Online Strategic and Operational Human Resource Management in an International Context Course, Leading to Diploma - Postgraduate - in Strategic and Operational Human Resource Management in an International Context (Double Credit), Accumulating to a Postgraduate Diploma
Online Strategic and Operational Human Resource Management in an International Context Course, Leading to Diploma - Postgraduate - in Strategic and Operational Human Resource Management in an International Context (Double Credit), Accumulating to a 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:
Online Strategic and Operational Human Resource Management in an International Context Course, Leading to Diploma - Postgraduate - in Strategic and Operational Human Resource Management in an International Context (Double Credit), Accumulating to a Postgraduate Diploma

- Human Resources;
- Organization and Management Theory;
- Organization Development and Change;
- Research Methods;
- Conflict Management;
- Organizational Behavior;
- Management Consulting;
- Gender & Diversity in Organizations; and
- Critical Management Studies.

- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

**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:

- Business Consultants;
- Employee Development Managers;
- Experienced Managers who are new to Human Resource Management;
- Human Resource (HR) Consultants;
- Human Resource (HR) Directors;
- Human Resource (HR) Executives;
- Human Resource (HR) Generalists;
- Human Resource (HR) Managers;
- Human Resource (HR) Planners;
- Human Resource (HR) Professionals;
- Human Resource (HR) Recruitment Specialists;
- Human Resource (HR) Strategists;
- Human Resource Development (HRD) professionals;
- Human Resource Development (HRD) Specialists;
- Human Resource Management (HRM) Specialists;
- Human Resource Managers;
- Human Resource Professionals;
- Human Resource Specialists who need to expand their knowledge and expertise in all aspects of human resources management;
- Junior Managers;
- Line Managers;
- Middle Managers;
- Organisational Development Specialists;
- Senior Mangers;
- Small business owners who do not have in-house professional Human Resource Management expertise;
- Talent Management Officials;
Online Strategic and Operational Human Resource Management in an International Context Course, Leading to Diploma - Postgraduate - in Strategic and Operational Human Resource Management in an International Context (Double Credit), Accumulating to a Postgraduate Diploma

- Training Coordinators and Administrators;
- Training Managers;
- Venture Capitalists;
- Those considering entering the field of Human Resource Management Early- to mid-career professionals who need to manage the increasing complexity of interpersonal or organizational dynamics in their jobs;
- All others who are desirous of mastering the Employee Resourcing Process. Specifically, those who are concerned with Workforce Planning; Human Resource Recruitment; Human Resource Selection; Human Resource Strategising.

Course Duration: 20 Days, Based on 3 Hours Per Day Tuition

Cost: £6,700.00 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;

Online Strategic and Operational Human Resource Management in an International Context - Page 6 of 25
Online Strategic and Operational Human Resource Management in an International Context Course, Leading to Diploma - Postgraduate - in Strategic and Operational Human Resource Management in an International Context (Double Credit), Accumulating to a Postgraduate Diploma

- HRODC Postgraduate Training Institute’s **Metal Pen**;
- HRODC Postgraduate Training Institute’s **Polo Shirt**.

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**Video-Enhanced Online Strategic and Operational Human Resource Management in an International Context 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 1st of each month, with the cut-off date being the 20th 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:

- Calculate the Return on Investment (ROI) in Education, Training and Development;
- Demonstrate a heightened knowledge of how training needs might be devised from Strategic Plans;
- Demonstrate an appreciation of the importance of welfare in the development of Personnel Management and Human Resource Management;
- Demonstrate an awareness of the importance of Delegation in Human Resource & Organisational Development;
- Demonstrate awareness of the importance of communication in the process of Human Resource Management;
- Demonstrate their ability to conduct a Human Resource Audit;
- Demonstrate their ability to design an effective Employee Resourcing Strategy;
- Demonstrate their ability to determine the type of commitment that motivate particular individuals to join an organisation;
- Demonstrate their ability to lead a recruitment and Selection Team;
- Demonstrate their ability to manage recruitment and selection within a ‘resourcing context’.
- Demonstrate their understanding of distinction between Personnel Management and Human Resource Management;
- Design a Job Description;
- Design a Personnel Specification;
- Design and Weight a Candidate Assessment Form (CAF);
Determine the factors influencing Human Resource Planning;
Determine the factors that Delegatees should ascertain before delegating tasks;
Determine the links between corporate planning and human resource planning;
Determine the organisation’s opportunity costs in providing Education, Training and Development for its Employees;
Determine the resources necessary to enhance individual and team performance;
Determine the support that Delegators should give to their Delegatees, during their performance of the specified tasks.
Determine when there is a need to review an organization human resource plans;
Develop a Strategy to manage poor performance.
Discuss the major issues associated with Delegation;
Discuss, with confidence, the factors that are associated with poor performance;
Distinguish between Education, Training and Development;
Elucidate the benefits of Delegation to Delegatees;
Elucidate the concerns of managers in delegating;
Exhibit confidence in Delegating;
Exhibit their ability to take appropriate measures to improve Individual and Team Performance;
Explain the process and value of Human Resource Audit;
Explain the underlying concept of Investors in People (IIP);
Illustrate, vividly, how the Political, Economic, Social, Technological, Environmental and Legal (PESTEL) Factors impinge on Employee Resourcing, incorporating Human Resource Planning;
Indicate the significant aspects in the Development of Personnel Management and Human Resource Management;
Link Employee Resourcing with Business and Organisational Development;
Locate Performance Management in an appropriate context;
Suggest the importance of Human Resource Planning in Organisation Management.
Course Contents, Concepts and Issues

