

# **HIRODC Postgraduate Training Institute**



**A Postgraduate - Only Institution**



**#120**

**Malaysian Industrial Relations and  
Employment Law**

**Postgraduate Short Course**

**Leading To:**

**DIPLOMA - POSTGRADUATE IN**

**Malaysian Industrial Relations and  
Employment Law, Double Credit, 60 Credit-  
Hours**

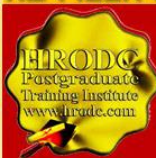
**Accumulating to A**

**Postgraduate Certificate, With 120 Additional Credit-  
Hours, or A**

**Postgraduate Diploma, With 300 Additional  
Credit-Hours**


**HIRODC 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.london>  
[postgraduateshortcourses.com/](https://www.postgraduateshortcourses.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);

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- 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;

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➤ Personal Tutor

### For Whom This Course is Designed

#### This Course is Designed For:

- Industrial Relations Officers;
- Human Resource Directors;
- Human Resource Officers;
- Personnel Managers;
- Welfare Managers;
- University Academics;
- University Human resource Officers;
- Company Human Resource Managers;
- Social Security Officers;
- Ministry of Human Resources Officials;.
- Department of Labour, Peninsula Malaysia, Officers;
- Department of Industrial Relations Officials;
- Department of Trade Unions Officials;
- Department of Occupational Safety and Health officers;
- Employees Social Security Organization (ESSO) officers;
- Employees Provident Fund (EPF) Officials;
- Human Resource Development Fund Officers;
- Malaysian Industrial Courts Officials;
- All others with an interest in Malaysian Industrial Relations and Employment Law.

#### Classroom-Based Duration and Cost:

<b>Classroom-Based Duration:</b>	<b>10 Days</b>
<b>Classroom-Based Cost:</b>	<b>£10,000.00 Per Delegate</b>

#### Online (Video-Enhanced) Duration and Cost

<b>Online Duration:</b>	<b>20 Days – 3 Hours Per Day</b>
<b>Online Cost:</b>	<b>£6,700.00 Per Delegate</b>

## 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.**

### Delivery Locations:

- 1. Central London, UK;**
- 2. Dubai, UAE;**
- 3. Kuala Lumpur, Malaysia;**
- 4. Amsterdam, The Netherlands;**
- 5. Brussels, Belgium;**
- 6. Paris, France; and**
- 7. Durban, South Africa;**

**8. Other International Locations, on request.**

**Malaysian Industrial Relations and Employment Law Course**

**Leading to Diploma – Postgraduate – in Malaysian Industrial Relations and Employment Law (Double Credit) and 60 Credit-Hours, Accumulating to a Postgraduate Certificate, with 120 Additional Credit-Hours, or a Postgraduate Diploma, with 300 Additional Credit-Hours**

**Course Contents, Concepts and Issues**

**Part 1: Industrial Relations and Employment Law #1**

- Defining Industrial Relations;
- A snapshots of International Industrial Relations;
- Why Industrial Relations?;
- The role of the government in Industrial Relations;
- The Ministry of Human Resources:
  - Department of Labour, Peninsula Malaysia;
  - Department of Industrial Relations;
  - Department of Trade Unions;
  - Department of Occupational Safety and Health;
  - Employees Social Security Organization ESSO;
  - Employees Provident Fund EPF;
  - Human Resource Development fund;
  - Industrial Courts.
- Employment Legislations:
  - The Employment Act and Sabah and Sarawak Labour Ordinances;
  - The Employees Provident Fund;
  - Act;
  - The Employee's Social Security Acts;
  - The Occupational and Safety Health Act;



- The Trade Union Act.
- Law Restricting Employment of Non- Citizens:
  - Immigration Act, 1959 and 1963;
  - Employment (Restriction) Act. 1968.
- Law Relating to the Training of:
  - Employees;
  - Pembangunan Sumber;
  - MANUSIA BHD Act. 2001.

