:2003-Quality management systems -- Guidelines for configuration management SO 10012:2003-Measurement management systems -- Requirements for measurement processes and measuring equipment
29. ISO/TR 10013:2001-Guidelines for quality management system documentation
30. ISO/TR 10014:1998-Guidelines for managing the economics of quality
31. ISO 10015:1999-Quality management -- Guidelines for training
32. ISO/TR 10017:2003-Guidance on statistical techniques for ISO 9001:2000

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33. ISO 10019:2005-Guidelines for the selection of quality management system consultants and use of their services
34. ISO/TR 13352:1997-Guidelines for interpretation of ISO 9000 series for application within the iron ore industry
35. ISO 13485:1996-Quality systems -- Medical devices -- Particular requirements for the application of ISO 9001
36. ISO 13485:2003-Medical devices -- Quality management systems -- Requirements for regulatory purposes
37. ISO 13488:1996-Quality systems -- Medical devices -- Particular requirements for the application of ISO 9002
38. ISO 14964:2000-Mechanical vibration and shock -- Vibration of stationary structures -- Specific requirements for quality management in measurement and evaluation of vibration
39. ISO/TR 14969:2004-Medical devices -- Quality management systems -- Guidance on the application of ISO 13485: 2003
40. ISO 15161:2001-Guidelines on the application of ISO 9001:2000 for the food and drink industry
41. ISO 15189:2003-Medical laboratories -- Particular requirements for quality and competence
42. ISO/TS 16949:2002-Quality management systems -- Particular requirements for the application of ISO 9001:2000 for automotive production and relevant service part organizations
43. ISO 19011:2002-Guidelines for quality and/or environmental management systems auditing
44. ISO/TS 19218:2005-Medical devices -- Coding structure for adverse event type and cause
45. ISO 22870:2006-Point-of-care testing (POCT) -- Requirements for quality and competence
46. ISO/TS 29001:2003-Petroleum, petrochemical and natural gas industries -- Sector-specific quality management systems -- Requirements for product and service supply organizations
47. ISO/IEC 90003:2004-Software engineering -- Guidelines for the application of ISO 9001:2000 to computer software
48. ISO 9001:2000 Goals
49. Identifying goals
50. Identifying role expectations
51. Applying the ISO 9000 family of standards in your organisation.
52. Establish your current status, determine the gaps between your quality management system and the requirements of ISO 9001:2000
53. Determine the processes that are needed to supply products to your customers or clients
54. Developing a plan to close the gaps in the processes
55. Carrying out your plan
56. Undergoing periodic internal assessment
57. Demonstrating organisational or departmental conformity to quality standards
58. Importance of conformity assessment

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59. Undergoing independent audit
60. Continuous organisational or business improvement
61. Maintaining the benefits and continuous improvement
62. ISO Certification
63. Publicising ISO Certification
64. Preparing for the ISO Certification assessment
65. Maintaining Certification
66. Performance Management as a Quality Instrument
67. Operation and production planning
68. Perfect Production or zero defect pragmatism
69. Fundamentals of process control
70. Devising and using process control charts
71. Inspection and Test Procedure in process control
72. Sampling and Statistics in operational process control
73. Remedial action: Rectifying non-conformance process
74. Self-Inspection: Pre-assessment process and procedure
75. The ISO 14000 Series
76. ISO 14000-Guide to Environmental Management Principles, Systems and Supporting Techniques
77. ISO 14001 -Environmental Management Systems - Specification with Guidance for Use
78. ISO 14010 -Guidelines for Environmental Auditing - General Principles of Environmental Auditing
79. ISO 14011-Guidelines for Environmental Auditing - Audit Procedures-Part 1: Auditing of Environmental Management Systems
80. ISO 14012-Guidelines for Environmental Auditing - Qualification Criteria for Environmental Auditors
81. ISO 14013/15-Guidelines for Environmental Auditing - Audit Programmes, Reviews & Assessments
82. ISO 14020/23-Environmental Labeling
83. ISO 14024-Environmental Labeling - Practitioner Programs - Guiding Principles, Practices and Certification Procedures of Multiple Criteria Programs
84. ISO 14031/32-Guidelines on Environmental Performance Evaluation
85. ISO 14040/43-Life Cycle Assessment General Principles and Practices
86. ISO 14050-Glossary
87. ISO 14060-Guide for the Inclusion of Environmental Aspects in Product Standards
88. ISO 14000 Standards
89. ISO/IEC Guide 66:1999-General requirements for bodies operating assessment and certification/registration of environmental management systems (EMS)
90. ISO 14001:1996-Environmental management systems -- Specification with guidance for use
91. ISO 14001:2004-Environmental management systems -- Requirements with guidance for use

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92. ISO 14004:2004-Environmental management systems -- General guidelines on principles, systems and support techniques
93. ISO 14015:2001-Environmental management -- Environmental assessment of sites and organizations (EASO)
94. ISO 14031:1999-Environmental management -- Environmental performance evaluation -- Guidelines
95. ISO/TR 14032:1999-Environmental management -- Examples of environmental performance evaluation (EPE)
96. ISO 14040:1997-Environmental management -- Life cycle assessment -- Principles and framework
97. ISO 14041:1998-Environmental management -- Life cycle assessment -- Goal and scope definition and inventory analysis
98. ISO 14042:2000-Environmental management -- Life cycle assessment -- Life cycle impact assessment
99. ISO 14043:2000-Environmental management -- Life cycle assessment -- Life cycle interpretation
100. ISO/TR 14047:2003-Environmental management -- Life cycle impact assessment -- Examples of application of ISO 14042
101. ISO/TR 14049:2000-Environmental management -- Life cycle assessment -- Examples of application of ISO 14041 to goal and scope definition and inventory analysis
102. ISO 14050:2002-Environmental management -- Vocabulary
103. ISO/TR 14062:2002-Environmental management -- Integrating environmental aspects into product design and development
104. ISO 19011:2002-Guidelines for quality and/or environmental management systems auditing.



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## On-line Postgraduate Application, Admission and Enrolment Procedure

**On-line Postgraduate Enrolment can be done at any time convenient to the student**

### 1. Continuous Registration for Postgraduate Diploma and Masters Degree – MA, MSc, MBA, Executive MBA

Prospective students might register for a Full Postgraduate Diploma or Masters Degree, in the first instance. This will represent a continuous registration, incorporating the different courses, and, or, modules. The duration of a Postgraduate Diploma or Postgraduate Diploma component of a Masters Degree is typically two years but is longer for programmes such as Executive MBA. The procedure outlined below is more appropriate for those studying individual courses.

### 2. Online Application Requirement:

Please send the following documents:

- ✚ Completed Postgraduate Application Form, including a passport sized picture of the applicant
- ✚ Copy of Issue and photo page of your current passport or copy of you National Identity Card, if it has your photograph incorporated.
- ✚ Two recent References, at least one of which should be academic – from your University or College

### 3. What Happens Next?

- ✚ On receipt of all the above documents we will make an assessment of your suitability for the Programme.
- ✚ If you are accepted on the Programme, you will be notified accordingly and sent an Admission and Enrolment Confirmation Letter and Invoice.
- ✚ One week after the receipt of your payment or official notification of your payment, your course tutor will contact you, by e-mail or telephone, welcoming you to the Programme and officially commencing your study.
- ✚ The six months countdown begins with the initial Tutor Contact.

### 4. Subsequent Course Registration

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Once you have registered for one course, subsequent course registration is straightforward

- ✚ When you have notified us, by e-mail, of your intention to register for another course, we will send you your Admission and Enrolment Confirmation Letter and Invoice.
- ✚ One week after the receipt of your payment or official notification of your payment, your course tutor will contact you, by e-mail or telephone, welcoming you to the Programme and officially commencing your study.
- ✚ The six months countdown begins with the initial Tutor Contact.

## 5. Registering for the Masters Degree

- ✚ When you have successfully completed the requirement for the Postgraduate Diploma, you will receive the Award
- ✚ If you intend to proceed to the Masters degree, you need to register for course #7, Research Project: Design, Conduct & Report
- ✚ Close to the completion of this compulsory course, you may register for the Masters Degree
- ✚ Your Masters Degree registration will incorporate a Synopsis or Research Proposal. The groundwork for this would have been addressed by course #7.
- ✚ We will then send you your Admission and Enrolment Confirmation Letter and Invoice.
- ✚ You will be assigned a Dissertation Supervisor and a Dissertation Mentor
- ✚ Your Dissertation Supervisor will have the main responsibility for your work
- ✚ Your Dissertation Mentor will have casual contact with you and resolve any problems that you might be experiencing with your supervision that your Dissertation Supervisor cannot address or that you do not wish to bring to his or her attention
- ✚ One week after the receipt of your payment or official notification of your payment, your Dissertation Supervisor will contact you, by e-mail or telephone, welcoming you to the Programme and officially commencing your study.
- ✚ The two year countdown begins with the initial Supervisor Contact.

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

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

Students 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 6-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.

After the Postgraduate Diploma Stage, students 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

The successful completion of four on-line Postgraduate Courses will lead to the award of HRODC Training Institute's Postgraduate Diploma. Each six month's course, which is successfully completed, will lead to the Institute's Diploma - Postgraduate. The term 'Diploma – Postgraduate' indicates that the course is postgraduate and counts towards a full Postgraduate Diploma

Individual Modules and Blocks of HRODC Postgraduate Diploma can be studied over a 6-year period. All modules or Blocks, in the case of the Postgraduate Diploma in Executive Management, must have been studied, with Students 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

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Information Management, students 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.

Students who fail to achieve the requirement for HRODC Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions. Those students 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 Participation.

### **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 -*

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*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*

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*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 6-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.

### **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.

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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. 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. 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. Students 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. Students' 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 Students' Main Dissertation Supervisor or their Dissertation Mentor;

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

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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 Students 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.

**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](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 Proforma 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.

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