Part 1: From Personnel to Human Resource Management: A Strategic Development

- A Distinction between Personnel Management and Human Resource Management;
- The advent of Welfare Management;
- The role of Joseph Rowntree in Industrial Welfare Development;
- The Development of Professional Personnel and Human Resource Management;
- Concerns of Personnel Management:
  - Recruitment and Selection;
  - Workers’ Welfare and Benefits;
  - Industrial Relations;
  - Staff Appraisal;
  - Training and Development.
- The strategic significance of Human Resource Management;
- Concerns of Human Resource Management:
  - Recruitment;
  - Selection;
  - Motivation;
  - Human Resource Planning;
  - Workforce Management Strategy;
  - Flexible Working Strategy
- The rationale for Human Resource Planning (HRP);
- The link between HRP and Corporate Planning;
- Human Resource Forecasting (HRF);
- Designing, implementing and reviewing the effectiveness of HRP;
- The role of Employee Resourcing in Corporate Strategies and Goals;
- The role of internal and stakeholders in the Employee Resourcing process;
- Emergent and Contingency Approaches to Employee Resourcing;
The role of Employee Resourcing in Business and Subsystem Strategy;
The role of Employee Resourcing in the Development of Organisational Strategy;
Organisational Strategy and Employee Resourcing Strategy Compatibility.

Part 2: Strategising Employee Resourcing

- Logicalising Internal and External Selection Processes;
- Internal and External Selection Processes as an Organisational Development Phenomena;
- Rationalising Internal Selection as a Process;
- Staff Turnover and its Negative and Positive Impact On the Organisation;
- Recruitment and Selection as a Resourcing Activity;
- The Importance of Human Resource Forecasts;
- Methods of Forecasting Human Resource Needs of the Organisation;
- The Political, Economic, Social, Technological, Environmental and Legal (PESTEL) Factors, in the External Uncontrollable Environment and how they impinge on Employee Resourcing, incorporating Human Resource Planning;
- Strategic Operational Review' (SOR) As Prerequisite for Human Resource Forecasting;
- Importance of Human Resource Audit;
- Conducting Human Resource Audit;
- Personnel Deployment Chart (PDC);
- Management Succession Chart (MSC);
- Job Analysis;
- Job Description;
- Personnel Specification;
- Market Targeting;
- Designing and Placing Advertisement;
- Designing a Candidate Assessment Form (CAF);
- Weighting and Using a Candidate Assessment Form (CAF);
Online Strategic and Operational Human Resource Management in an International Context Course, Leading to Diploma - Postgraduate - in Strategic and Operational Human Resource Management in an International Context (Double Credit), Accumulating to a Postgraduate Diploma

- Non-Conventional Personnel Selection;
- Short Listing Candidates;
- Conducting Selection Interviews;

**Part 3: Motivation in Human Resource Management (1)**

- Directing or Leading: Setting The Stage;
- The Conceptual Bases of Motivation;
- Theoretical Bases of Motivation: An Overview;
- Distinguishing Between Knowledge and Skills;
- Competence and Performance: A Conceptual Exploration;
- Is there a Definitive Relationship between Competence and Motivation?
- Content Theories and Some of Their Contributors:
  - Maslow’s Hierarchy of Needs;
  - Analysis of Maslow’s Claims;
  - McClelland’s Studies;
  - Taylor: Money and Motivation;
  - Motivator-Hygiene Factor: Herzberg’s Contribution.
- Process Theories;
- Equity Theory;
- Goal-Setting Theory;
- Expectancy Theory;
- Equitable Reward Systems;
- Reinforcement Theories.
Part 4: Motivation in Human Resource Management (2)

- The Extent to Which Salary or Wages Inducement Motivate Workers;
- Performance Related Pay (PRP);
- Productivity Bonuses;
- Efficiency Gains;
- Profit Share;
- Social Differentiation in Motivation;
- Culture Differentiation in Motivation;
- Wealth as a Factor in Motivation;
- Class as an Issue in Motivation;
- Individual Expectation and Motivation;
- Individual Preferences as a Motivating Factor;
- Designing an Effective Motivation Strategy.

