

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#037

Advanced Financial Accounting for Non-Accountants

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Advanced Financial Accounting, 36 Credit-Hours

Accumulating to A

**Postgraduate Certificate,
With 144 Additional Credit-Hours, or a**

POSTGRADUATE DIPLOMA

With 324 Additional Credit-Hours

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HRODC Postgraduate Training Institute

HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK



Prof. Dr. Ronald B. Crawford - Director

PhD (Uni London); M. Ed. M (Bristol); PGCIS (UWL); Adv. Dip. Sc. Ed (Bristol); Dip. Doc. Res. (Uni Wlv); F.I.M.S.; HR. S. (I.M.S.); Exec. M. AOM; M. AAM; M.I.S.G.S.; M.S.C.O.S.; M. RG. C.



HRODC POSTGRADUATE TRAINING INSTITUTE
A Postgraduate – Only Institution

Websites:
<https://www.hrodc.com/>
<https://www.hrodc.londonpostgraduateshortcourses.com/>

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HRODC Postgraduate Training Institute, A Postgraduate-Only Institution


Our UK Government's Verification and Registration

Our Institute is Verified by, and Registered with, the United Kingdom (UK) Register of Learning Providers (UKRLP), of the Department for Education (DfE). Its UK Provider Reference Number (UKPRN) is: 10019585 and might be located at: <https://www.ukrlp.co.uk/>.

Course Coordinator:

Prof. Dr. R. B. Crawford is the Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) {University College London (UCL) - University of London}};
- MEd Management (University of Bath);
- Postgraduate (Advanced) Diploma 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;



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- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- 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);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
 - 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.

Professor Dr. Crawford has been an Academic in the following UK Universities:

- University of London (Royal Holloway), as Research Tutor;
- University of Greenwich (Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- University of Wolverhampton, (Wolverhampton Business School), as Senior Lecturer (Associate Professor), in Organisational Behaviour and Human Resource Management;
- London Southbank University (Business School), as Lecturer and Unit Leader.

His responsibilities in these roles included:

- Doctoral Research Supervisor;
- Admissions Tutor;
- Postgraduate and Undergraduate Dissertation Supervisor;
- Programme Leader;
- Personal Tutor

For Whom This Course is Designed

This Course is Designed For:

- Vice Presidents of Manufacturing and Commercial Businesses;
- Marketing, Engineering and Human Resources Managers;
- Project Managers;
- CEOs who are involved with development of long-term customers, suppliers, outsourcing Partners, and other Global Strategic Alliances;
- Sales and Marketing Executives;
- Supply-Stream Professionals;
- Project Managers;
- Internal Auditors;
- Public Accountants;
- Assets Accountants;
- Attorneys;
- Any Non-Financial Managers who are required to read, interpret, and contribute to business financial reports;
- It May Also Be Beneficial To Consultants and External Accountants who work with managers and executives, in the support of improvements to operational and financial processes.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	6 Days
Classroom-Based Cost:	£6,000.00 Per Delegate
Group Cost:	Varies With Group Size
Group Residential Cost:	Up To 86% Discount, Based on Numbers.
Online (Video-Enhanced) Duration and Cost	
Online Duration:	12 Days @ 3 Hours Per Day
Online Cost:	£4,020.00 Per Delegate

Classroom-Based Course and Programme Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;
- Free On-site Internet Access;
- Postgraduate Diploma/ Diploma – Postgraduate –or
- Certificate of Attendance and Participation – if unsuccessful on resit.

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

- Our Branded Leather Conference Folder;
- Our Branded Leather Conference Ring Binder/ Writing Pad;
- Our Branded Key Ring/ Chain;
- Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown;
- Our Branded 8-16 GB USB Flash Memory Drive, with Course Material;
- Our Branded Metal Pen;
- Our Branded Polo Shirt.;
- Our Branded Carrier Bag.

Daily Schedule: 9:30 to 4:30 pm.

Scheduled Delivery Locations:


- Central London, UK;
- Dubai, UAE;
- Kuala Lumpur, Malaysia;
- Amsterdam, The Netherlands;
- Brussels, Belgium;
- Paris, France; and
- Durban, South Africa;

Delivery in other International Locations, on request.

