

HRODC Training Institute



Course # 90

On-Line Postgraduate Programme

Oil and Gas Operation For Oil and Gas Non-Technical Staff

Course or Seminar

Leading To

DIPLOMA - POSTGRADUATE IN Oil and Gas Operation

Progressing To a Masters Degree

MBA – MSc – MA


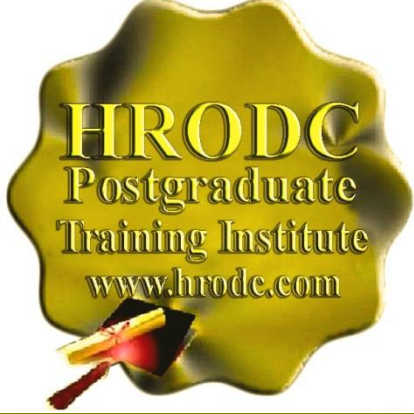

HRODC Postgraduate Training Institute - UKRLP Registration

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Leading To
DIPLOMA - POSTGRADUATE IN
Oil and Gas Operation
Progressing To a Masters Degree
MBA – MSc – MA

COURSE CO-ORDINATOR:

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.

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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:

- **£2,680.00** + VAT For Non-UK Students
- **£2,412.00** + V.A.T. For 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 This Course is Designed

This Course is Specifically Designed for:

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- ✚ Government Ministers,
- ✚ Chief Executives
- ✚ Managing Directors
- ✚ Finance Directors and Managers
- ✚ Financial Controllers
- ✚ Chief Accountants
- ✚ Treasury Officers
- ✚ Asset Accountants
- ✚ Joint Venture Accountants
- ✚ Management Accountants
- ✚ Internal and External Auditors
- ✚ Government Regulators
- ✚ Financial Analysts
- ✚ Public Accountants.
- ✚ Financial Analyst
- ✚ Engineers and Geologist
- ✚ Drilling & Refinery Managers
- ✚ Marketing & Sales Directors & Managers
- ✚ Others with an interest in the Oil and Gas Industry
- ✚ Oil and Gas Safety Officials

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Course Programme For Oil and Gas Operation for Oil and Gas Non-Technical Staff – Incorporating Oil and Gas Safety

General Contents, Concepts and Issues

- ❖ Oil and Gas Conceptual and Contextual Exploration
- ✓ 3-D Seismic
- ✓ 4-D Seismic
- ✓ Abstract of title
- ✓ Acidizing a well
- ✓ AFE (Authorization For Expenditure)
- ✓ Annular space
- ✓ Annulus of a well
- ✓ Anticline
- ✓ API gravity
- ✓ Associate gas
- ✓ Barrel Standard
- ✓ Basement rock
- ✓ BCF (billion cubic feet)
- ✓ Behind pipe
- ✓ Biomass
- ✓ Bleeding core
- ✓ Blind pool
- ✓ Blowout
- ✓ Blowout insurance
- ✓ Blue Sky Law
- ✓ Bonus Money
- ✓ BOP (blowout preventer)
- ✓ Bottom-hole pressure
- ✓ Bottom-hole pump
- ✓ Brent Crude
- ✓ Bridle
- ✓ BS&W - (basic sediment and water)
- ✓ Btu (British thermal unit)
- ✓ Butane
- ✓ Cable drilling
- ✓ CAOF (calculated absolute open flow)
- ✓ Capital Funds
- ✓ Capital asset
- ✓ Capital costs (Oil & Gas Tax Usage)
- ✓ Capital expenditure
- ✓ Capitalization
- ✓ Carried Interest
- ✓ Casing Pipe
- ✓ Casinghead
- ✓ Casinghead gas
- ✓ Casinghead gasoline
- ✓ Cavings Rock
- ✓ Cement
- ✓ Cement squeeze
- ✓ Choke
- ✓ Christmas tree
- ✓ Clean oil
- ✓ CO2 injection

