

# HRODC Postgraduate Training Institute



**A Postgraduate - Only Institution**



**#144.M1**

**Advanced English Communication Skills**

**Postgraduate Short Course**

**Leading To:**

**DIPLOMA - POSTGRADUATE IN**

**Advanced English Communication Skills, Triple-Credit, 90 Credit-Hours**

**Accumulating to A**

**Postgraduate Certificate, With 90 Additional Credit-Hours, or A**

**POSTGRADUATE DIPLOMA**

**With 270 Additional Credit-Hours**

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**HRODC Postgraduate Training Institute**

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



**Prof. Dr. Ronald B. Crawford - Director**

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



**HRODC POSTGRADUATE TRAINING INSTITUTE**  
*A Postgraduate – Only Institution*

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

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

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## HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

### Our UK Government's Verification and Registration


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

#### Course Coordinator:

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

- Doctor of Philosophy {(PhD) {University College London (UCL) – University of London}};
- Med Management (University of Bath);
- Postgraduate (Advanced) Diploma Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;

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- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Member of ResearchGate;
- Executive Member of Academy of Management (AOM). There, his contribution incorporates the judging of competitions, review of journal articles, and guiding the development of conference papers. He also contributes to the Disciplines of:
  - Human Resources;
  - Organization and Management Theory;
  - Organization Development and Change;
  - Research Methods;
  - Conflict Management;
  - Organizational Behavior;
  - Management Consulting;
  - Gender & Diversity in Organizations; and
  - Critical Management Studies.

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

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

**His responsibilities in these roles included:**

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

## For Whom This Course is Designed

### This Course is Designed For:

- Administrators;
- Copywriters, who need to express their ideas even more clearly and effectively, to an advanced standard of English;
- Departmental Heads;
- Directors;
- English Professors;
- Executives;
- Front Line Staffs;
- Managers;
- Accountants;
- Bookkeepers;
- Office Managers;
- Senior Administrators;
- Reception Administrators;
- Personal Assistants;
- Supervisors;
- University Lecturers;
- College Lecturers;
- English Teachers;
- Those others requiring the development of their persuasive, professional writing, and English Communication proficiency;
- Others who are desirous of enhancing their Business Communication, and Research Expertise.

<b>Classroom-Based Duration and Cost:</b>	
<b>Classroom-Based Duration:</b>	<b>15 Days</b>
<b>Classroom-Based Cost:</b>	<b>£15,000.00 Per Delegate</b>
<b>Group Cost:</b>	<b>Varies With Group Size</b>
<b>Group Residential Cost:</b>	<b>Up To 86% Discount, Based on Numbers.</b>
<b>Online (Video-Enhanced) Duration and Cost</b>	
<b>Online Duration:</b>	<b>30 Days @ 3 Hours Per Day</b>
<b>Online Cost:</b>	<b>£10,050.00 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.**

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### 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.**

## Advanced English Communication Skills Course

Leading to Diploma - Postgraduate - in Advanced 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

## Course Objectives

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

- Appropriately use specific verbs in their present tense, 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;
- 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;
- Correctly identify at least two conjunctions in given complex sentences;

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- Demonstrate advanced knowledge and skills in their application of the English Grammar;
- Demonstrate the correct usage of punctuation or external marks as writing mechanics;
- 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;
- Distinguish between adjectives and adverbs, using each correctly in at least two sentences;
- Distinguish between common and proper nouns;
- Distinguish between main clauses and subordinate clauses, by deconstructing at least two pre-designed sentences;
- Distinguish between vowels and consonants, identifying at least two of each type of word, in the written sentences provided;
- Effectively develop coordination of compound sentences by using clauses and conjunctions;
- Formulate at least two sentences that illustrate their correct use of reported speech;
- 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 at least two silent vowels, in pre-prepared passages, using them in at least two sentences that they construct;
- Identify the silent vowels in at least three specific words that they have been given;
- Label or categorise forms of messages – neutral, positive, negative, or persuasive.
- 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;
- Transform at least four singular nouns, in predesigned 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;
- 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.
- Demonstrate their understanding of the different types of verbs such as:
  - Regular Verbs;
  - Irregular Verbs;
  - Transitive verbs;
  - Intransitive Verbs;
  - Auxiliary Verbs.
- Tell the Latin Root, and their meanings, 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.



