

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#014.M2

Automotive Industry 2: Technical and Contextual Explorations

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

Automotive Industry: Technical and Contextual Issues Double Credit, 60 Credit-Hours

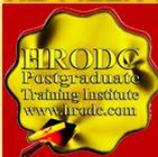
Accumulating to A

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.I.S.G.S.; M.S.C.O.S.; M. RG. C.



HRODC POSTGRADUATE TRAINING INSTITUTE
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Websites:
<https://www.hrodc.com/>
<https://www.hrodc.london/postgraduateshortcourses.com/>

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HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

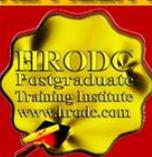
Our UK Government's Verification and Registration

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

Course Coordinator:

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

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



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- 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;

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- Programme Leader;
- Personal Tutor

For Whom This Course is Designed

This Course is Designed For:

- Mechanics;
- Automotive Engineers;
- Automotive Technicians;
- Drivers;
- Others who are desirous of enhancing their knowledge and expertise in salient issues in the Automotive Industry.

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

Automotive Industry 2: Technical and Contextual Explorations Course

Leading to Diploma – Postgraduate – in Automotive Industry: Technical and Conceptual Issues (Double-Credit) and 60 Credit-Hours, Accumulating to a Postgraduate Certificate, with 120 Additional Credit-Hours, or a Postgraduate Diploma, with 300 Additional Credit-Hours

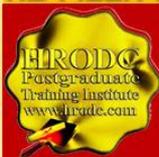
Course Objectives

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

- Be knowledgeable of the computers used on modern vehicles;
- Understand the concept of static electricity;
- Identify the categories and types of battery;
- Battery construction;
- Determine the battery chemical action;
- Define parasitic loads;
- Identify battery terminals;
- Define dry-charged battery;
- Discuss the charging system;
- Illustrate the following starter system:
 - Starter motor principles;
 - Starter motor construction;
 - Starter drive system;
 - Starter solenoid;
 - Starter actuating switches.
- Specify the different wire sizes;
- Describe automotive wiring harness;
- Acquire familiarity about manu circuits;
- Learn the rules in proper colour coding of wires;
- Distinguish terminal blocks from junction blocks;

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- Name some circuit protection devices;
- Be knowledgeable about the different vehicle lights and light switches and the corresponding role of each;
- Discuss the principles of chassis mounted solenoids and relays;
- Determine when the use of horn relays is necessary;
- Learn how rear window defogger (mirror defroster) operates;
- Specify some electric gauges;
- Know the purpose of the following cruise control:
 - Vehicle speed sensor;
 - Operator controls and control module;
 - Throttle actuator.
- Learn about the diagnostic control, coil assembly and inflator in air bag;
- Find out how air bag works;
- Determine the different kinds of side air bags;
- Discuss about multiple disc clutch and overrunning clutches;
- Indicate what constitute the hydraulic control system;
- Select the proper transmission lubrication;
- Ascertain the importance of fluid cooling;
- Establish the purpose of rear wheel drive shafts;
- Describe how constant velocity (CV) axles help maintain constant rotation;
- Enumerate the types of CV joints;
- Determine the function of CV boots and its contribution for the proper functioning of CV axles;
- List the rear-wheel drive axle components;
- Describe the four-wheel drive front drive axles;
- Demonstrate a heightened understanding about the basic of hydraulic;
- Illustrate the master cylinder construction and operation;
- Explain the dual brake system;
- Demonstrate a heightened understanding about brake system hydraulic control valves;
- Know how disc brake callipers operate;
- Learn about wheel cylinders construction and operation;

- Determine the possible causes of hydraulic system failure;
- Discuss about brake friction;
- Explain the principles behind disc brake assembly and drum brake assembly;
- Describe the power brake systems;
- Define vacuum-assisted power booster;
- Discuss about traction control systems;
- Describe the features of different brake lights;
- Cite the importance of a suspension system;
- Identify the suspension system components;
- Distinguish leaf springs from coil springs;
- Discuss about shock absorbers action, construction and operation;
- Know how air shock absorbers work;
- Identify the functions of car suspension and how it works;
- Define automatic level control;
- Give the benefits of computerized ride control systems;
- Demonstrate a heightened understanding about the steering systems;
- Know how steering linkage works;
- Be knowledgeable about steering wheel, steering shaft and steering gear;
- Ascertain the purposes of power steering;
- Be familiar with the different types of wheels;
- Describe the wheel hubs and bearings;
- Gain sufficient information about the following:
 - Tire construction;
 - Tire rating information;
 - Tire quality grading;
 - Special service tires;
 - Correct vehicle tire;
 - Tire valves;
 - Importance of tire pressure;
 - Tire rotation;
 - Tire runout and balance;
 - High speeds and overloading produce heat and excessive water.

- Indicate the purpose of wheel alignment;
- Name the types of wheel alignment;
- Demonstrate a heightened understanding about the steering geometry;
- Know the proper tire wear patterns and alignment;
- Name the different equipment for alignment;
- Enumerate the factors that can affect alignment;
- Indicate the purposes of automotive air conditioning;
- Explain the principles of refrigeration;
- Determine how the refrigeration system works;
- Enumerate the types of refrigeration systems;
- Specify the major components of the air conditioning system and their functions;
- Ascertain the importance of service valves in air conditioning;
- Cite the purpose of refrigerant oil;
- Know the different refrigerant handling precautions to avoid accidents;
- Discuss the concept of retrofitting;
- Illustrate the heater systems;
- Demonstrate a heightened understanding about the air distribution and control;
- Describe the heater-air conditioning control systems;

Course Contents, Concepts and Issues

Part 1: Computer Systems

- Computers on Modern Vehicles:
 - Electronic Control Unit (ECU);
 - Computer Control Operation;
 - Input Sensors;
 - Output Devices;
 - On-Board Diagnostic Systems.
- Static Electricity:
 - Electromagnetic Interference.

Part 2: Charging and Starting Systems

- Battery:
 - Battery Cells;
 - Battery Construction;
 - Battery Chemical Action;
 - Parasitic Battery Loads;
 - