

 **HRODC Postgraduate Training Institute,**  
*A Postgraduate-Only Institution,*  
**Verified by, & Registered With,**  
**UK's Department for Education.**

**#045**

**Advanced Language and English  
Communication Skills,  
Postgraduate Short Course.**

**Leading To:**

**Diploma – Postgraduate – in  
Advanced Language and English  
Communication Skills,  
Triple-Credit, 90 Credit-Hours.**

**Accumulating to a Postgraduate  
Certificate, with 90 additional Credit-  
Hours, and a**

**Postgraduate Diploma, with 270 additional  
Credit-Hours.**

Diploma Postgraduate - in Advanced Language and English Communication Skills Page 1 of 22



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HQ: 122A Bhylls Lane, Wolverhampton, West Midlands, UK.  
Primary Website: <https://www.hrodc.com>.  
**Prof. Dr. R. B. Crawford, Director.**

+44 1902 763 607;  
+44 20 8133 2760;  
+44 7736 147 507;  
+44 7586 676 208.



<https://www.hrodc.com>  
institute@hrodc.com;  
london@hrodc.com  
Skype: hrodcitdpgti4

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**Prof. Dr. R. B. Crawford - Director**  
PhD (UCL – Uni London); MEd M. (Uni Bath); PGC IS (Uni West London);  
Adv Dip Sc Ed (Uni Bristol); PG Dip Doctoral Research Supervision  
(Uni Wolverhampton); F.I.M.S.; HR Specialist (I.M.S.);  
Executive M. AOM; M. AAM; M. ISGS; M. SCOS; M. RG.



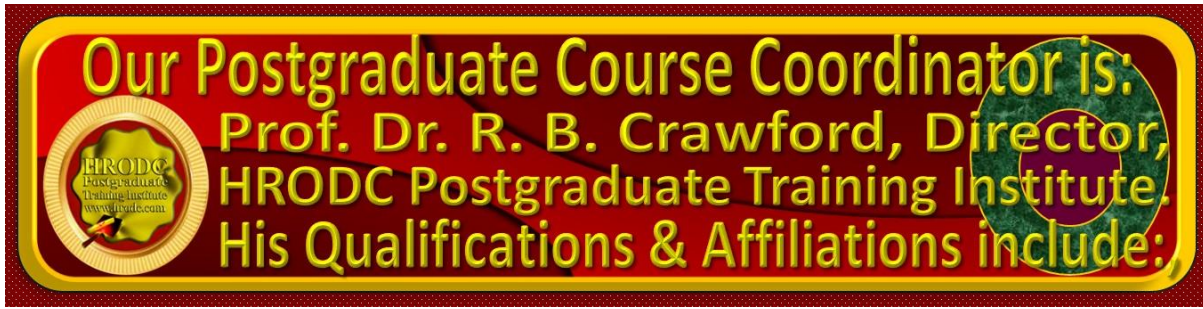
**Featured PG Dip; PG Cert; Dip PG.**  
**Click For Details!**



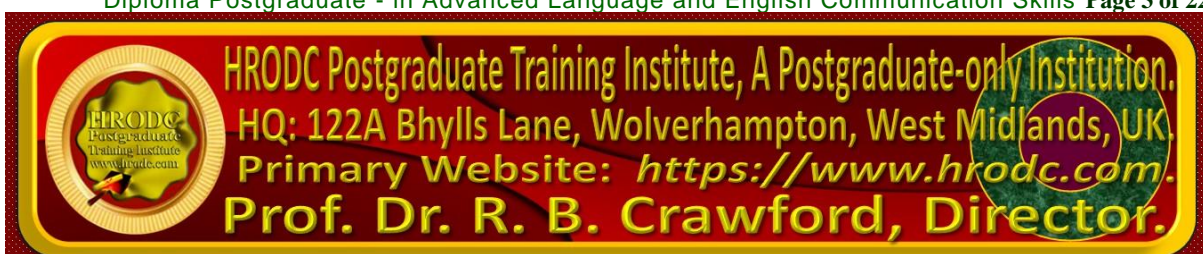
**General Diploma: Access To Postgraduate.**  
**Click For Details!**



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- 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;
- 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.