Part 5: Diversity Management and Its Importance in Human Resource Management (1)

- The Concepts of Equal Opportunities and Diversity Management;
- Equal Opportunities in Employment and the British Legislation;
- Exploring Workforce Diversity;
- Cultural Diversity, Generally;
- Gender Diversity;
- Racial Diversity;
- Ethnic Diversity
- Age Diversity;
- Perceptual and Mental Diversity;
- Physical Diversity;
- Sexuality Diversity;
- Sentience as a Basis for Racial, Ethnic and Gender Discrimination;
Online Strategic and Operational Human Resource Management in an International Context Course, Leading to Diploma - Postgraduate - in Strategic and Operational Human Resource Management in an International Context (Double Credit), Accumulating to a Postgraduate Diploma

- Racial, Ethnic and Gender Discrimination: The Social Identity Perspective;
- Gender and Sex Discrimination;
- Age Discrimination (Ageism and Reverse Ageism);
- Disability Discrimination;
- Racial Discrimination;
- Discrimination as Social Identity;
- Understanding and Dealing with Sentience;
- Diversity Mismanagement and Its Consequence for Organisational Survival: Some Case Examples;
- Beyond Equal Opportunities: Towards Diversity Management;
- Diversity Management and Effective Human Resource Utilization;
- Constitution of Committees and Task Forces;
- Gate Keeping: Avoiding ‘Resonation’;
- Utilizing Marketing Intelligence;
- Activities Necessary for an Effective Management of Organisational Diversity: Managing Organisational Culture;
- Ensuring Human Resource Management System Is Bias Free;
- Managing Diversity through Recruitment, Training, Education & Development;
- Managing Diversity in Appraisal, Compensation and Benefits;
- Promotion;
- Creating a Higher Career Involvement of Women: Eliminating Dual Career Routes;
- Managing Diversity through the Prevention of Subtle Sexual Harassment;
- Managing Racial, Ethnic and Gender Diversity through the Elimination of the Opportunities for Discrimination That Are Created by the ‘Complaints System’;
- Reducing Work-Family Conflict;
- Promoting Heterogeneity in Race, Ethnicity, Nationality
- Being Mindful of the Effect of Homogeneity on Cohesiveness and Groupthink;
- Effective Diversity Management and Organisational Success;
- Some Effective Diversity Initiatives;
- Mummy Tracks;
Granny Crèche;
- Employment of Older People;
- Example of Organizations with Diversity-Enhanced Environments.

**Part 6: Diversity Management and Its Importance in Human Resource Management (2)**

- Wall Street Journal:
  - Lockheed Martin Aeronautics Company;
  - Clairol;
  - Quaker Oats;
  - IBM;
  - Ciba-Geigy;
  - Pacific Telesis;
  - Mercedes Benz;
  - Levi Strauss;
- Managing Cultural Differences: Promoting An Understanding Of Sensitivity Towards Differences Existing Among Workers, e.g. in:
  - Culture;
  - Gender;
  - Ethnicity;
  - Race;
  - Sexuality;
  - Age;
  - Disability;
- Taking Advantage of the Opportunities Which Diversity Provides;
- Organisational Diversity and the Issue of ‘Sentience’;
- Relationship Management;
- Diversity Management, Workforce Flexibility and Flexible Working Practices;
- Developing, Monitoring and Enforcing Equal Opportunities and Diversity Policies;
Part 7: Delegating For Organisational Effectiveness

- What is Delegation?
- Advantages of Delegation to Delegates
- What Might Be Delegated?
- Benefits of Delegation to Delegates
- Prerequisites for Effective Delegation
- Support Necessary during Task Performance
- Importance of Communication in Delegation
- Importance of Power and Authority in Delegation
- Problems of Ineffective Delegation

Part 8: Education, Training and Development as Investment

- Difference between Education, Training and Development
- Education, Training and Development, and ‘Opportunity Cost’
- Education, Training and Development for ‘Efficiency Gains’
- Defining Efficiency Gains
- Measuring Efficiency Gains
- Improving Efficiency Gains
- Training as Investment
- Investors in People (IIP): The British Model
- Evidence from ‘Investors-In-People’
- Calculating Return on Investment (ROI) from Education, Training and Development

- Managing Poor Performance;
- Managing Absence;
- Dealing with Harassment;
- The Effective Management of Retirement, Redundancy, Dismissal and Voluntary Turnover;
- Evaluating the Mechanisms Available For Preventing or Alleviating Poor Performance;
- Working From Corporate Mission and Strategy;
- Performance Targets;
- Tactical Performance Targets;
- Operational Performance Targets;
- Linking Performance Management with Operational Processes and Systems;
- Initiate Appropriate Reward Systems;
- Individual Development Plans;
- Performance and Reward Cycle.

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.

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**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.

**Introducing Our Video-Enhanced Online Study Mode**

In a move away from the traditional online courses and embracing recent developments in
technology-mediated distance education, HRODC Postgraduate Training Institute has
introduced a Video-Enhanced Online delivery. This Online mode of delivery is revolutionary
and, at the time of writing, is unique to HRODC Postgraduate Training Institute.

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor
face to-face, for the duration of your course. You will interact with the tutor, ask and address
questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture
and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and
approximately 60 Specialist Postgraduate Diploma Programmes. Accumulate short courses,
over a 6-year period, towards a Postgraduate Diploma.
Key Features of Our Online Study: Video-Enhanced Online Mode

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants are able to see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their 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 1st of each month, with the cut-off date being the 20th of each month, for inclusion the following month;
- Its duration is twice as long as its classroom-based counterpart. 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, adhering to 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, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

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>
</tbody>
</table>
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>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 of 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.