

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#226.M2

Travel Management

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Travel Management, 42 Credit-Hours

Accumulating to A

**Postgraduate Certificate,
With 138 Additional Credit-Hours, or A**

POSTGRADUATE DIPLOMA

With 318 Additional Credit-Hours

- Page 1 of 24

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.london/postgraduateshortcourses.com/>

Email:
institute@hrodc.com
london@hrodc.com

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

Tel:
+44 1902 763 607
+44 11 7736 117 507


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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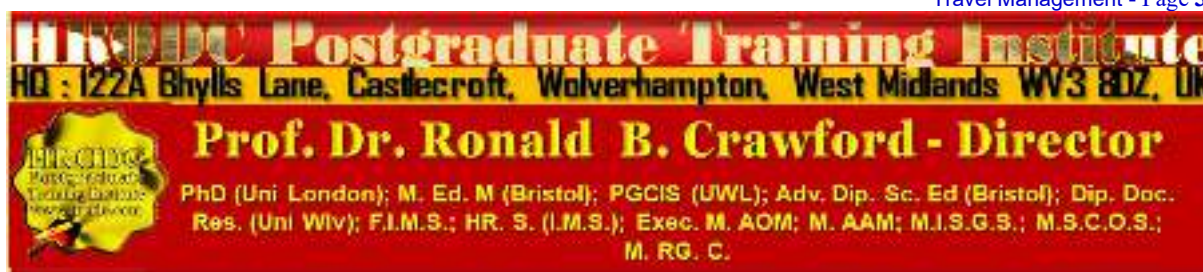
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council 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;
- Personal Tutor



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For Whom This Course is Designed


This Course is Designed For:

- Chief Executive Officers;
- Chief Executives;
- Chief Secretaries;
- Conflict Resolution Consultants;
- Consultants;
- Corporate Directors;
- Cruise Operators
- Directors of Protocol;
- Divisional Managers;
- Embassy Attaches;
- Embassy Events Managers;
- Event Managers;
- Event Organisers;
- Event Planners;
- Events Contractors;
- Events Managers;
- Events Project Coordinators;
- Events Project Leaders;
- Executive Directors;
- Food and Beverages Managers
- Functional Managers;
- Fund Holders;
- General Investors;
- Government Agency Events Project Managers;
- Guest Relation Managers
- High Commission Events Managers
- High Commission Officials;
- Hotel and Tourism Consultants;
- Hotel Booking Agents

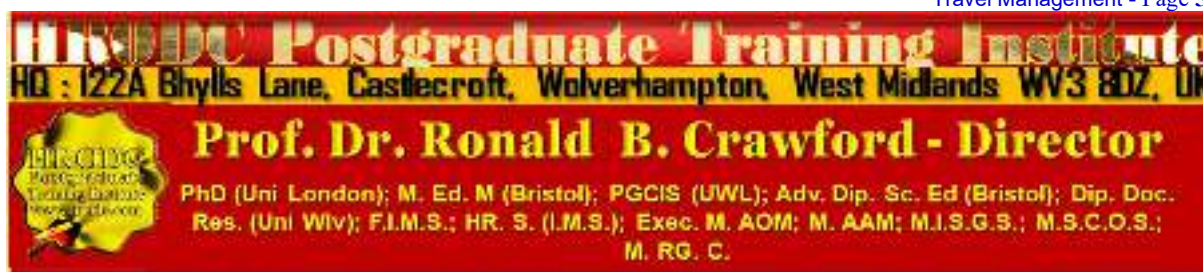
HIVUD Postgraduate Training Institute
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- Hotel Managers;
- Human Resource Management Managers;
- Immigration Personnel;
- International Conflict Managers;
- International Negotiators;
- International Negotiators;
- Lecturers of International Affairs;
- Lecturers of Tourism;
- Lecturers;
- Local Tourism Development Officers;
- Management Consultants;
- Management Development Directors;
- Mediation Officers;
- Middle and senior managers tasked with the direct delivery of events or oversight of specialist sub-contractors;
- National Economists;
- National Government Ministers with Events in their Portfolio;
- National Government Ministers with Tourism in their Portfolio;
- National Tourist Officers;
- Non-Executive Directors;
- Organisational Leaders;
- Performance Consultants;
- Performance Measurement Specialists;
- Productivity Specialists;
- Programme Managers;
- Project Commissioners;
- Project Evaluators;
- Project Managers;
- Project Monitoring Personnel;
- Project Team Leaders;
- Protocol Directors;
- Protocol officers, including those covering public relations and/or travel arrangements;