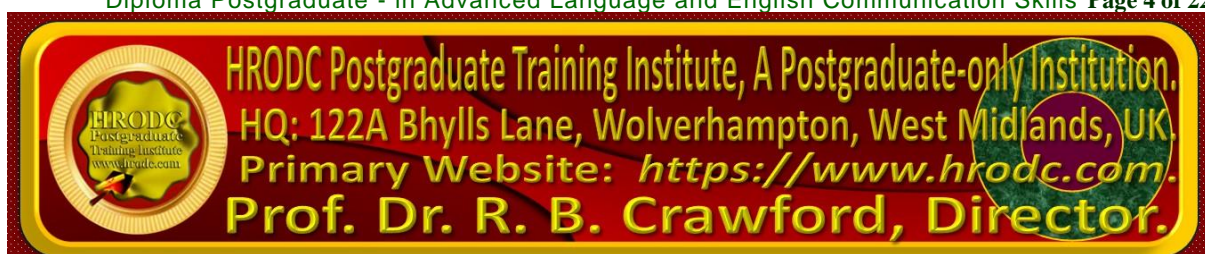
### **He was formerly an Expatriate at:**

- Ministry of Education, Sokoto, Nigeria;
- Ministry of Science and Technical Education, Sokoto, Nigeria;
- University of Sokoto, Nigeria;
- College of Education, Sokoto, Nigeria; and

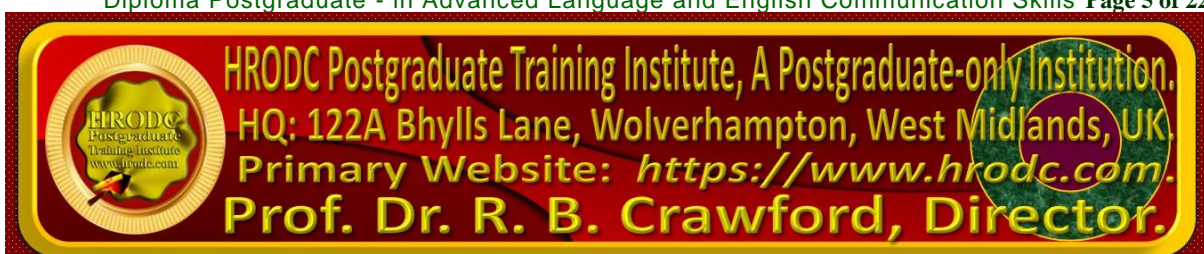
Former Editor-In-Chief of 'Sokoto Journal of Education'.



- Communication Executives;
- Company Secretaries;
- Corporate Executives;
- Departmental Heads;
- Executive Directors;
- English Professors;



- English Teachers;
- Front Line Staffs;
- General Managers;
- Interim Managers;
- Managers;
- Personal Assistants;
- Postgraduate Students;
- Project Managers;
- Project Managers;
- Management Trainees;
- Reception Administrators;
- Secretaries;
- Senior Executives;
- Supervisors;
- Team Managers;
- Confident writers, who need to be able to express their ideas even more clearly and effectively, to an advanced standard in English;
- All others with a genuine interest in perfecting their Language and Communication Skills,



## Advanced Language and English Communication Skills, Postgraduate Course.



**Leading to:  
Diploma – Postgraduate - in:  
Advanced Language and English  
Communication Skills, Double-Credit, 90 Credit-Hours.**

**Accumulating to a Postgraduate Certificate,  
with 90 additional Credit-Hours, and a  
Postgraduate Diploma, with 270 additional Credit-Hours.**

## 15-Day Course Duration & Cost:

- \* In-Venues Duration: 15 Days;
- \* Online Duration: 30 Days (3 Hrs. Per Day).
- \* In-Venues Cost: £15,000.00 Per Delegate;
- \* Online Cost: £10,050.00 Per Delegate;
- \* Group Cost: Varies with its Size.



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## In-Venues Cost Includes:

- \* Snacks & Lunch, on Event-Days;
- \* Stationery, Onsite Internet Access, City Tour;
- \* Earned Award (PG Dip; PG Cert; Dip – PG; or Gen. Dip);
- \* Module Credits, for Incomplete Programmes;
- \* Cert. of Attendance & Participation, if Unsuccessful.



## Our Branded Complimentary Products.

Students & Delegates Will be Treated To a Selection of:

- \* Leather Conference Folder; Leather Conf. Ring Binder;
- \* Leather Conference Bag (Black or Brown);
- \* Polo Shirt (Black, Blue, Navy, Green, Red, White);
- \* Metal Pen (Green, Blue, Maroon, Gold);
- \* USB Drive (8-16 GB); Carrier Bag.



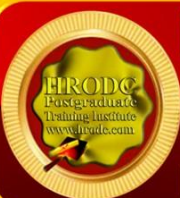
## Daily Schedule:

09:00 To 16:30

But may Vary, with Location.



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**Our Scheduled Delivery Locations Include:**

- \* Amsterdam, Netherlands;
- \* Brussels, Belgium;
- \* Central London, UK;
- \* Dubai, United Arab Emirates (UAE);
- \* Kuala Lumpur, Malaysia; &
- \* Paris, France.


**Other Locations, & Inhouse, on Request.**



**Postgraduate Course Objectives.**

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

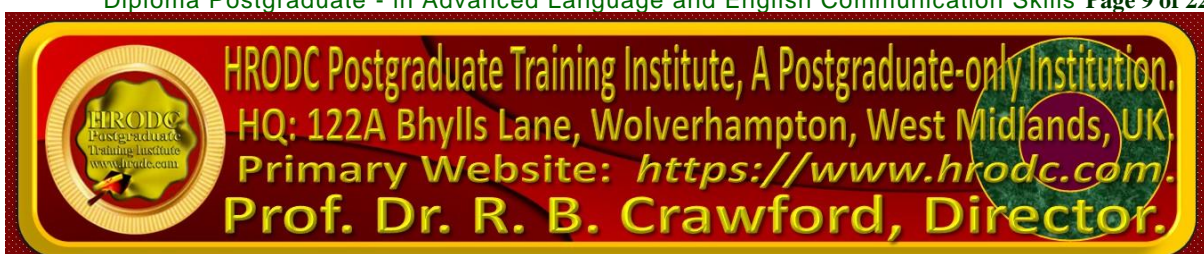
- Accurately record the minutes of a meeting, previously recorded on video;
- Appropriately use specific verbs in their present tenses in at least three sentences that they construct;
- Choose the two sentences, from a set of pre-constructed ones, which contain gerunds, pointing these out correctly;
- Classify the different parts of speech, using them effectively in sentence construction;
- Construct at least three sentences, using a present perfect tense;
- Construct at least two sentences that demonstrate the situations wherein a verb takes the place of a noun, thereby becoming a noun – in that context;



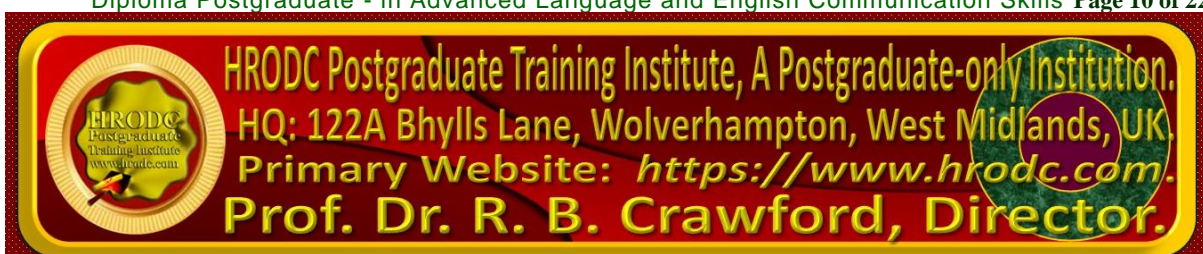
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- Construct at least two sentences with common nouns, accurately pointing them out;
- Construct at least two sentences with proper nouns, identifying them accurately;
- Construct at least two sentences, using collective nouns;
- Construct at least two sentences, with exclamation, correctly pointing them out;
- Construct at least two sentences, with noun clauses, accurately pointing them out;
- Construct simple sentences that are grammatically correct;
- Convincingly demonstrate their enhanced ability to produce instruments of meetings and personal documentation by providing at least one written example of each of the following:
  - Notice and Agenda;
  - Minutes of Meetings;
  - Letter of Job Application;
  - Testimonial;
  - Favourable Reference;
  - Unfavourable Reference;
  - Interview Invitation Letter;
  - Offers of Appointment;
  - Letter of Termination of Employment.
- Correctly identify at least two conjunctions in given complex sentences;
- Demonstrate advanced knowledge and skills in their application of the English grammar;
- Demonstrate an effective presentation of business documents and business correspondence;
- Demonstrate in a sentence or statement the proper use of will/would, shall/should, can/could, may/might and must;
- Demonstrate the correct usage of punctuation or external marks as a writing mechanic;
- Demonstrate their ability to accurately record the minutes of a meeting, which has been convened for training purpose, in this course;