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- ✓ Coal gasification
- ✓ Coal liquefaction
- ✓ Cogeneration
- ✓ Commissions
- ✓ Common carrier
- ✓ Completed well
- ✓ Condensate
- ✓ Confirmation well
- ✓ Connate water
- ✓ Conventional energy sources
- ✓ Conveyance or Conveyancing
- ✓ Core
- ✓ Cracking
- ✓ Crude oil
- ✓ Crude oil equivalent
- ✓ Cuttings
- ✓ Deductions
- ✓ Deed
- ✓ Deepwater port
- ✓ Delay rental
- ✓ Deliverability
- ✓ Development
- ✓ Diesel oil
- ✓ Differential-pressure sticking
- ✓ Directional drilling
- ✓ Distillate
- ✓ Distillate fuel oil
- ✓ Distributor
- ✓ Division Order
- ✓ Domestic production
- ✓ Down hole
- ✓ Downstream
- ✓ Drill bit
- ✓ Drill string
- ✓ Drilling
- ✓ Drilling break
- ✓ Drilling fund
- ✓ Drilling mud
- ✓ Drilling platform
- ✓ Drilling rig
- ✓ Drill stem test
- ✓ Dry hole
- ✓ Dry natural gas
- ✓ Dual completion
- ✓ Due Diligence
- ✓ Economic interest
- ✓ Electrical well logging
- ✓ Ethanol
- ✓ Expenses (Tax Usage)
- ✓ Exploration
- ✓ Exploratory well
- ✓ External casing packer
- ✓ Extraction plant
- ✓ Farm in
- ✓ Farm out agreement
- ✓ Farmer's oil
- ✓ Fault
- ✓ Fault trap
- ✓ Fee lands
- ✓ Feet of pay
- ✓ Field
- ✓ Filter cake

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- ✓ Fishing
- ✓ Fishing tools
- ✓ Five-spot water flood program
- ✓ Flange up
- ✓ Flaring
- ✓ Flooding
- ✓ Flow Through concept
- ✓ Flowing well
- ✓ Formation
- ✓ Fossil fuels
- ✓ Fracturing
- ✓ Front-end costs
- ✓ Fuel oil
- ✓ Gamma-ray logging
- ✓ Gas cap
- ✓ Gas condensate
- ✓ Gas lift
- ✓ Gas-cut mud
- ✓ Gas-oil ratio
- ✓ Gasoline
- ✓ General partner
- ✓ Geophones –
- ✓ Geophysicist
- ✓ Geothermal energy
- ✓ Gravimeter
- ✓ Gross income
- ✓ Groundwater
- ✓ Guaranteed payments
- ✓ Gun perforation
- ✓ Gusher
- ✓ Hang the rods
- ✓ Heating oil
- ✓ Heavy oil
- ✓ Held by production
- ✓ Jones Act
- ✓ History of a well
- ✓ Horizon
- ✓ Horizontal drilling
- ✓ Horsehead
- ✓ Hydraulic fracturing
- ✓ Hydrocarbons
- ✓ Hydrometer
- ✓ Hydrostatic head
- ✓ In situ
- ✓ Independent producer
- ✓ Infill drilling
- ✓ Initial potential
- ✓ Injection well
- ✓ Intangible drilling
- ✓ Investment Tax Credit (ITC)
- ✓ Isopachous map
- ✓ Jack or Unit
- ✓ Jet fuel
- ✓ Jetting
- ✓ Joint
- ✓ Joint Operating Agreement
- ✓ Joint venture
- ✓ Junk basket
- ✓ Kelly bushing
- ✓ Kerogen
- ✓ Kerosene
- ✓ Keyseating

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- ✓ Kick Occurs
- ✓ Lag time
- ✓ Landman
- ✓ Landowner royalty
- ✓ Law of capture
- ✓ Lead lines
- ✓ Lease (Oil and Gas)
- ✓ Lease acquisition costs
- ✓ Lease broker
- ✓ Lease hound
- ✓ Lease offering (lease sale)
- ✓ Lease or Sublease
- ✓ Lifting costs
- ✓ Lignite
- ✓ Limestone
- ✓ Limited partner
- ✓ Limited partnership
- ✓ LNG (liquefied natural gas)
- ✓ Logs
- ✓ Lost circulation
- ✓ LPG (liquefied petroleum gases)
- ✓ Mid-continent crude
- ✓ Midstream or Middle distillates
- ✓ Migration
- ✓ Milling
- ✓ Mineral Rights
- ✓ MMCF Million cubic feet
- ✓ Monocline
- ✓ Mud
- ✓ Mud engineer
- ✓ Mud logger
- ✓ Multiple completion
- ✓ Natural gas
- ✓ Naval petroleum reserves
- ✓ Net profits interest
- ✓ Net Revenue Interest (NRI)
- ✓ NGL (natural gas liquids)
- ✓ OCS (outer continental shelf)
- ✓ Octane
- ✓ Octane number
- ✓ Offering memorandum
- ✓ Offset well
- ✓ Offshore platform
- ✓ Oil column
- ✓ Oil gravity
- ✓ Oil in place
- ✓ Oil pool
- ✓ Oil rig
- ✓ Oil run
- ✓ Oil shale
- ✓ Oilfield services
- ✓ On the pump
- ✓ OPEC (Organization of Petroleum Exporting Countries)
- ✓ Operator
- ✓ Organization costs
- ✓ Outcrop
- ✓ Overriding Royalty (ORRI)
- ✓ Overthrust belt
- ✓ Packer
- ✓ Pay zones
- ✓ Payoff

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- ✓ Payout
- ✓ Perforating gun
- ✓ Perforation
- ✓ Permeability
- ✓ Petrochemicals
- ✓ Petroleum
- ✓ Petroleum engineer
- ✓ Petroleum geologist
- ✓ Pipeline
- ✓ Pipeline gas
- ✓ Plug back
- ✓ Plugged & Abandoned (P&A)
- ✓ Plugging a well
- ✓ Pool
- ✓ Pooling
- ✓ Porosity
- ✓ Possible reserves
- ✓ Present net value
- ✓ Primary recovery
- ✓ Primary term
- ✓ Private Placement Offering
- ✓ Probable reserves
- ✓ Producing horizon
- ✓ Producing platform
- ✓ Production
- ✓ Production test
- ✓ Proppants
- ✓ Prospect
- ✓ Proved behind-pipe reserves
- ✓ Proved developed reserves
- ✓ Proved reserves
- ✓ Proved undeveloped reserves
- ✓ Public lands
- ✓ Public Offering
- ✓ Pump
- ✓ Pump off
- ✓ Pumping well
- ✓ Quad
- ✓ Quitclaim deed
- ✓ R&D
- ✓ Ram
- ✓ Re-entry
- ✓ Reamer
- ✓ Reclamation
- ✓ Recoverable resources
- ✓ Reef
- ✓ Refiner
- ✓ Refining
- ✓ Relief well
- ✓ Reserve
- ✓ Reserve (pool)
- ✓ Reservoir
- ✓ Reservoir pressure
- ✓ Retained Interest
- ✓ Reversionary interest
- ✓ Risk
- ✓ Roof rock
- ✓ Rotary drilling
- ✓ Round trip
- ✓ Roustabout
- ✓ Royalty
- ✓ Royalty Funds

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- ✓ Run ticket
- ✓ Running the tools
- ✓ Salt dome
- ✓ Salt-bed storage
- ✓ Sample
- ✓ Sample log
- ✓ Sandstone
- ✓ Saturation
- ✓ Schlumberger (slumber-jay)
- ✓ Scout
- ✓ Secondary recovery
- ✓ Section
- ✓ Securities
- ✓ Securities Act of 1933
- ✓ Securities Exchange Act of 1934
- ✓ Sedimentary basin
- ✓ Sedimentary rock
- ✓ Seismic exploration
- ✓ Seismograph.
- ✓ Selling Expenses
- ✓ Separator
- ✓ Service well
- ✓ Set casing
- ✓ Severance
- ✓ Severance tax
- ✓ Shale
- ✓ Shale oil
- ✓ Shale shaker
- ✓ Sharing arrangement
- ✓ Shoestring sands
- ✓ Shoot a well
- ✓ Show
- ✓ Shut-down well/shut-in well
- ✓ Shut-in
- ✓ Shut-in pressure
- ✓ Shut-in Royalty
- ✓ Side track
- ✓ Skidding the rig
- ✓ Solution
- ✓ Sour Crude or Gas
- ✓ Source rock
- ✓ Spacing unit
- ✓ Spot market
- ✓ Spud
- ✓ Squeeze
- ✓ Steel reef
- ✓ Step-out well
- ✓ Stripper oil well
- ✓ Stock tank barrel
- ✓ Stratigraphic test
- ✓ Stratigraphic trap
- ✓ Structural trap
- ✓ Structure
- ✓ Submersible drilling barge
- ✓ Submersible pump
- ✓ Subscription
- ✓ Substructure
- ✓ Supervisory fee
- ✓ Surface rights
- ✓ Swab
- ✓ Sweet crude
- ✓ Syncline