## Part 2: Industrial Relations and Employment Law #2

- Law Providing Basic Benefits:
  - Employment Act 1955;
  - Wages Councils Act 1947;
  - Sabah Labour Ordinance;
  - Sarawak Labour Ordinance;
  - Children and young persons ( employment) Act, 1966;
  - Workers Minimum Standards of Housing and Amenities Act, 1990;
  - Weekly holiday Act , 1950;
  - Pensions Act, 1980.
- Laws Establishing the Industrial Relation Framework:
  - Trade Union Act, 1959;
  - Industrial Relations Act, 1967;
  - Public Services Tribunal Act, 1977.
- Social Security Laws:
  - Employees Provident Fund Act, 1991;
  - Employee's Social Security Act, 1969;
  - Workmen's Compensation Act, 1952.
- Safety Laws:
  - Factories and Machinery Act, 1967;
  - Occupational Safety and Health Act, 1994.

## Part 3: The Employment Act and Related Acts #1

- The Individual Employment Contracts:
  - Contracts of Service Written and Oral Contracts;
  - Terms and Conditions of the Contract of Employments;
  - Express terms of the contracts of Employments;
  - Changing the Terms of a Contract;
  - Duration of the Employment;
  - Contract.
- Enforcement of the Employment Acts;
- Labour Court;
- Coverage of the Employment Act;
- Wages and Manual Work;
- Employees Rights to Unionise;
- Notice to terminate an contract;
- Termination for misconduct;
- Bridge of contracts;
- Minimum days of work for Estate workers;
- Payment of wages:
  - Ages Periods;
  - Advances on Wages;
  - Deduction from Wages;
  - When no Wages need to be paid;
  - Truck System;
  - Hierarchy of Wages;
  - Non Payments of Wages;
  - Other Monetary Terms of the Contracts.



## Part 4: The Employment Act and Related Acts #2

- Employment of Workers:
  - Women and Night Work;
  - Women and Underground Work;
  - Maternity Protection.
- Working Hours and Leave:
  - Rest Day;
  - Maximum Working hours;
  - Overtime;
  - Public holidays;
  - Annual Leave;
  - Sick Leave.
- Termination Benefits:
  - Employment of Foreigners
- Changes to the Employment Act;
- Children and Young Persons Employment Acts:
  - Employment of Children;
  - Employment of young persons.
- Workers Minimum Standards of Housing and Amenities Acts;
- Employment (Restrictions Acts and the Immigrations Acts).

## Part 5: Social Security Laws

- Social Security Systems;
- Employees Provident Fund:
  - Membership Contributions Withdrawals
- Employees Social Security Acts:
  - Scope of the Acts SOCSO;
  - Effectiveness of Social Security Organizations;

- Workmen's Compensation Acts.

## Part 6: The Law on Occupational Safety and Health

- Factories and Machinery Act, 1967;
- Occupational Safety and Health Act, 1994 (OSHA):
  - National Council for Occupational Safety and health;
  - Duties of Employers;
  - Safety Policies;
  - Safety Training;
  - Duties of Designers, Manufacturers and Suppliers;
  - Duties of Employees;
  - Regular Medical Examination;
  - Appointment of a Safety and Health Officer;
  - Safety and Health Committees;
  - Notification of Accidents and Occupational Diseases;
  - Improvement and Prohibitions Notices.
- Safety and Health, as a Continuing Cause for Concerned.

## Part 7: Malaysian Trade Unions #1

- History of Trade Union;
- Reason for Joining Trade Unions:
  - Economic Motives;
  - Protection of Rights;
  - Social Reasons.
- Trade Unions Objectives;
- Legal Definition of Trade Unions;
- Membership of a Trade Union:
  - Rights to Form and Join a trade Union;
  - Who can join a Union.

- Employers Attitude to Unions;
- Victimisations of Trade Unions Activities;
- Creating a Non-Union Environments;
- Registrations of a Big Union;
- Union Funds;
- Union Executives;
- Union Employees.

## Part 8: Malaysian Trade Unions #2

- Modern Unions;
- Worker's Unions:
  - Number of Unions;
  - Size of Unions;
  - Types of Unions;
  - Public Sector Unions;
  - Private Sector Unions;
  - Structure of Unions;
  - Affiliation to other bodies;
  - Strength of the Trade Union Movements;
  - Union Density;
  - Trade Union Leaders;
  - Union Reputation.
- Employers' Associations;
- Congress of Unions of Employees:
  - In the Public Sector and Civil Service (CUEPACS)
- Malaysian Trade Union Congress (MITUC);
- Malaysian Employers Federation (MEF);
- The Media and the Trade Union Movements.



## Part 9: Collective Bargaining

### ➤ Private Sector:

- Deciding Terms and Conditions of Service;
- Collective Bargaining;
- Rights to Form Collectives Associations;
- Union Bargaining Strength;
- Recognition Procedure de- recognition;
- Bargaining in Good Faith;
- Bargaining Climates;
- Other Forms of Participations;
- Bargaining Procedure;
- Bargaining Levels;
- Negotiations Techniques;
- Preparation for Negotiation;
- Membership of Bargaining Team;
- Collection of Information;
- Union Opposition;
- Economic Information;
- Deciding Objectives, Strategies and Tactics;
- Getting Mandates;
- Stages in Bargaining;
- Collective Agreements;
- Items Generally Found in Collective Agreements;
- Recognition;
- Union Security;
- Compensation and Benefits;
- Existing Benefits;
- Procedures;
- Number of Collective Agreements sign per year.

### ➤ Public Sector:

- Terms and Conditions of a Service;
- Salaries Commissions;
- Complete Services Departments;
- National Joint Council (NJC);
- Public Services Tribunals.

## Part 10: Trade Disputes and Industrial Actions

- Trade Disputes;
- Preserving Industrial Harmony;
- Industrial Actions by Employees:
  - Picketing;
  - Strikes;
  - Strike Procedures;
  - Strike in the Essential Services;
  - When Strike is no permitted?;
  - Right to Strike;
  - Incident of Strike;
  - “No Strike Clauses”;
  - Support for Strike Actions.
- Industrial Actions by Employers:
  - Lock out
- Settlement of Trade Disputes:
  - Direct Negotiations;
  - Conciliations;
  - Role of The Conciliator;
  - Mediation;
  - Arbitration;
  - Fact-finding Machinery;
  - Board of Inquiry and Committees of Investigation.

## Part 11: The Industrial Courts

- Structure and Proceedings of the Courts;
- Awards of Courts;
- Jurisdiction of the Courts:
  - Claims of Reinstatements Court's Power in Claims of Dismissal without just cause or excuse;
  - The court and claims relating to Retrenchments;
  - Code of Conduct for Industrial;
  - Harmony;
  - Trade Disputes;
  - Scope of Collective Agreement;
  - Bonus;
  - Salary Increases;
  - Managerial Prerogative;
  - Reduction of Existing Benefits;
  - Interpretation of Collective Agreements or Awards;
  - Complains of Non-compliance.

## Part 12: Discipline in the Workplace

- Taking Disciplinary Action:
  - Disciplinary Action and the Employment Act, 1955;
  - Section 20, Industrial Relation Act., 1967;
  - Claims of Wrongful Dismissal at the Height Course.
- Industrial Court Awards on Claims for Reinstatements;
- Taking Disciplinary Action:
  - Organizational Rules;
  - Disciplinary Action for Misconduct.
- General Guidance for Taking Disciplinary Action;
- Procedure Prior to Dismissing an Employee Guilty of Misconduct:



- The Rights to Hire and Fire;
  - Recommended Procedures;
  - Investigations;
  - Domestic Inquiry;
  - Conducting The Inquiry;
  - Penalties;
  - Industrial Appeal Procedures.
- Special Procedures for a Sexual Harassment;
  - Disciplinary Action for Un satisfactory Performance;
  - Constructive Dismissal;
  - Frustration of Contract;
  - Termination of Fix-term contracts;
  - The Rights of Probations;

## Postgraduate Diploma, Postgraduate Certificate, and Diploma – Postgraduate - Short Course Regulation

### Postgraduate Certificate, 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 Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading to Awards bearing their title prefixes. While we refer to our short studies, of 5 days to five weeks, as 'Courses', those with duration of 6 weeks and more are labelled 'Programmes'. Nevertheless, in line with popular usage, we often refer to all study durations 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 short courses accumulate to Postgraduate Certificate, with a total of 180 Credit-Hours (= 6 X 5-Day Courses or 3 X 10-Day Courses), or Postgraduate Diploma, with a total of 360 Credit-Hours (= 12 X 5-Day Courses or 6 X 10-Day Courses).