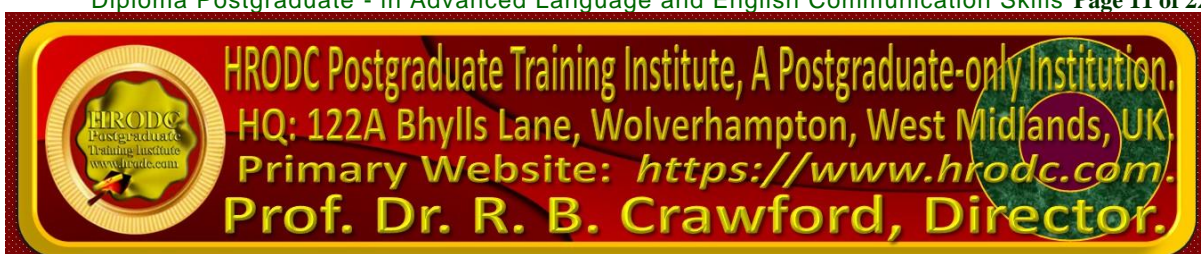


- Demonstrate their ability to read passages, with emphasis on pronunciation of vowels, syllables, and intonations;
- Demonstrate their knowledge of the distinction between 'countables' and 'uncountables', by identifying at least two of each in pre-pared sentences;
- Demonstrate their understanding of the different parts of speech, such as relative pronoun, reciprocal pronoun, personal pronoun; indefinite pronoun, demonstrative pronoun, reflexive pronoun, interrogative pronoun, by picking at least two of each from pre-prepared passages;
- Distinguish between vowels and consonants, identifying at least two of each type of word, in the written sentences provided;
- Display a good understanding in writing business reports and proposals;
- Distinguish between adjectives and adverbs, using each correctly in at least two sentences;
- Distinguish between common and proper nouns;
- Effectively develop coordination of compound sentences by using clauses and conjunctions;
- Effectually apply the writing strategies for a persuasive proposal;
- Extract the Greek Root of at least two words, as used in given sentences, from a list of words such as: dysfunctional; dyslexic; hydration; dehydrate; microbe; microscope; monologue; monotonous; photograph; phosphorous;
- Identify at least five adjectival clauses from pre-prepared passages;
- Identify at least three singular nouns from reconstructed sentences;
- Identify at least three verbs in their past-perfect tense, in pre-constructed sentences;
- Identify at least two 'nouns-in-a-position' in pre-formulated sentences;
- Identify at least two different types of pronouns, as are used in pre-constructed sentences;
- Identify the importance and functions of business documents;
- Identify the silent vowels in at least three specific words that they have been given;
- Demonstrate their understanding of the different types of verbs such as Regular Verbs, Irregular Verbs, Transitive verbs, Intransitive Verbs, Auxiliary Verbs, by



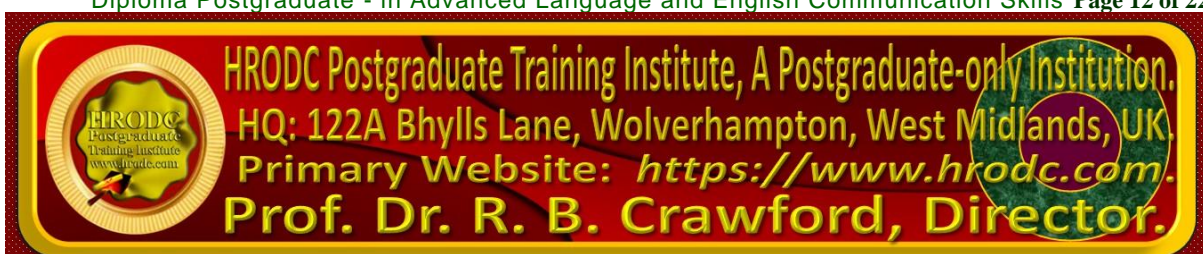
identifying at least one of each from pre-prepared passages and using them in at least two sentences that they construct;