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Advanced Financial Accounting for Non-Accountants Course

Leading to Diploma – Postgraduate – in Advanced Financial Accounting and 36 Credit-Hours, Accumulating to a Postgraduate Certificate, with 144 Additional Credit-Hours, or a Postgraduate Diploma, with 324 Additional Credit-Hours

Course Objectives


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

- Determine the uses and purpose of accounting;
- Identify who are the users of accounting and financial information;
- Identify the different internal and external users;
- Explain some accounting language and terminology;
- Distinguish cash and profit;
- Explain the concept of accruals and monetary concepts;
- Understand the principle of profit and profitability;
- Draft accounting reports and statements;
- Determine the different parts of the balance sheet;
- Know the information contained in the balance sheet pertaining to the company;
- Specify the limitations of the conventional balance sheet;
- Define profit;
- Be familiar with the different components of the profit and loss account;
- Ascertain the information contained in profit and loss account pertaining to the company;
- Establish the links between the profit and loss account and balance sheet;
- Identify the components of cash flow statement;
- Prepare a cash flow statement for their company;
- Determine the importance of is cash flow;
- Be familiar with the structure of the cash flow statement;

- Establish the links between three accounting statements: the cash flow statement, profit and loss account and balance sheet;
- Identify the key elements of published reports and accounts and explain each;
- Explain the following aspects of ratio analysis:
 - Profitability;
 - Efficiency and performance;
 - Liquidity;
 - Investment;
 - Cash flow;
 - The DuPont system.
- Differentiate cash from profit as a measure of performance, EBITDA;
- Learn how to predict business failure using the ALTMAN z-score;
- Identify the different sources of financial information;
- Determine the use of non-financial information together with financial information;
- Establish the cost/volume/profit (CVP) relationships;
- Learn how to perform break-even analysis;
- Identify the single and mixed products;
- Ascertain the impact of cost structure changes;
- Determine the limitations of CVP analysis;
- Enumerate the purposes of budgeting;
- Know the budget process, including activity based budgeting;
- Identify the possible uncertainty and risk in budgeting and planning;
- Explain the motivation and the behavioural aspects of budgeting;
- Suggest solutions to some problems in budgeting;
- Define investment;
- Differentiate between investment appraisal criteria and investment decisions;
- Understand the time value of money;
- Define free cash flows and identify the inclusions thereof;
- Explain the concept of capital rationing and control of capital investment projects;
- Utilise the sensitivity analysis in decision-making to overcome risk and uncertainty;
- Learn about organisational and accounting control systems;
- Identify the standard costs of a company;

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- Realise the value of standard costing as a management tool;
- Discover how variance analysis helps management understand the present costs and control future costs;
- Determine the benefits of the organisation out of the flexed budgets;
- Enumerate the types of variances and give the reasons for their occurrence;
- Identify the different planning and operational variances;
- Enumerate the sources of finance;
- Define gearing;
- Calculate Weighted Average Cost of Capital (WACC) using the correct formula;
- Determine how cost of debt is measured;
- Ascertain the importance of equity capital;
- Perform risk analysis;
- Be familiar with the outline of strategic management accounting;
- Ascertain the importance of competitor information and strategic positioning towards the success of an organisation;
- Learn how to develop competitive advantage;
- Establish the relationship between strategic accounting systems, and the balanced scorecard; and
- Specify the new role for managers and accountants.

Course Contents, Concepts, and Issues

Part 1: A Strategic View of the Business Environment (1)

The Accounting Environment

- The Uses and Purpose of Accounting;
- Users of Accounting and Financial Information;
- Various Groups of Stakeholders: Internal and External Users;
- Accounting Language and Terminology;
- Cash versus Profit, Accruals and Monetary Concepts;
- Profit and Profitability;
- Accounting Reports and Statements.

Part 2: A Strategic View of the Business Environment (2)

Statement 1: The Balance Sheet – The Financial Position

- The Structure of the Balance Sheet;
- What Does the Balance Sheet Tell Us About the Company?
- Limitations of the Conventional Balance Sheet.

Statement 2: The Profit and Loss Account (Income Statement) – Financial Performance

- What Is Profit?;
- The Structure of the Profit and Loss Account;
- What Does the Profit and Loss Account Tell Us About the Company?
- The Links between the Profit and Loss Account and Balance Sheet.

Part 3: The Financial Statements and Financial Analysis

Statement 3: The Cash Flow Statement – Financial Flow

- Cash vs. Profit;
- What Is Included in The Cash Flow Statement?
- Why Is Cash Flow So Important?
- The Structure of the Cash Flow Statement;
- The Links between Three Accounting Statements: The Cash Flow Statement, Profit and Loss;
- Account and Balance Sheet.

The Annual Report and Financial Analysis

- The Key Elements of Published Reports and Accounts;
- Ratio Analysis: Profitability; Efficiency and Performance; Liquidity; Investment; Cash Flow; the DuPont System;
- Cash vs. Profit as a Measure of Performance, EBITDA;
- Predicting Business Failure – The Altman Z-Score;

- Sources of Financial Information;
- The Use of Non-Financial Information Together With Financial Information.