Delegates studying courses of 5-7 days' duration, equivalent to 30-42 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 Certificate, 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, Postgraduate Certificate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order 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.

## Diploma – Postgraduate, Postgraduate Certificate, and Postgraduate Diploma Application Requirements

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 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 and Duration of Postgraduate Certificate and Postgraduate Diploma Programmes

There are two delivery formats for Postgraduate Certificate and Postgraduate Diploma Programmes, as follows:

1. Intensive Full-time (Classroom-Based) Mode, lasting 3 months for Postgraduate Diploma, and 6 weeks for Postgraduate Certificate. These durations are based on six hours' lecturer-contact per day, five days (30 hours) per week, for Postgraduate Diploma;
2. Video-Enhanced On-Line Mode. This interactive online mode lasts twenty (20) weeks, for Postgraduate Diploma, and ten (10) weeks for Postgraduate Certificate. Our calculation is 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, 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 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 6-year period, towards a Postgraduate Certificate or 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 1<sup>st</sup> of each month, with the cut-off date being the 20<sup>th</sup> 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 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

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 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.

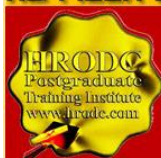
### Cumulative Postgraduate Certificate and Postgraduate Diploma Courses

All short courses can accumulate to the required number of Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, over a six-year period from 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 one or two credits be attempted each year. This will ensure that the required 180 Credit-Hours and 360 Credit-Hours, for the Postgraduate Certificate and Postgraduate Diploma, respectively, are achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

<b>Examples of Postgraduate Course Credits: Their Value, Award Prefix &amp; Suffix – Based on 5-Day Multiples</b>		
<b>Credit Value</b>	<b>Credit Hours</b>	<b>Award Title Prefix (&amp; Suffix)</b>
<b>Single-Credit</b>	<b>30-54</b>	<b>Diploma - Postgraduate</b>
<b>Double-Credit</b>	<b>60-84</b>	<b>Diploma – Postgraduate (Double-Credit)</b>
<b>Triple-Credit</b>	<b>90-114</b>	<b>Diploma – Postgraduate (Triple-Credit)</b>
<b>Quad-Credit</b>	<b>120-144</b>	<b>Diploma – Postgraduate (Quad-Credit)</b>
<b>5-Credit</b>	<b>150-174</b>	<b>Diploma – Postgraduate (5-Credit)</b>



<b>Examples of Postgraduate Course Credits: Their Value, Award Prefix &amp; Suffix – Based on 5-Day Multiples</b>		
<b>Credit Value</b>	<b>Credit Hours</b>	<b>Award Title Prefix (&amp; Suffix)</b>
<b>6-Credit</b>	<b>180-204</b>	<b>Postgraduate Certificate</b>
<b>7-Credit</b>	<b>210-234</b>	<b>Postgraduate Certificate (+ 1 Credit)</b>
<b>8-Credit</b>	<b>240-264</b>	<b>Postgraduate Certificate (+2 Credits)</b>
<b>9-Credit</b>	<b>270-294</b>	<b>Postgraduate Certificate (+3 Credits)</b>
<b>10-Credit</b>	<b>300-324</b>	<b>Postgraduate Certificate (+ 4 Credits)</b>
<b>11-Credit</b>	<b>330-354</b>	<b>Postgraduate Certificate (+5 Credits)</b>
<b>12-Credit</b>	<b>360</b>	<b>Postgraduate Diploma</b>
<b>360 Credit-Hours = Postgraduate Diploma</b>		
<b>12 X 5-Day Courses = 360 Credit-Hours = Postgraduate Diploma</b>		
<b>10 X 6-Day Courses = 360 Credit-Hours = Postgraduate Diploma</b>		