- Label or categorise forms of messages – neutral, positive, negative or persuasive.
- Manage an active communication with would-be users and clients, whether face to face or telephone conversation;
- Name at least four distinct parts of speech, providing an example of each;
- Name at least two types of nouns;
- Provide at least two examples of adjectives in pre-prepared sentences;
- Reconstruct at least three simple sentences into complex sentences;
- Reform at least three simple sentences into complex sentences;
- Tell the Latin Root of at least two words, as used in given sentences, from a list of words such as: ambiguous; ambidextrous; fortitude; fortress; projection; rejection; material; maternity, indicating their meanings;
- Transform at least four singular nouns, in pre-designed sentences, into plural nouns;
- Use at least four different parts of speech in sentences, specifying the different ones that have been used;
- Utilise basic patterns, form, function and roles of simple and complex sentences;
- Utilise the role of the E-mail in creating electronic rapport;
- Distinguish between main clauses and subordinate clauses, by deconstructing at least two pre-designed sentences;
- Use pre-constructed sentences and passages to demonstrate their knowledge of at least one occurrence of each of the following clauses: Types of clauses: Defining Clauses; Non-Defining Clauses; Noun Clauses; Adjectival Clauses; and Adverbial Clauses;
- Take practical measures to illustrate their mastery of each of the following report elements, through the production process and outcome of a stipulated report, which incorporate the following aspects: Writing of the Business Reports: Report Starting Point; Periodic Reports; Progress Reports; Data Reports; Recommendation Reports. Effective Business Report Format; Determining the Purpose of the Report; Understanding of the Audience Needs;



Brainstorming about the Topic; Researching the Topic; Arranging the Major Points; Writing the Rough Draft; Revising the Rough Draft; Reviewing the Appearance of Rough Draft; Preparing the Final Copy; Presenting the Report.

- Initiate the construction of sentences that demonstrate their correct use of each of the following: Will/Would; Shall/Should; Can/Could; May/Might; Must;
- Formulate at least two sentences that illustrate their correct use of reported speech;
- Customise e-mail draft, as appropriate, for different situations;
- Effectively undertake tutor-designed exercises, which demonstrate their understanding of, and capability for the following: Working with E-Mail; The Good, the Bad and the Ugly of E-Mail; The Weakest Link in E-Mails; Making Effective Use of E-mails; Improving Customer Care with E-Mail; Creating Electronic Rapport; E-Mail @ Work; Netiquette.
- Draw out and illustrate within the contexts of video case studies and simulation exercises, respectively, behaviours that are conducive to effective customer and client care, with specific relation to the following: Effective Customer Service; Encourageable Customer Service Culture; Effective Customer Interaction; Managing Challenging Client Care Situations; Effective Face-to-Face Communication; Maintaining Productive Conversation; Positive Telephone Conversation; Award-winning Outgoing Calls; Receptivity to Incoming Calls.
- Through self-initiated sentence construction illustrate their enhanced understanding of the correct usage of at least two occurrences of each of the following punctuation marks: Punctuation; The Period; The Question Mark; The Exclamation Point; The Comma. The Semicolon; The Colon; The Dash; The Hyphen; Quotation Marks; Parentheses; The Apostrophe.





# Postgraduate Course Contents, Concepts, and Issues.

**Dip. Postgraduate Course Outline.**  
While, so far, we have Provided Pertinent **Information, Incorporating: Learning Objectives, Duration, Cost, Target Audience, & Coordinator.**  
**We have withheld Details of: Course Contents, Concepts, & Issues.**  
Delegates will receive the Specifics in attendance, **At our International Locations, & Online.**

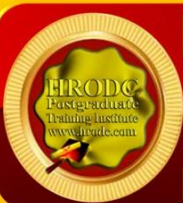


**Part 1. Grammar and the Different Parts of Speech: An Overview; Silent Vowel; Word Formation; etc.**

**Part 2. Parts of Speech: Pronouns; Types of Pronouns; Verbs; Verb Phrases.**

**Part 3. Parts of Speech: Preposition and Phrasal Verbs; Adjectives; Adverbs; Adverbials; Prepositions; etc.**

**Part 4. Parts of Speech: Using Tense, Appropriately; Fundamentals of Reported Speech; Subjects and Objects: Clauses; etc.**



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**Part 5. Sounds: Phonetic Script; Lips; Lips of the Tongue; Blade; Front and Back of the Tongue; Vowels; etc.**

**Part 6. Simple/Complex Sentence Patterns: Phonetic Script; Lips; Lips of the Tongue; Blade; Front and Back of the Tongue; etc.**

**Part 7. Coordination and Writing Mechanics: Compound Sentences and Coordinate Clauses; Meaning Related to Coordinating Conjunctions; etc.**

**Part 8. Presentation of Business Documents: Abbreviations, Capitalisation, and Number Expression: Parts of a Business Letter; etc.**