- 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.
- 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:
  - The Period;
  - The Question Mark;
  - The Exclamation Point;
  - The Comma;
  - The Semicolon;
  - The Colon;
  - The Dash;
  - The Hyphen;
  - Quotation Marks;
  - Parentheses; and
  - The Apostrophe.
- Demonstrate their understanding of the different parts of speech, by picking at least two of each from pre-prepared passages, as are exemplified by:
  - Relative Pronouns;
  - Reciprocal Pronoun;
  - Personal Pronoun;
  - Indefinite Pronoun;
  - Demonstrative Pronoun;
  - Reflexive Pronoun; and
  - Interrogative Pronoun.
- Demonstrate in a sentence, or statement, the appropriate use of:

- Will/ Would;
- Shall/ Should;
- Can/ Could;
- May/ Might; and
- Must.

## Course Contents, Concepts, and Issues

## The Advanced English Communication Skills

### Part 1 – General Grammatical Issues: Word Formation, and Speech Organisation

#### Salient Aspects of English Grammar:

- An Overview of English Grammar;
- Spelling Unusual Words ;
- The Silent Vowel;
- The Peculiar.

#### Word Formation and Speech Organisation:

- Root, Base and Affix;
- Simple Words;
- Complex Words;
- Compound Words;
- Speech Organisation.

### Part 2 – Parts of Speech: Nouns

#### Nouns:

- Singular and Plural Nouns;
- Common Nouns;
- Proper Nouns;
- 'Noun in a Position';

- Countable Noun;
- Uncountable Noun.

## Part 3 – Parts of Speech: Pronouns, and Verbs

### Pronouns and Their Types:

- What are Pronouns?
- Relative Pronoun;
- Possessive Pronouns;
- Reciprocal Pronoun;
- Personal Pronoun;
- Indefinite Pronoun;
- Demonstrative Pronoun;
- Reflexive Pronoun;
- Interrogative Pronoun.

### Understanding and Using Verbs: Types of Verbs:

- Regular Verbs;
- Irregular Verbs;
- Transitive;
- Intransitive Verbs;
- Auxiliary Verbs.

## Part 4 – Phrases

- What is a Phrase?
- Exemplifying Phrases

### Noun Phrase:

- Introduction;
- Parts of a Noun Phrase;
- Modifiers of the Noun Head.



### Verb Phrase:

- Introduction to Verb Phrase;
- Structure of the Verb Phrase;
- Finite and Non-Finite Verb Phrases;
- Modifiers of the Verb.

## Part 5 – Structure of a Simple Sentence

- What constitutes a Simple Sentence;
- Sentences with Verbs;
- Sentences with Nouns;
- Simple Sentences, with Pronouns;
- Subjects in Sentences;
- Objects in Sentences’;
- Punctuating Simple Sentences;
- Simple Sentences, with Singular and Plural Numbers.
- Using Exclamations in Simple Sentences.

## Part 6 – Exploring Tenses

- Present Tense;
- Past Tense;
- Simple Present Tense;
- Present Perfect Tense;
- Present Perfect Continuous Tense;
- Pluperfect or Past Perfect Tense;
- Future Tense;
- Future Continuous Tense;
- Future Perfect Tense.

## Part 7 – Some Other Parts of Speech

- Preposition and Phrasal Verbs;
- Adjectives;
- Adverbs;
- Adverbs of Degree;
- Adverbs of Frequency;
- Interrogative Adverbs;
- Adverbials;
- Prepositions;
- Exclamations or Interjections;
- Conjunction;
- Gerunds;
- The Superlatives;

## Part 8 – Direct and Indirect (Reported) Speech

- Direct Speech;
- Direct Speech's Conventions;
- Verb tense, in Direct Speech;
- What is Indirect or Reported Speech?
- Conventions associated with Reported Speech;
- Verb tense in Reported Speech;
- Key to the concept of Reported Speech;
- Differentiating between Subjects and Objects;
- Relating number of verbs to number of subject or object.

## Part 9 – Constructing and Deconstructing Clauses

- Conceptualising a Clause;
- Main clauses;
- Subordinate Clauses;
- Subsidiary clauses.

- Functions of a Subordinate Clause;
- Structure of a Subordinate Clause;
- A 'Matrix Clause', or a 'Higher Clause';
- Adjectival Clauses;
- Appositive Clauses;
- Adverbial Clauses;
- Non-Defining Clauses;
- Noun Clauses;
- Adjectival Clauses.

## Part 10 – Compound and Complex Sentences

- Dependent Clauses;
- Independent Clauses;
- Compound Sentences and Coordinate Clauses;
- Meaning Related to Coordinating Conjunctions;
- Coordination of the Constituents of a Sentence;
- Conjunctions.

### Exemplifying Subordinate Conjunctions

- Although;
- Because;
- Even Though;
- Despite;
- When.



## Part 11 – Punctuation Marks: Internal and External Marks

### Internal Punctuation Marks

- 'Full Stop', 'Full Point', or 'Period';
- Apostrophe;
- Brackets;
- Colon;
- Colon;
- Comma;
- Dash;
- Ellipsis Marks;
- Exclamation Mark;
- Hyphen;
- Parentheses;
- Question Mark;
- Quotation Marks;
- Semicolon;
- Single Quotation Marks.
- Slash

## Part 12 – Special Word Usage, Capitalisation and Abbreviations

### Special Word Usage

- The Uses of Will/ Would;
- The Uses of Shall;
- The Uses of Should;
- The Uses of Can/ Could;
- The Uses of May/ Might;
- The Uses of Must.

### Capitalisation, and Abbreviations:

- Capitalisation;
- Abbreviation.

### Part 13 – Commands, Requests, Active and Passive Voice

- Commands;
- Requests;
- Active Voice;
- Passive Voice.

### Part 14 – Words With Greek Root: Their Meanings

- Dysfunctional;
- Dyslexic;
- Hydration;
- Dehydrate;
- Microbe;
- Microscope;
- Monologue;
- Monotonous;
- Photograph;
- Phosphorous.

## Part 15 – Words With Latin Root: Their Meanings

- Ambiguous;
- Ambidextrous;
- Fortitude;
- Fortress;
- Projection;
- Rejection;
- Material;
- Maternity.

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

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

Postgraduate Short Courses are of a minimum of five days' Classroom-Based (10 days' Video-Enhanced Online) but less than 6 weeks' Classroom-Based (less than 10 weeks' Video-Enhanced Online) duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading or accumulating to Awards bearing their title prefixes. While we, refer to our short studies, detailed above, as 'Courses', those with duration of 6 weeks or 12 weeks In-Classroom (10- and 20-weeks' Video-Enhanced Online) are labelled 'Programmes'. Nevertheless, we conform to popular usage, by often referring to all study durations as 'Courses'. A mark of distinction, though, is that participants in a short course are referred to as 'Delegates', as opposed to the ascription 'Students', which is confined to those studying a Postgraduate Programme.



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

<b>Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles</b>	
<b>Programme #</b>	<b>Award Title (Click to Download Desired Brochure)</b>
<b>010</b>	Postgraduate Diploma in Human Resource Management.
<b>010.1</b>	Postgraduate Certificate in Human Resource Management.
<b>014</b>	Postgraduate Diploma in Automotive Electrical, Electronic and Mechanical Diagnostic, Maintenance and Repair
<b>017</b>	Postgraduate Diploma in Real Estate Management, Incorporating Property Law.
<b>017.1</b>	Postgraduate Certificate in Real Estate Management, Incorporating Property Law.
<b>020</b>	Postgraduate Diploma in Accounting and Finance.
<b>020.1</b>	Postgraduate Certificate in Accounting and Finance.
<b>028</b>	Postgraduate Certificate in Industrial Health and Safety Management, Incorporating Oil and Gas Safety.

<b>Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles</b>	
<b>Programme #</b>	<b>Award Title (Click to Download Desired Brochure)</b>
<b>032</b>	Postgraduate Diploma in Executive Management
<b>032.1</b>	Postgraduate Certificate in Executive Management
<b>043</b>	Postgraduate Diploma in Communication and Information Management.
<b>043.1</b>	Postgraduate Certificate in Communication and Information Management.
<b>044</b>	Postgraduate Diploma in Women in Management.
<b>044.1</b>	Postgraduate Certificate in Women in Management.
<b>061</b>	Postgraduate Certificate in Financial Accounting and Management Accounting.
<b>070</b>	Postgraduate Diploma in Human Resource Training and Development Management
<b>070.1</b>	Postgraduate Certificate in Human Resource Training and Development Management.
<b>079</b>	Postgraduate Diploma in Managing National and International Economic Competition.
<b>085</b>	Postgraduate Diploma in Corporate Governance and Strategic Management.
<b>085.1</b>	Postgraduate Certificate in Corporate Governance and Strategic Management.