**Exemplification of Accumulated Postgraduate Certificate and Postgraduate Diploma Award Titles**


All Specialist Postgraduate Certificate and 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 exemplified below:

- 1. Postgraduate Diploma in Accounting and Finance;**
- 2. Postgraduate Certificate in Accounting and Finance;**
- 3. Postgraduate Certificate in Aviation Management;**
- 4. Postgraduate Diploma in Aviation Management;**
- 5. Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**

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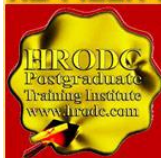




6. **Postgraduate Diploma in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
7. **Postgraduate Certificate in Business Communication;**
8. **Postgraduate Diploma in Business Communication;**
9. **Postgraduate Certificate in Corporate Governance;**
10. **Postgraduate Diploma in Corporate Governance;**
11. **Postgraduate Certificate in Costing and Budgeting;**
12. **Postgraduate Diploma in Costing and Budgeting;**
13. **Postgraduate Certificate in Client or Customer Relations;**
14. **Postgraduate Diploma in Client or Customer Relations;**
15. **Postgraduate Certificate in Engineering and Technical Skills;**
16. **Postgraduate Diploma in Engineering and Technical Skills;**
17. **Postgraduate Certificate in Events Management;**
18. **Postgraduate Diploma in Events Management;**
19. **Postgraduate Certificate in Health and Safety Management;**
20. **Postgraduate Diploma in Health and Safety Management;**
21. **Postgraduate Certificate in Health Care Management;**
22. **Postgraduate Diploma in Health Care Management;**
23. **Postgraduate Certificate in Human Resource Development;**
24. **Postgraduate Diploma in Human Resource Development;**
25. **Postgraduate Certificate in Human Resource Management;**
26. **Postgraduate Diploma in Human Resource Management;**
27. **Postgraduate Certificate in Information and Communications Technology (ICT);**
28. **Postgraduate Diploma in Information and Communications Technology (ICT);**
29. **Postgraduate Certificate in Leadership Skills;**
30. **Postgraduate Diploma in Leadership Skills;**
31. **Postgraduate Certificate in Law – International and National;**
32. **Postgraduate Diploma in Law – International and National;**

33. Postgraduate Certificate in Logistics and Supply Chain Management;
34. Postgraduate Diploma in Logistics and Supply Chain Management;
35. Postgraduate Certificate in Management Skills;
36. Postgraduate Diploma in Management Skills;
37. Postgraduate Certificate in Maritime Studies;
38. Postgraduate Diploma in Maritime Studies;
39. Postgraduate Certificate in Oil and Gas Operation;
40. Postgraduate Diploma in Oil and Gas Operation;
41. Postgraduate Certificate in Oil and Gas Accounting;
42. Postgraduate Diploma in Oil and Gas Accounting;
43. Postgraduate Certificate in Politics and Economic Development;
44. Postgraduate Diploma in Politics and Economic Development;
45. Postgraduate Certificate in Procurement Management;
46. Postgraduate Diploma in Procurement Management;
47. Postgraduate Certificate in Project Management;
48. Postgraduate Diploma in Project Management;
49. Postgraduate Certificate in Public Administration;
50. Postgraduate Diploma in Public Administration;
51. Postgraduate Certificate in Quality Management;
52. Postgraduate Diploma in Quality Management;
53. Postgraduate Certificate in Real Estate Management;
54. Postgraduate Diploma in Real Estate Management;
55. Postgraduate Certificate in Research Methods;
56. Postgraduate Diploma in Research Methods;
57. Postgraduate Certificate in Risk Management;
58. Postgraduate Diploma in Risk Management;
59. Postgraduate Certificate in Sales and Marketing;
60. Postgraduate Diploma in Sales and Marketing;
61. Postgraduate Certificate in Travel, Tourism and International Relations;
62. Postgraduate Diploma in Travel, Tourism and International Relations.

**HRODC Postgraduate Training Institute**  
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**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.

The actual courses studied will be detailed in a student or delegate's Transcript.

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**Prof. Dr. Ronald B. Crawford**  
**Director**  
**HRODC Postgraduate Training Institute**