**Part 9. Structuring Your Communication and Writing to Clients: 4-Point Plan; Language and Tone: etc.**

**Part 10. Communicating with Clients and Customers: Client and Customer Service; etc.**

**Part 11. The Email: The Explosive Growth of E-Mails; E-Mail; The Good, the Bad and the Ugly of E-Mail; The Weakest Link in Your E-Mails; etc.**

**Part 12. Business Reports and Proposals: Writing a Business Report; Types of Business Reports; Business Report Format; Guidelines for Report Writing.**

**Part 13. Writing and Organising Business Reports and Proposals:  
Writing Business Proposals; etc**

**Part 14. Meetings and Personnel Documentation: Notice and  
Agenda; Minutes of Meetings; Types of Minutes; Letters  
of Application; Testimonials; etc.**

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**Regulation For The Awards of:  
Postgraduate Diploma;  
Postgraduate Certificate; &  
Diploma – Postgraduate.**

**Diploma – Postgraduate; Postgraduate Certificate; &  
Postgraduate Diploma Awards.**

Postgraduate Short Courses are of a minimum of five days' In-Venues (10 days' Online) but less than 6 weeks' In-Venues (less than 10 weeks' 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-Venues

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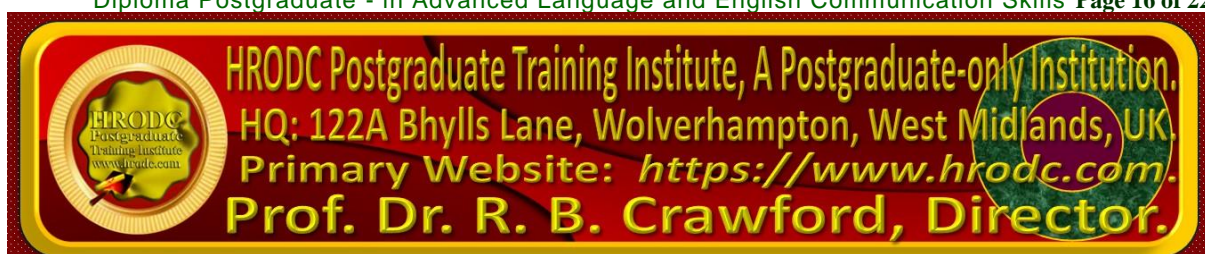
(10- and 20-weeks' Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which 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 In-Venues Study, or 10 Online Delivery. Similarly, a Postgraduate Diploma might be studied for 12 weeks In-Venues or 20 weeks. 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. [Please click to view and download our List of Specialist Postgraduate Certificate, and Postgraduate Diploma Programmes](#)



### **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 In-Venues and Online Deliveries. Each Five-Day In-Venues, or a Ten-Day Online (3 hours per day) Course consists of 30 Credit-Hours, while a 6-Day In-Venues (12-day Online) course amounts to 36 Credit-Hours. Because Credit-Values are calculated in 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**

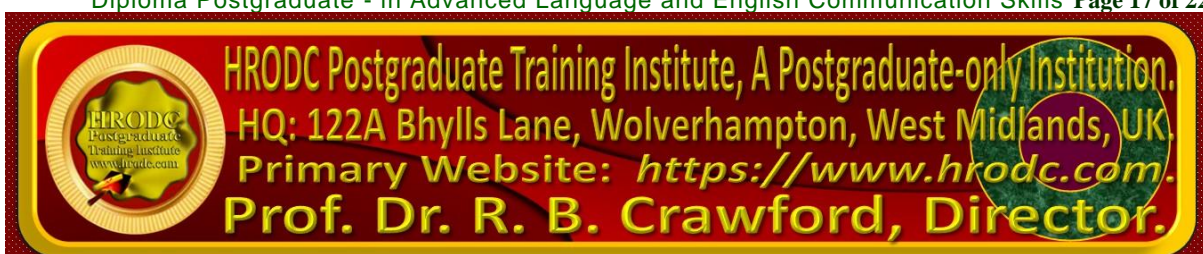
A Postgraduate Diploma Award is achieved with a minimum of 360 Credit-Hours, through continuous study, or an accumulation of Credit-Hours.