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- Protocol Officers;
- Public Relations Executives;
- Public Relations Officers;
- Public Relations Researchers;
- Quality Improvement Managers;
- Resort Managers
- Risk Analysts;
- Risk Managers;
- Royal Protocol Officers;
- Senior Civil Servants;
- Senior Executives and Managers;
- Senior Financial Advisors;
- Senior Financial Officers;
- Senior Leaders who oversee the activities of Teams;
- Specialist Team Leaders;
- Talent Managers;
- Team Development Personnel;
- Team Leaders;
- Team Members;
- Team Supervisors;
- Those in PR at the national, regional and community level;
- Those in PR in public sector, private sector and not-for-profit organisations;
- Those involved in international activities;
- Those responsible for Protocol;
- Tour Operators
- Tourism Consultants;
- Tourism Development Officers;
- Tourism Ministry Officials;
- Tourism Officials
- Tourism Promoters;
- Training and Development Managers;
- Training Directors;
- Transaction Analysts;

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- United Nations Officials;
- Value Analysts;
- Value Engineers;
- Venture Capitalists;
- Vice Presidents;
- War Officers.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	7 Days
Classroom-Based Cost:	£7,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	14 Days @ 3 Hours Per Day
Online Cost:	£4,690.00 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;**

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Travel Management, Leading to Diploma – Postgraduate – in Travel Management, 42 Credit-Hours, Accumulating to a Postgraduate Certificate, with 138 Additional Credit-Hours, and a Postgraduate Diploma, with 318 Additional Credit-Hours

- **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.**


Travel Management Course

Leading to Diploma – Postgraduate – in Travel Management 42 Credit-Hours, Accumulating to a Postgraduate Certificate, with 138 Additional Credit-Hours, or a Postgraduate Diploma, with 318 Additional Credit-Hours

Course Objectives

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

- Be conversant with the rules on international freight arrangements for personal belongings;
- Demonstrate a heightened understanding of International Airline Ticketing and Flight Schedules, that will avert flight inconvenience;




HMTI Postgraduate Training Institute
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- Demonstrate a heightened understanding of the procedures involved in Visa Processing;
- Demonstrate the step-by-step process in making effective schedule;
- Demonstrate their ability to Arrange Consulate, Embassy, High Commission, or Hotel Overnight Accommodation;
- Demonstrate their ability to avert potential Cultural Infringements;
- Demonstrate their ability to conduct 'risk assessment';
- Demonstrate their ability to create and send formal invitations;
- Demonstrate their ability to establish and maintain itineraries;
- Demonstrate their ability to facilitate cross-cultural relations;
- Demonstrate their ability to maintain and improve relationship with High Commission or Embassy, and Host Ministries;
- Demonstrate their ability to manage conflict effectively, incorporating the occasions when it should be encouraged;
- Demonstrate their ability to organise special events;
- Demonstrate their ability to promote effective 'inter-agency' and 'intra-agency' communication;
- Demonstrate their familiarity with the procedures involved in passport processing;
- Determine the formalities and rules applicable to visa arrangements and processing;
- Enumerate the duties and responsibilities of the different airport personnel and officers;
- Exhibit their ability to, effectively and smartly, initiate and conclude Hotel and Airline Reservations;
- Exhibit their ability to, effectively and smartly, initiate and concluder Hotel and Airline Reservations;
- Exhibit their competence in 'Media Relationship Management';
- Explain the efforts that they currently make, or will be making, to adhere to the Data Protection Regulation;
- Identify the different ways of visa processing, arrangements and the common requirements observed in various countries;
- Identify the requirements for arranging business travel;
- Illustrate their conversance with the Immigration Regulations and requirements of specific countries;
- Make proper coordination with hotels for visa processing;