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- ✓ Syndication expenses
- ✓ Synfuels
- ✓ Synthetic crude oil (syncrude)
- ✓ Synthetic gas
- ✓ Take-or-pay contract
- ✓ Tank bottoms
- ✓ Tanker
- ✓ Tar sand
- ✓ Tar sands
- ✓ Tax preference items
- ✓ TCF
- ✓ Tectonic map
- ✓ Tender
- ✓ Tertiary recovery
- ✓ Therm
- ✓ Third for a quarter
- ✓ Tight formation
- ✓ Tight hole
- ✓ Tight sand
- ✓ Time value of money
- ✓ Title
- ✓ Tool pusher
- ✓ Top lease
- ✓ Total depth (TD)
- ✓ Township
- ✓ Transfer rule
- ✓ Trap
- ✓ Trip
- ✓ Tubing
- ✓ Turnkey
- ✓ ULCC (Ultra large crude carrier)
- ✓ Unassociated gas
- ✓ Underwriter
- ✓ Undiscovered recoverable resources –
- ✓ Up dip well
- ✓ Upstream
- ✓ Vapour pressure
- ✓ Viscosity
- ✓ VLCC (very large crude carrier)
- ✓ Wall sticking
- ✓ Wasting assets
- ✓ Water drive
- ✓ Water-drive reservoir
- ✓ Water flooding
- ✓ Well program
- ✓ Wellbore
- ✓ Wellhead
- ✓ West Texas Intermediate
- ✓ Wet
- ✓ Wet gas
- ✓ Whip stock
- ✓ Wildcat
- ✓ Wildcatter
- ✓ Working interest
- ✓ Work over
- ✓ Work over rig
- ✓ Write-off
- ✓ Zone
- ✓ Zone isolation

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- ❖ Introducing the Oil Subsectors
- ❖ Horizontal, Vertical and Full Integration activities, including:
 1. Exploring for oil and gas
 2. Developing fields
 3. Producing oil and gas
 4. Mining oil sands
 5. Extracting bitumen
 6. Liquefying gas by cooling (LNG)
 7. Regasifying LNG
 8. Converting gas to liquid products (GTL)
 9. Generating wind energy

- ❖ Downstream activities including:
 1. Refining oil into fuels and lubricants
 2. Producing petrochemicals
 3. Developing bio fuels
 4. Trading
 5. Retail sales
 6. Managing CO2 emissions
 7. Supply and distribution
 8. Business-to-business sales

- ❖ Exploring Vertical Integration, in relation to the following potentially advantages:
 - ✓ Reduction in transportation costs, where common ownership results in closer geographic proximity.
 - ✓ Improvement in the supply chain coordination.
 - ✓ Provision of more opportunities to differentiate by means of increased control over inputs.
 - ✓ Capturing of upstream or downstream profit margins.

