Online Oil and Gas Operation for Non-Technical Staff – Incorporating Oil and Gas Safety Seminar or Course, leading to Diploma–Postgraduate – in Diploma – Postgraduate – in Oil and Gas Operation
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Online Oil and Gas Operation for Non Technical Staff – Incorporating Oil and Gas Safety

Course or Seminar

Leading To:

DIPLOMA - POSTGRADUATE IN Oil and Gas Operation

Accumulating to

POSTGRADUATE DIPLOMA
Course Coordinator /Programme Coordinator:
Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
  - Organization and Management Theory;
Prof. Crawford was an Academic at:

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK).

For Whom This Course is Designed

This Course is Designed For:

- Government Ministers;
- Chief Executives;
- Managing Directors;
- Finance Directors and Managers;
- Financial Controllers;
- Chief Accountants;
- Treasury Officers;
- Asset Accountants;
- Joint Venture Accountants;
Online Oil and Gas Operation for Non-Technical Staff – Incorporating Oil and Gas Safety Seminar or Course, leading to Diploma–Postgraduate – in Diploma – Postgraduate – in Oil and Gas Operation

- 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.

**Duration:** 12 Days, based on 3 hours per day tuition

**Cost:** £4,020.00 Per Delegate

**Please Note:**
- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Students and Delegates will be given a Selection of our Complimentary Products, which include:

- HRODC Postgraduate Training Institute's **Leather Conference Folder**;
- HRODC Postgraduate Training Institute’s **Leather Conference Ring Binder/Writing Pad**;
- HRODC Postgraduate Training Institute’s **Key Ring/Chain**;
- HRODC Postgraduate Training Institute’s **Leather Conference (Computer – Phone) Bag** – Black or Brown;
- HRODC Postgraduate Training Institute’s **8GB USB Flash Memory Drive**, with Course Material;
- HRODC Postgraduate Training Institute’s **Metal Pen**;
- HRODC Postgraduate Training Institute’s **Polo Shirt**.
Video-Enhanced Online Oil and Gas Operation For Non-Technical Staff Course

Our Video-Enhanced Online Mode of delivery of this course is the same as being in a classroom – but virtually.

- This Video-Enhanced Online mode of delivery is Revolutionary and currently unique to HRODC Postgraduate Training Institute.
- The tutor will meet the group on Video and present the course, in the same way as though in a classroom.
- Where there is more than one participant, they will be able to see and interact with each other, and with the tutor.
- They will watch and discuss the various video cases and demonstration videos that form an integral part of our courses.
- Assessment is structured in the same way as it is done in a classroom setting.
- The Video-Enhanced Online mode of training usually starts on the 1\(^{st}\) of each month, with the cut-off date being the 20\(^{th}\) of the previous month. This cut-off date means that Admission should have been granted and fee payment received;
- It will last twice as long as the classroom-based deliveries. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, meeting the Institute’s required 30 Credit-Hours.
- The cost of the Video-Enhanced Online mode is 67% of the classroom-based course.
- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, costs only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.
Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Be familiar and gain notable understanding on the different oil and gas concepts;
- Determine the importance of 3D and 4D seismic in locating oil and gas reserves;
- Understand the basic of joint venture contract;
- Differentiate upstream, midstream and downstream oil and gas industry;
- Identify what constitute horizontal, vertical and full integration activities;
- Know the procedures involved in oil and gas exploration and production;
- Enumerate the different downstream activities;
- Specify the advantages and disadvantages of exploring vertical integration;
- Ascertain the factors favouring horizontal integration;
- Establish the governing policy among the parties in oil well lease;
- Describe the nature of long-term explicit contracts;
- Learn the basic of franchise agreement in the oil and gas sector;
- Realise the importance of joint ventures in the oil and gas exploration and production;
- Explain the rules on co-allocation of facilities;
- Understand the underlying concepts of implicit contract;
- Learn some techniques in conducting geological research and oil exploration;
- Discover the basic of drilling and mining operation;
- Distinguish natural and artificial lifts in the oil and gas production;
- Explain the principles of gas processing;
- Differentiate between Successful Efforts (SE) and Full Cost (FC) Accounting;
- Discover how oil and gas are marketed;
- Discuss the oil and gas production separator principles;
- Explain “Amine Sweetening” and “Glycol Dehydration” principles;
Course Contents, Concepts and Issues