HWTU Postgraduate Training Institute
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- Make special arrangements and planning for vehicular convoys;
- Manage projects in a systematic way;
- Manage resources more efficiently;
- Meet tight deadlines with time to spare;
- Narrate the duties and responsibilities of the different airport personnel and officers;
- Narrate the duties and responsibilities of the different airport personnel and officers;

Course Contents, Concepts and Issues

Part 1: Visa and Immigration Formalities

- Conceptualising 'Visa';

Types of Visa:

- Transit Visa;
- Airside Transit Visa;
- Private Visa;
- Tourist Visa;
- Visa for Medical Reasons;
- Business Visa;
- Working Holiday Visa;
- Student Visa;
- Temporary Worker Visa;
- Journalist Visa;
- Residence Visa;
- Spousal Visa or Partner Visa;
- Marriage Visa;
- Pensioner Visa;
- Diplomatic Visa;
- Courtesy Visa;

- On-Arrival Visa;
- Electronic Visa.

Visa Entry Types:

- Single-entry;
 - Double-entry;
 - Multiple-entry.
-
- Visa Application;
 - Visa Processing;
 - Visa Refusal;
 - Visa Extensions;
 - Visa Exemption Agreements.

Single Visa for Entry in Multiple Countries (Common Visa):

- The Schengen Visa;
 - Central American Single Visa.
-
- Passport-Free Travel.

Part 2: UK General Visa Categories and Their Requirements

- Leave to Enter or Remain in the UK;
- UK Family Visitor Visa;
- UK General Visitor Visa;
- UK Child Visitor Visa;
- UK Business Visitor Visa;
- UK Sports Visitor Visa;
- UK Entertainer Visitor Visa;
- UK Prospective Entrepreneur Visa;
- UK Private Medical Treatment Visitor Visa;
- UK Approved Destination Status (ADS) Visa;
- UK Permitted Paid Engagements Visitor Visa.

Recent UK Visa Categorisations and Replacements.

Part 3: Hotel and Airline Booking Arrangements

Hotel Reservation

- On-line
- Telephone
- Guidelines in Hotel Reservation.

Airline Reservation

- Direct Airline Reservation
- Reservation through a Travel Agent
- Internet Travel Website
- Changing Flight Reservation
- Cancelling Flight Reservation
- Electronic Ticket (E-Ticket)
- Benefits of an E-Ticket
- Disadvantages of an E-Ticket
- Getting the Best Airfare Prices
- Corporate Hotel Booking Arrangement

Part 4: The Nature of Strategic Public Relations

- Defining Public Relations
- Key Public Relations Tools

Additional Public Relation Activities

- Market Monitoring;
- Crisis Management.

- Trends in Public Relations
- Objectives of Public Relations
- Public Relations vs. Marketing vs. Advertising

- Advantages of Public Relations
- Disadvantages of Public Relations

Part 5: Professional Travel Agency Management (1)

- Airline Ticket Class;
- Infant Ticketing Policy;
- Flight Schedule;
- Flight Arrangement for Personal Belongings;
- Defining Travel Agency;
- Origin of Travel Agency;
- Concepts;
- Operations of Travel Agency;
- Types of Agencies;
- Travel Agency Commissions;
- International Air Transport Association (IATA) Membership;
- Consolidators;
- Poor Booking Practices.