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- ✓ Increasing entry barriers to potential competitors, for example, sole access to a scarce resource.
- ✓ Gaining access to downstream distribution channels that otherwise would be inaccessible.
- ✓ Facilitating investment in highly specialised assets in which upstream or downstream players may be reluctant to invest.
- ✓ Exploiting core competencies.
- ✓ Capacity balancing issues. For example, building excess upstream capacity to ensure that its downstream operations have sufficient supply under all demands.
- ✓ Increased flexibility to coordinate vertically-related activities may increase

- ❖ Addressing Vertical Integration, with respect to the following potential disadvantages:
 - ✓ Potentially higher costs due to low efficiencies resulting from lack of supplier competition.
 - ✓ Decreased flexibility due to previous upstream or downstream investments
 - ✓ Decreased ability to increase product variety if significant in-house development is required.
 - ✓ Developing new core competencies may compromise existing competencies.
 - ✓ Increased bureaucratic costs.

- ❖ Factors favouring horizontal integration, including:
 - ✓ Taxes and regulations on market transactions are simplified
 - ✓ Obstacles to the formulation and monitoring of contracts.
 - ✓ Strategic similarity between the vertically-related activities.
 - ✓ Sufficiently large production quantities so that the firm can Benefit from economies of scale.
 - ✓ Creation of barriers of entry, resulting in the reluctance of other firms to make investments specific to the sector of the industry larger firms operate in
- ❖ Other factors relevant to Oil and Gas Production, incorporating:
 - ✓ Oil Well Lease
 - ✓ Long-term explicit contracts
 - ✓ Franchise agreements
 - ✓ Joint ventures

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- ✓ Co-location of facilities
- ✓ Implicit contracts (relying on firms' reputation)
- ✓ Geological Research and Oil Exploration
- ✓ Drilling or Mining
- ✓ Basic Drilling Operation
- ✓ Natural vs. Artificial Lifts in Oil and Gas Production
- ✓ Coalbed methane drilling technology
- ✓ Principles of Gas Processing
- ✓ Oil Well Drilling
- ✓ Spudding Oil and Gas Wells
- ✓ Oil and Gas Rig Operation
- ✓ Offshore Oil Rig Operation
- ✓ Successful Effort Accounting
- ✓ Horizontal Drilling
- ✓ Marketing Oil and Gas
- ✓ Oil and Gas Production Separator Principles
- ✓ Oil -Water Separator Offshore
- ✓ Oil Separator
- ✓ Principles of Amine Sweetening
- ✓ Production Separator Principles
- ✓ Glycol Dehydration Principles
- ✓ Emulsions and Vertical Heater Treater Principles

- Oil and Gas Safety
 - ❖ HSE Offshore Statistics
 - ✓ Hydrocarbon Releases (HCRs)5
 - ✓ Fatal and major injuries to offshore workers
 - ✓ Types of Accidents
 - ✓ Over- 3-day injuries to offshore workers
 - ✓ Dangerous Occurrences offshore
 - ✓ Incidence of ill health to workers offshore

- ❖ Oil and Gas Industry Safety Regimes/ Institutions and Their Safety Regulation and Monitoring System

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- ✓ American Petroleum Institute: Environmental Health & Safety
- ✓ Enform
- ✓ A Step Change in Safety
- ✓ Fire and Blast Information Group
- ✓ National Offshore Petroleum Safety Authority
- ✓ OSHA Oil and Gas Well Drilling and Servicing
- WorksafeBC Health & Safety Centre for Petroleum
- ✓ Health and Safety Executive (HSE)
- ✓ Petroleum Industry's Annual Safety Seminar
- ❖ Safety Relief Valves and Rupture Discs
- ❖ Pressure Safety Valves (PSV), Operation and Testing
- ❖ Gaswell blowouts
- ❖ Hydrogen Sulfide
- ❖ Hydrogen Sulfide Principles
- ❖ Hydrogen Sulfide (H2S) Safety for Oil and Gas
- ❖ Rig Accidents
- ❖ Actinia Oil Rig Blowout
- ❖ Blow-Out preventers – (BOP)
- ❖ New Generation of BOPs
- ❖ Malfunctioning of BOPs
- ❖ Dealing with Blowouts
- ❖ Analysing the BP Oil Disaster

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

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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

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

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- ✚ 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

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.

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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 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

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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 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 -*

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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.*

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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. 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.

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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;
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

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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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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.

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

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