Part 4: Budgeting and Short-term Planning

Break-Even Analysis: Cost/Volume/Profit Analysis

- Cost/Volume/Profit (CVP) Relationships;
- Break-Even Analysis;
- Single And Mixed Products;
- The Impact of Cost Structure Changes;
- Limitations of CVP Analysis.

Budgeting

- Purposes of Budgeting;
- The Budget Process, Including Activity Based Budgeting;
- Uncertainty and Risk – Worst and Best Outcomes;
- Motivation and the Behavioural Aspects of Budgeting;
- Problems in Budgeting.

Part 5: Budgetary Control, and Long-Term Planning DCF and Capital Investment Appraisal

Capital Investment Decisions

- What Is an Investment?
- Investment Appraisal Criteria and Investment Decisions;
- Time Value of Money;
- Free Cash Flows;
- Capital Rationing and Control of Capital Investment Projects;
- Risk and Uncertainty and Decision-Making – Sensitivity Analysis.

Budgetary Control

- Organisational and Accounting Control Systems;
- Standard Costing;
- Flexed Budgets and Variance Analysis;

- Types of Variances and the Reasons They Occur;
- Planning and Operational Variances.

Part 6: Financing the Business and Strategic Accounting

Internal and External Sources of Finance

- Financing the Business:
 - Sources of Finance;
 - Gearing;
 - Weighted Average Cost of Capital (WACC);
 - Cost of Debt and Equity Capital;
 - Risk Analysis and CAPM.
- Strategic Accounting:
 - Outline of Strategic Management Accounting;
 - Competitor Information and Strategic Positioning;
 - Competitive Advantage;
 - Strategic Accounting Systems, and the Balanced Scorecard.
- New Role for Managers and Accountants.

Regulation For Postgraduate Diploma, Postgraduate Certificate, and Postgraduate Short Courses

Diploma – Postgraduate – Short Courses; Postgraduate Certificate and Postgraduate Diploma Programmes

Postgraduate Short Courses are of a minimum of five days' Classroom-Based (10 days' Video-Enhanced Online) but less than 6 weeks' Classroom-Based (less than 10 weeks' Video-Enhanced Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our

short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Classroom (10- and 20-weeks' Video-Enhanced Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.


In line with the above notion, a Postgraduate Certificate might be earned through a 6 weeks' Intensive Classroom-Based Study, or 10 weeks' Video-Enhanced, or Face-To-Face, Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-classroom or 20 weeks Video-Enhanced Face-To-Face. They might also be taken through a blend of both modes, providing that a minimum of 6 and 12 Credits and 180 or 360 Credit-Hours, respectively, are earned. You might Pick and Mix Courses, to create your preferred blend of Disciplines, or follow a predesigned Specialist route. They might accumulate from our Postgraduate Short Courses, or through continuous study. These Specialisms are exemplified by the following excerpts from the document 'Postgraduate Certificate and Postgraduate Diploma Awards'.

Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
010	Postgraduate Diploma in Human Resource Management.
010.1	Postgraduate Certificate in Human Resource Management.
014	Postgraduate Diploma in Automotive Electrical, Electronic and Mechanical Diagnostic, Maintenance and Repair
017	Postgraduate Diploma in Real Estate Management, Incorporating Property Law.
017.1	Postgraduate Certificate in Real Estate Management, Incorporating Property Law.

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Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
020	Postgraduate Diploma in Accounting and Finance.
020.1	Postgraduate Certificate in Accounting and Finance.
028	Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety.
032	Postgraduate Diploma in Executive Management
032.1	Postgraduate Certificate in Executive Management
043	Postgraduate Diploma in Communication and Information Management.
043.1	Postgraduate Certificate in Communication and Information Management.
044	Postgraduate Diploma in Women in Management.
044.1	Postgraduate Certificate in Women in Management.
061	Postgraduate Certificate in Financial Accounting and Management Accounting.
070	Postgraduate Diploma in Human Resource Training and Development Management
070.1	Postgraduate Certificate in Human Resource Training and Development Management.
079	Postgraduate Diploma in Managing National and International Economic Competition.

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Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles	
Programme #	Award Title (Click to Download Desired Brochure)
085	Postgraduate Diploma in Corporate Governance and Strategic Management.
085.1	Postgraduate Certificate in Corporate Governance and Strategic Management.
086	Postgraduate Diploma in Business Administration
86.1	Postgraduate Certificate in Business Administration.
097	Postgraduate Diploma in Telecommunication Systems
097.1	Postgraduate Certificate in Telecommunication Systems
115	Postgraduate Diploma in Cost Accounting, Budgeting, Profitability Analysis, Strategy and Balanced Scorecard.
115.1	Postgraduate Certificate in Cost Accounting, Budgeting, Profitability Analysis.