Part 1 - Upstream Oil and Gas Operation: Discovery, Leasing, Testing and Associated Costs (1)

- Introducing the Oil and Gas Industry;
- Brief History of the U.S. Oil and Gas Industry;
- Origin of Petroleum;
- Anticline;
- Exploration Methods and Procedures;
- 3-D Seismic;
- 4-D Seismic.
- Acquisition of Mineral Interests in Property (1):
  - Mineral Rights;
  - Mineral Interests;
  - Fee Interests;
Part 2 - Upstream Oil and Gas Operation: Discovery, Leasing, Testing and Associated Costs (2)

- Acquisition of Mineral Interests in Property (12):
  - Retained ORI Production Payment Interest (PPI);
  - Dutch Carved-Out Production Payment;
  - Carved-Out Net Profits Interest Created From Working Interest;
  - Net Profits Interest Created From Mineral Interest.

- Oil, Gas and Mineral Lease Provisions:
  - Lease Bonuses;
  - Royalty Provision;
  - Primary Term;
  - Delay Rental Payment;
  - Shut-In Payment;
  - Right To Assign Interest;
  - Right To Free Use Of Resources For Lease Operations;
  - Option Payment;
  - Offset Clause.

- Addressing Problems and Issues Associated with Upstream Oil and Gas Operation.

Part 3: Oil and Gas Drilling Operation (1)

- Oil and Gas Drilling Operations;
- Bottom-Hole Pressure;
- Bottom-Hole Pump;
- Drill String;
- Rat Hole;
- Mouse Hole;
- Drilling Platform;
Part 4: Oil and Gas Drilling Operation (2)

- Drilling Rig:
  - On-shore Oil Rig;
  - Offshore Oil Rig.

- Proved Area;
- Drill Stem Test;
- Derek and Derek Hands;
- Cracking;
- Field;
- Christmas Tree;
- Sedimentary Rock;
- Seismic Exploration;
- Development Well Flowing Well;
- Injection Well;
- Offset Well;
- Stratigraphic Well.

Part 5: Oil and Gas Drilling Operation (3)

- Stratigraphic Test Well or Exploratory Well;
- Service Well;
- Dry Hole;
- Dual Completion;
- Dry Natural Gas;
- Natural and Artificial Lifts;
- Oil and Gas Production and Sales;
- Some State and US Federal Oil and Gas Drilling Regulation;
- Maximum Efficiency Drilling Rate (MER);
- Oil and Gas Subsectors – Upstream, Mid-Stream And Downstream;
- Horizontal, Vertical and Full Integration within the Oil and Gas Industry;
Part 6: Oil and Gas Safety

- HSE Offshore Statistics:
  - Hydrocarbon Releases (HCRs);  
  - 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:
  - 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 Worksafe;  
  - BC 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 Gulf of Mexico Disaster.

Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days’ duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as ‘Courses’, while the ‘longer-studies’, are regarded as Programmes. However, both study-durations are often referred to as ‘Courses’. Another mark of distinction, in this regard, is that participants in a short-course are referred to as ‘Delegates’, as opposed to the term ‘Students’, which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days’ duration, equivalent to 30-54 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.
Postgraduate Diploma and Diploma - Postgraduate
Assessment Requirement

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Award of Postgraduate Diploma, candidates must have accumulated at least the required minimum ‘credit-hours’, with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

Diploma – Postgraduate and Postgraduate Diploma
Application Requirements

Applicants for Diploma – Postgraduate – and Postgraduate Diploma are required to submit the following documents:

- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant’s current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.
Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants’ suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant’s payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

Modes of Study for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. Intensive Full-time (Classroom-Based) Mode (3 months). This duration is based on six hours’ lecturer-contact per day, five days (30 hours) per week;
2. Full-time (Classroom-Based) Mode (6 month). This duration is based on two and a half days’ lecturer-contact, equivalent to fifteen hours, per week;
3. Video-Enhanced On-Line Mode. This mode is achieved in twenty (20) weeks, based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.
20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute’s Video-Enhanced Online Delivery. We will deliver the 360 hours ‘Direct-Lecturer-Contact’, as is required by our Institute’s Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective ‘Life-Style Balance’, at times convenient to you and your appointed tutor.

Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length, the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.
## Examples of Postgraduate Course Credits:

### Their Value, Award Prefix & Suffix – Based on 5-Day Multiples

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Credit Hours</th>
<th>Award Title Prefix ( &amp; Suffix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Credit</td>
<td>30-54</td>
<td>Diploma - Postgraduate</td>
</tr>
<tr>
<td>Double-Credit</td>
<td>60-84</td>
<td>Diploma – Postgraduate (Double-Credit)</td>
</tr>
<tr>
<td>Triple-Credit</td>
<td>90-114</td>
<td>Diploma – Postgraduate (Triple-Credit)</td>
</tr>
<tr>
<td>Quad-Credit</td>
<td>120-144</td>
<td>Diploma – Postgraduate (Quad-Credit)</td>
</tr>
<tr>
<td>5-Credit</td>
<td>150-174</td>
<td>Diploma – Postgraduate (5-Credit)</td>
</tr>
<tr>
<td>6-Credit</td>
<td>180-204</td>
<td>Diploma – Postgraduate (6-Credit)</td>
</tr>
<tr>
<td>7-Credit</td>
<td>210-234</td>
<td>Diploma – Postgraduate (7-Credit)</td>
</tr>
<tr>
<td>8-Credit</td>
<td>240-264</td>
<td>Diploma – Postgraduate (8-Credit)</td>
</tr>
<tr>
<td>9-Credit</td>
<td>270-294</td>
<td>Diploma – Postgraduate (9-Credit)</td>
</tr>
<tr>
<td>10-Credit</td>
<td>300-324</td>
<td>Diploma – Postgraduate (10-Credit)</td>
</tr>
<tr>
<td>11-Credit</td>
<td>330-354</td>
<td>Diploma – Postgraduate (11-Credit)</td>
</tr>
<tr>
<td>12-Credit</td>
<td>360</td>
<td>Postgraduate Diploma</td>
</tr>
</tbody>
</table>

### 360 Credit-Hours = Postgraduate Diploma

- **12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma**
- **10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma**

## Accumulated Postgraduate Diploma Award Titles

All Specialist Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies at least seventy percent (70%) of his or her courses in a specialist grouping. These are exampled below:

1. **Postgraduate Diploma in Accounting and Finance**;
2. **Postgraduate Diploma in Aviation Management**;
3. Postgraduate Diploma in Business Communication;
4. Postgraduate Diploma in Corporate Governance;
5. Postgraduate Diploma in Costing and Budgeting;
6. Postgraduate Diploma in Client or Customer Relations;
7. Postgraduate Diploma in Engineering and Technical Skills;
8. Postgraduate Diploma in Events Management;
9. Postgraduate Diploma in Health and Safety Management;
10. Postgraduate Diploma in Health Care Management;
11. Postgraduate Diploma in Human Resource Development;
12. Postgraduate Diploma in Human Resource Management;
13. Postgraduate Diploma in Information and Communications Technology (ICT);
14. Postgraduate Diploma in Leadership Skills;
15. Postgraduate Diploma in Law – International and National;
16. Postgraduate Diploma in Logistics and Supply Chain Management;
17. Postgraduate Diploma in Management Skills;
18. Postgraduate Diploma in Maritime Studies;
19. Postgraduate Diploma in Oil and Gas Operation;
20. Postgraduate Diploma in Oil and Gas Accounting;
22. Postgraduate Diploma in Procurement Management;
23. Postgraduate Diploma in Project Management;
24. Postgraduate Diploma in Public Administration;
25. Postgraduate Diploma in Quality Management;
26. Postgraduate Diploma in Real Estate Management;
27. Postgraduate Diploma in Research Methods;
28. Postgraduate Diploma in Risk Management;
29. Postgraduate Diploma in Sales and Marketing;
30. Postgraduate Diploma in Travel, Tourism and International Relations.
The actual courses studied will be detailed in a student or delegate’s Transcript.

**Service Contract, incorporating Terms and Conditions**

Click, or copy and paste the URL, below, into your Web Browser, to view our **Service Contract, incorporating Terms and Conditions**.


The submission of our application form or otherwise registration by or the submission of a course booking form or e-mail booking request is an attestation of the candidate’s subscription to our Policy Terms and Conditions, which are legally binding.