### **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**'.

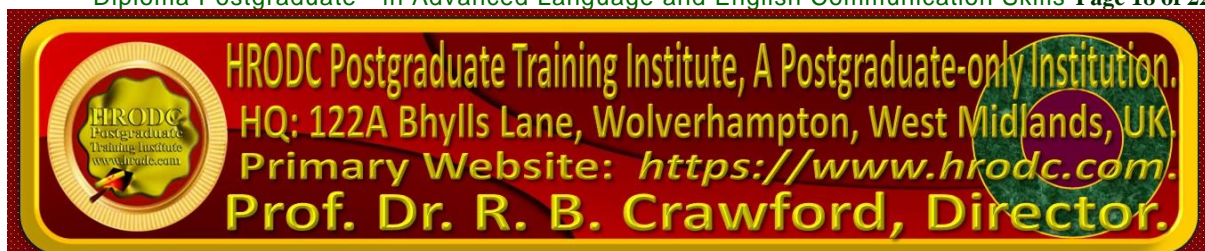


Applicants for Diploma – Postgraduate; Postgraduate Certificate; and Postgraduate Diploma are required to submit the following documents:

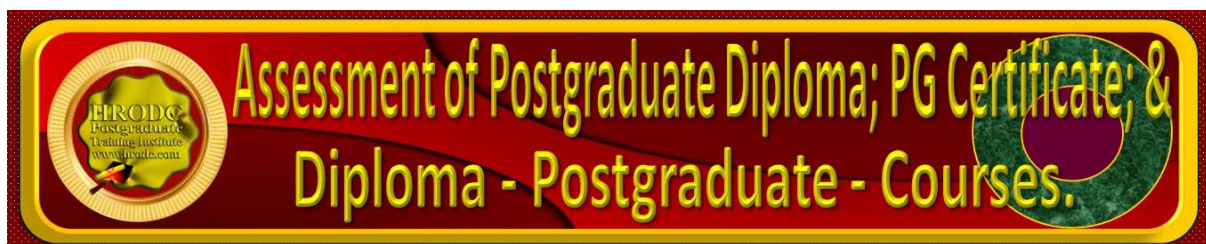
- Completed Postgraduate Application Form, including a passport sized picture affixed to the appropriate section;
- A copy of Issue and Photo (bio data) page/s of the applicant's current valid passport or copy of 'Photo-embedded' National Identity Card;
- Copies of credentials stated in the Application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

## Admission and Enrolment Procedure

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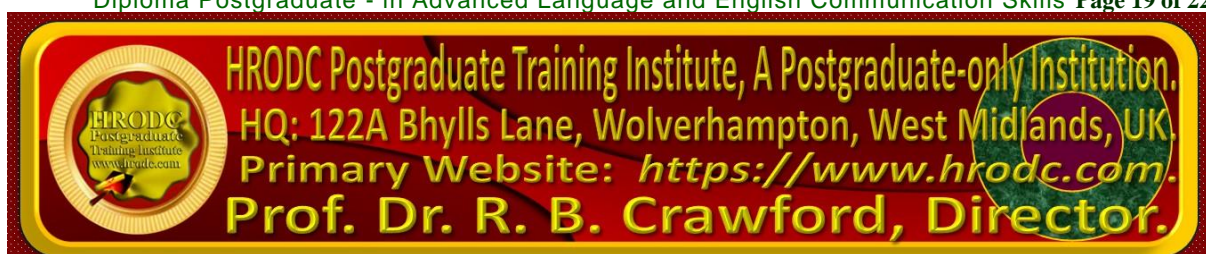


- On receipt of all the above documents, they will be forwarded to our 'Admissions Committee', which will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly, and sent Invoices;
- 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.



Because of the intensive nature of our Courses and Programmes, for In-Venues, and 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:

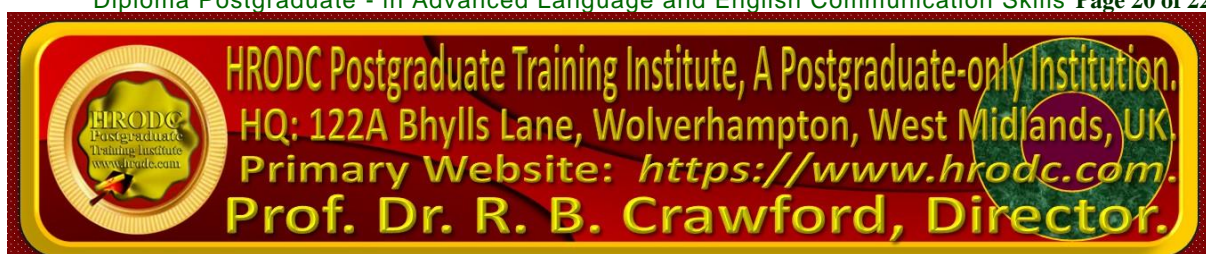
- Diploma – Postgraduate - Award;
- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

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.