Part 6: Professional Travel Agency Management (2)

- Online Booking Opportunity or Threat?
- Functions of Travel Agency;

Land Issues Planning:

- Accessibility;
- Space and Infrastructure;
- Parking;
- Amenity Value.

Legal Requirements:

- Land Use Zoning;
- Licensing and Registration;

- Other legal Requirements;
- Policy.

Business Issues:

- Travel Agency Business Structure;
- Managing Travel Agency Business;
- Promotion;
- Marketing.

7 C's of Travel Services Marketing:

- Competence;
- Confidence;
- Credibility;
- Consistency;
- Customisation;
- Care;
- Clout.

Part 7: Professional Travel Agency Management (3)

Financial Issues associated with Travel Agency Management:

- Sources of Finance;
- Business Plan;
- Financial Record Keeping;
- Budgeting;
- Tariff Structures.
- Package and Group Tours.

Package Tour:

- Factors Influencing Package Tour Cost;
- Components of Package Tour.

Group Tour:

- Steps in Planning a Group Tour.

Sales, Processes and Customer Retention:


- Sales Process;
- Customer Retention.

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).



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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.



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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.

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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.



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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 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.



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M. RG. C.

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.


Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
Single-Credit	30-54	Diploma - Postgraduate
Double-Credit	60-84	Diploma – Postgraduate (Double-Credit)
Triple-Credit	90-114	Diploma – Postgraduate (Triple-Credit)
Quad-Credit	120-144	Diploma – Postgraduate (Quad-Credit)
5-Credit	150-174	Diploma – Postgraduate (5-Credit)
6-Credit	180-204	Postgraduate Certificate
7-Credit	210-234	Postgraduate Certificate (+ 1 Credit)

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Prof. Dr. Ronald B. Crawford - Director

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Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	Credit Hours	Award Title Prefix (& Suffix)
8-Credit	240-264	Postgraduate Certificate (+2 Credits)
9-Credit	270-294	Postgraduate Certificate (+3 Credits)
10-Credit	300-324	Postgraduate Certificate (+ 4 Credits)
11-Credit	330-354	Postgraduate Certificate (+5 Credits)
12-Credit	360	Postgraduate Diploma
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		

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:

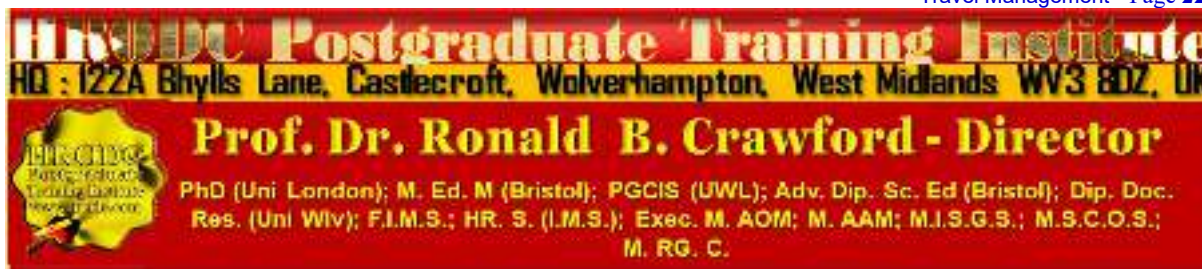
- 1. Postgraduate Diploma in Accounting and Finance;**
- 2. Postgraduate Certificate in Accounting and Finance;**
- 3. Postgraduate Certificate in Aviation Management;**
- 4. Postgraduate Diploma in Aviation Management;**
- 5. Postgraduate Certificate in Industrial Health and Safety Management, Incorporating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

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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;**




HIVE DC Postgraduate Training Institute
HQ : 122A Bhylls Lane, Castlecroft, Wolverhampton, West Midlands WV3 8DZ, UK

Prof. Dr. Ronald B. Crawford - Director

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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.;
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- 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.**

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



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Director
HRODC Postgraduate Training Institute

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