HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

#138.M2

Advanced Procurement Management - Applications, Electronic System and Contracts Management

Postgraduate Short Course
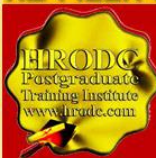
Leading To:

DIPLOMA - POSTGRADUATE IN

Advanced Procurement Management (2), Double Credit, 60 Credit-Hours

Accumulating to A

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

Postgraduate Diploma, With 300 Additional Credit-Hours

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.

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);
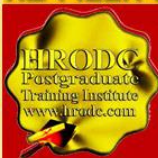
➢ Teaching Certificate;

➢ 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:

- ➢ Procurement Officers;

- ➢ Purchasing and Procurement Professionals;

- ➢ Project Managers and Team Members;

- ➢ Financial Managers;

- ➢ Accountants;

- ➢ Budget Officers;

- ➢ Financial Planners;

- ➢ Cost and management accountant;

- ➢ Financial planners and cost analysts;

- ➢ Senior managers who supervise people with financial responsibilities;

- ➢ Financial and budget controllers;

- ➢ Value Engineers;

- ➢ Value Analysts;

- ➢ Directors;

- ➢ Business Owners;

- ➢ Auditors.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	**10 Days**
Classroom-Based Cost:	**£10,000.00 Per Delegate**
Online (Video-Enhanced) Duration and Cost	
Online Duration:	**20 Days – 3 Hours Per Day**
Online Cost:	**£6,700.00 Per Delegate**

Classroom-Based Course and Programme Cost includes:

➤ Free Continuous snacks throughout the Event Days;

➤ Free Hot Lunch on Event Days;

➤ Free City Tour;

➤ Free Stationery;

➤ Free On-site Internet Access;

➤ Postgraduate Diploma/ Diploma – Postgraduate –or

➤ Certificate of Attendance and Participation – if unsuccessful on resit.

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

➤ **Our Branded Leather Conference Folder**;

➤ **Our Branded Leather Conference Ring Binder/ Writing Pad;**

➤ **Our Branded Key Ring/ Chain**;

➤ **Our Branded Leather Conference (Computer – Phone) Bag – Black or Brown**;

➤ **Our Branded 8-16 GB USB Flash Memory Drive**, **with Course Material;**

➤ **Our Branded Metal Pen;**

➤ **Our Branded Polo Shirt**.;

➤ **Our Branded Carrier Bag**.

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

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;**

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

Course Programme for Advanced Procurement Management – Applications, Electronic System and Contracts Management Course

Leading to Diploma – Postgraduate – in Advanced Management (2) (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

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Course Objectives

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

➢ Outline the key features of projects;

➢ Understand how procurement adds value in project management;

➢ Examine various success factors and how these impact on the procurement activity;

➢ Examine the issues of project planning;

➢ Appreciate the importance of procurement within project control;

➢ Consider the various types of contract for major projects such as Wembley football stadium and the Terminal 5 Building at Heathrow Airport;

➢ Appreciate the issues involved in subcontracting;

➢ Outline network analysis;

➢ Identify the different soft and hard commodities and their impact on the material costs of producers incorporating them;

➢ Evaluate the different short-term and long-term price stabilisation techniques;

➢ Consider the risks of speculation and measures undertaken to reduce them;

➢ Appreciate that modern futures markets trade only in titles or rights to commodities rather than actual goods;

➢ Consider various procurement techniques;

➢ Demonstrate the 'price of indifference';

➢ Show how to insure against fluctuating prices by placing call and put options;

➢ Define international and global sourcing;

- Appreciate why it is necessary or preferable to source internationally;

- Outline the stages of international sourcing development;

- Highlight the growth in international sourcing;

- Consider the problems associated with international sourcing;

- Provide a briefing on 'Incoterms';

- Explain countertrade as a form of barter;

- Outline the role of the European Union;

- Identify procurement's contribution to the acquisition of capital equipment ;

- Outline the differences between the procurement of capital and non-capital goods;

- Appreciate leasing and hiring as a means of employing capital goods;

- Appreciate the importance of 'performance' specifications and how dealing with them can be simplified by tabulation;

- Involve procurement from the earliest stage of identifying a need through the process of supplier selection, commercial input into contract clauses and appraisal of after-sales service;

- Discuss the concept of lifetime cost;

- Assess the various methods of investment appraisal;

- Analyse the role of the retail buyer and their involvement with the supply chain;

- Differentiate between selector, buyer and merchandiser;

- Understand retailing research and the different methods of collecting data;

- Define all the aspects involved in merchandising;

- Appreciate the value of brand names and how they compete with 'own brand' labels and generics;

- Understand the concept of efficient consumer response;

- Assess the differences between buying services as opposed to tangibles;

- Outline a range of approaches to the procurement of services such as advertising, marketing, PR and legal services;

- Highlight the main features of relevant EU directives;

- Indicate some features of relevant legislation;

- Understand the concept of corporate social responsibility and how it relates to the organisation as a whole;

Advanced Procurement Management: Applications, Electronic System and Contracts Management Course, Leading to Diploma Postgraduate - in Advanced Procurement Management Part 2 (Double Credit), and 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 Additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours

➢ Examine various best practice structures and how these impact on the procurement activity;

➢ Examine the issues of compliance and business drivers for CSR;

➢ Appreciate the importance of organisations such as the Ethical Trading Initiative, Fairtrade and the International Labour Organization;

➢ Consider the Social Accountability Standards;

➢ Introduce the concept of e-procurement;

➢ Highlight some of the applications of e-procurement;

➢ Evaluate the benefits and added value aspects of e-procurement;

➢ Highlight potential barriers to the successful adoption of e-procurement;

➢ Outline best practice implementation of e-procurement;

➢ Outline relevant legislation;

➢ Examine approaches to the measurement of performance efficiency in procurement in relation to its stage of evolution;

➢ Consider the mechanisms of contract management;

➢ Relate procurement performance to the stage of development;

➢ Consider the benefits of measuring performance;

➢ Consider the role of procurement as the intelligent customer;

➢ Analyze the basic questions in 'best practice' benchmarking;

➢ Evaluate reporting systems and the information that should be included;

➢ Consider service level agreement;

➢ Consider the role of risk management.

Course Contents, Concepts and Issues

Part 1: Project Procurement

- ➤ Introduction to projects;
- ➤ Project Planning;
- ➤ Project Control;
- ➤ Subcontracting;
- ➤ Network Analysis.

Part 2: Procurement of Commodities

- ➤ The Principal Commodities;
- ➤ Why Do Commodity Prices Fluctuate?;
- ➤ Price Estabilisation Scheme;
- ➤ The Role Of The Speculator;
- ➤ Hedging With Futures Contract;
- ➤ Some Buying Techniques;
- ➤ Indifference Prices;
- ➤ Traded Options.

Part 3: International and Global Outsourcing

- ➤ Global Sourcing and International Procurement;
- ➤ Why Source Internationally?;
- ➤ Problems With International Sourcing;
- ➤ Incoterms 2000;
- ➤ Arbitration;
- ➤ Importing;
- ➤ How to Change;

- ➢ Transport;
- ➢ Customs;
- ➢ Countertrade.

Part 4: Capital Procurement

- ➢ The Acquisition of Capital Equipment;
- ➢ What are Capital Items?;
- ➢ Leasing and Hiring of Capital Equipment;
- ➢ The Project Approach;
- ➢ Lifetime Costs;
- ➢ Investment Appraisal;
- ➢ Investment Appraisal Criteria.

Part 5: Retail Procurement and Efficient Consumer Response (ECR)

- ➢ Retailing;
- ➢ Retailing Research;
- ➢ Supply Chains In Retailing;
- ➢ Electronic Point of Sale (EPOS);
- ➢ Merchandise Planning;
- ➢ Stock Analysis And Sales Analysis;
- ➢ Brands;
- ➢ Supplier Selection;
- ➢ Developments In The Retail Sector;
- ➢ Efficient Consumer Response.

Part 6: Service Procurement

➢ What Is Meant by "Services"?;

➢ Special Factors;

➢ Procuring Public Relations (PR);

➢ How to Buy Legal Services;

➢ European Union Public Contracts Directive;

➢ Management in Service Provision.

Part 7: Corporate Social Responsibility (CSR)

➢ CSR Concept;

➢ Public Accountability;

➢ Business Drivers for Socially Responsible Procurement;

➢ Social Accountability 8000 (SA8000).

E-Procurement Systems and Contract Management

Part 8: E – Procurement Systems

➢ What Is E-Procurement?;

➢ The Benefits of E-Procurement;

➢ Complex Procurement;

➢ Reverse Auctions;

➢ The Current State of E-Procurement Initiatives;

➢ The Barriers;

➢ Measuring the Benefits of E-Procurement;

➢ What to Measure;

➢ Electronic Auctions (E-Auctions);

➢ The Electronic Commerce (EC Directive) Regulations 2002.

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Part 9: Contract Management and Performance Measurement

- ➢ Contract Management, Concept;
- ➢ Examples of Performance Metrics;
- ➢ Pitfalls of Traditional Performance Measure;
- ➢ Performance Measurement Effectiveness;
- ➢ Measuring Procurement Performance;
- ➢ Procurement as The Intelligent Customer;
- ➢ Benchmarking in Procurement and Supply;
- ➢ Reporting to Management;
- ➢ Administration Instructions;
- ➢ Disposing of Redundant Stock, Scrap or Waste.

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.

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Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 Additional Credit-Hours, a Postgraduate
Diploma, with -300 Additional Credit-Hours

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.

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.
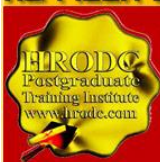
Cumulative Postgraduate Certificate and Postgraduate Diploma Courses

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)

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Diploma, with -300 Additional Credit-Hours

Examples of Postgraduate Course Credits: Their Value, Award Prefix & Suffix – Based on 5-Day Multiples		
Credit Value	**Credit Hours**	**Award Title Prefix (& Suffix)**
6-Credit	180-204	Postgraduate Certificate
7-Credit	210-234	Postgraduate Certificate **(+ 1 Credit)**
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;**

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 n 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.

Service Contract, incorporating 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

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