Understanding Our Postgraduate Credit System

Credit-Hours and Credit-Values, in Diploma – Postgraduate - Award


Credit-Hours are the actual amount of time that a lecturer or tutor spends with his or her students or delegates, in both Classroom-based and Video-Enhanced Deliveries. Each Five-Day Classroom-Based, or a Ten-Day Video-Enhanced (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day Classroom-based (12day Video-Enhanced) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in

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multiples of 30 Credit-Hours, 60-89 Credit-Hours have a Double-Credit (2 Credit) value, while 90 Credit-Hours earn a Triple-Credit (3 Credits).

A delegate who successfully completes a Postgraduate Short Course of 30 or more Credit-Hours, but which is less than 180 Credit-Hours (Postgraduate Certificate), is awarded a Diploma – Postgraduate. This Award is assigned Credit-Values and Credit-Hours, as are exemplified by the following:

1. Diploma – Postgraduate – in Organisational Change Management, 30 Credit-Hours;
2. Diploma - Postgraduate - in Trainer Training: Training for Trainers, Double-Credit, 60 Credit-Hours:
3. Conveyancing and Property Valuation: Property Law, Double-Credit, 72 Credit-Hours:
4. Diploma – Postgraduate – in University and Higher Education Administration, Triple-Credit, 90 Credit-Hours;
5. Diploma – Postgraduate – in Tourism and International Relations, Quad-Credit, 120 Credit-Hours.

As in the first example, above, where the Credit-Value is not noted in an Award, it must be assumed that it is a Single-Credit Value.

Postgraduate Diploma Award

A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

Postgraduate Certificate Award

A Postgraduate Certificate might be gained with a minimum of 180 Credit-Hours, through continuous study or Credit-Hours' accumulation.

Cumulative Postgraduate Certificate, and Postgraduate Diploma Awards

All Postgraduate Short Courses accumulate to a Postgraduate Certificate and a Postgraduate Diploma, on a 'Pic and Mix' or Specialist basis. This means that we maintain academic records for each delegate, indicating the courses studied, with their Credit-Value and Credit-Hours, as are indicated above, '**Credit-Hours and Credit-Values, in Diploma – Postgraduate – Award**'. The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

All Specialist Postgraduate Certificate and Postgraduate Diploma Programmes have predetermined Award Titles. Delegates who do not follow a specialism, for accumulation to a Postgraduate Certificate and Postgraduate Diploma, receive a Generalist, rather than a Specialist, Award. However, a Specialist Award is given to delegates who studied at least seventy percent (70%) of their courses in a specialist grouping, as are exemplified above, under the heading '**Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles**'.

Assessment Requirement For Postgraduate Diploma; Postgraduate Certificate; and Diploma - Postgraduate

Because of the intensive nature of our Courses and Programmes, for In-Classroom, and Video-Enhanced Online modes, assessment will take place during or at the end of the '**active teaching period**', adopting differing formats. These structures include, but are not limited to:

- In-Class Tests;
- Text-Case Analyses;

- Video-Case Analyses;
- 'Out-of-Class' Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

Based on these assessments, successful candidates will receive either a:

- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and 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 Certificate, 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.

Application Process For Postgraduate Diploma; Postgraduate Certificate; and Diploma – Postgraduate - Short Courses

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

- Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application Form.

Admission and Enrolment Procedure

- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which 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 Invoices;
- Upon receipt of an applicant's payment, we will send him or her an Official Payment Receipt, and Admission Letter, bearing a copy of the Passport-Type in the respective Application Form.
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary **Immigration Documentation**, to support their application;
- **Joining Instruction** will be sent to Students and Delegates, on time to prepare for their enrolment. The incorporated information include:
 - Venue Name, Location, with specific address;
 - Details of Airport Transfer, where appropriate;
 - Start date and time;
 - Registration details;
 - Daily Schedule;
 - Local Transportation Details;
 - Residential Accommodation Details;
 - Leisure and Shopping Facilities, in the area;
 - General Security Information; among others.

Our Video-Enhanced (Face-To-Face) 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, 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 lecturer, ask, and address questions; sitting examinations, in his or her presence. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate - Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a **12-year period**, towards a Postgraduate Certificate or Postgraduate Diploma.

Key Features of Our Online Study: Video-Enhanced Online


- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants can 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 the duration of 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 similar classroom-based courses;
- 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.

10- Week Video-Enhanced Online Postgraduate Certificate; and 20-Week Video-Enhanced Online Postgraduate Diploma programmes

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC

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Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, in line with our **Regulation**, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.

Service Contract, Incorporating Our Terms and Conditions

[Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.](https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm)

https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm

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.

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Director
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