You might study a Postgraduate Diploma, or Postgraduate Certificate, in 20 or 10 weeks, respectively, in the comfort of your offices or homes, through our Postgraduate Training Institute's Online Delivery Mechanism. We are committed to your achieving the 360 or 180 Credit-Hours, respectively, in line with our **Regulation**, within the



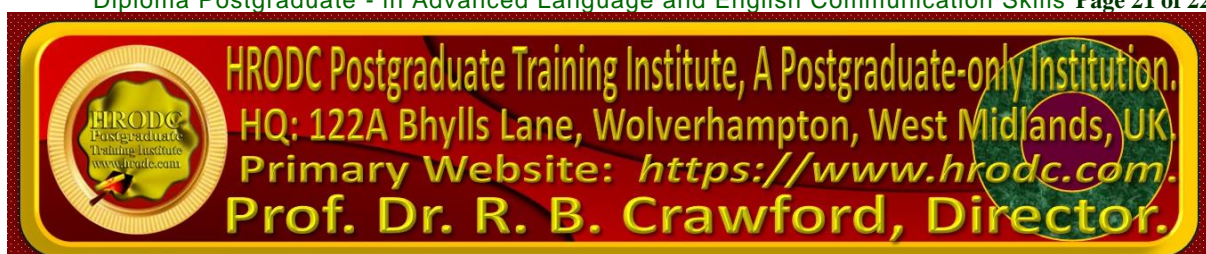
stipulated timeframe. The direct “Student-Lecturer-Contact-Times” of 3 hours per day, 6 days per week will ensure that these requirements are met. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective ‘work-study-life-style balance’, at times convenient to you and your appointed tutor.



[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)

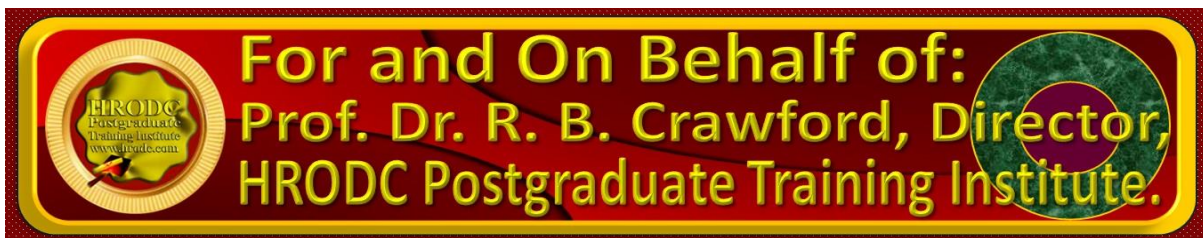
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The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate’s subscription to our Policy Terms and Conditions, which are legally binding.

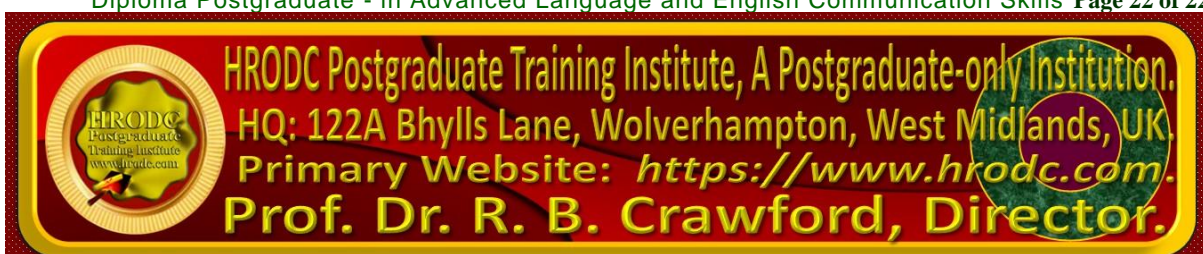




**You Are Most Welcome To Visit Our Main Website, & SM Pages, To Communicate With, & Follow, Us.**



**For and On Behalf of:  
Prof. Dr. R. B. Crawford, Director,  
HRODC Postgraduate Training Institute.**



**HRODC Postgraduate Training Institute, A Postgraduate-only Institution.  
HQ: 122A Bhylls Lane, Wolverhampton, West Midlands, UK.  
Primary Website: <https://www.hrodc.com>.  
Prof. Dr. R. B. Crawford, Director.**