<b>Postgraduate Diploma and Postgraduate Certificate Specialist Award Titles</b>	
<b>Programme #</b>	<b>Award Title (Click to Download Desired Brochure)</b>
<b>086</b>	Postgraduate Diploma in Business Administration
<b>86.1</b>	Postgraduate Certificate in Business Administration.
<b>097</b>	Postgraduate Diploma in Telecommunication Systems
<b>097.1</b>	Postgraduate Certificate in Telecommunication Systems
<b>115</b>	Postgraduate Diploma in Cost Accounting, Budgeting, Profitability Analysis, Strategy and Balanced Scorecard.
<b>115.1</b>	Postgraduate Certificate in Cost Accounting, Budgeting, Profitability Analysis.

## Understanding Our Postgraduate Credit System


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

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

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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 –**

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**Postgraduate – Award’.** The Credit-Hours are aggregated to accumulate to at least 180 and 360 Credit-Hours, for a Postgraduate Certificate and a Postgraduate Diploma, respectively. Each Short Course Award (below a Postgraduate Certificate) indicates both its Credit-Value and Credit-Hours, excepting for Single-Credit.

### Accumulated Postgraduate Certificate, and Postgraduate Diploma Awards

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

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

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

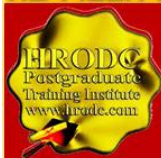
- In-Class Tests;
- Text-Case Analyses;
- Video-Case Analyses;
- ‘Out-of-Class’ Assignments;
- Individual Presentations;
- Group Presentations; and
- End of Course Examinations.

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

- Diploma – Postgraduate - Award;

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- Postgraduate Certificate Award; or
- Postgraduate Diploma Award.

For all the above Awards, a minimum of 70% overall pass is expected. To receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Certificate, Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

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

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

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

### **Admission and Enrolment Procedure**

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

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

### **Our Video-Enhanced (Face-To-Face) Online Study Mode**

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

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the lecturer, ask, and address questions; sitting examinations, in his or her presence. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate - Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a **12-year period**, towards a Postgraduate Certificate or Postgraduate Diploma.

## Key Features of Our Online Study: Video-Enhanced Online

- The tutor meets the group and presents the course, via Video, in a similar way to its classroom-based counterpart;
- All participants can see, and interact with, each other, and with the tutor;
- They watch and discuss the various video cases and demonstrations that form an integral part of our delivery methodology;
- Their assessment is structured in the same way as it is done in a classroom setting;
- The Video-Enhanced Online mode of training usually starts on the 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 the duration of its classroom-based counterpart. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, adhering to the Institute's required 30 Credit-Hours;
- The cost of the Video-Enhanced Online mode is 67% of similar classroom-based courses;
- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, is only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

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

You might study an Online Postgraduate Certificate or Online Postgraduate Diploma, in 10 and 20 weeks, respectively, in the comfort of your office or homes, through HRODC Postgraduate Training Institute's Video-Enhanced Online Delivery. We will deliver the 180 Credit-Hours and 360 Credit-Hours, in line with our **Regulation**, through 'Direct-Lecturer-Contact', within the stipulated timeframe. We aim to fit the tuition around your work, family commitment and leisure, thereby enhancing your maintenance of an effective 'work-study-life-style balance', at times convenient to you and your appointed tutor.



## Service Contract, Incorporating Our Terms and Conditions

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

[https://www.hrodc.com/Service\\_Contract\\_Terms\\_and\\_Conditions\\_Service\\_Details\\_Delivery\\_Point\\_Period\\_Cancellations\\_Extinuating\\_Circumstances\\_Payment\\_Protocol\\_Location.htm](https://www.hrodc.com/Service_Contract_Terms_and_Conditions_Service_Details_Delivery_Point_Period_Cancellations_Extinuating_Circumstances_Payment_Protocol_Location.htm)

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

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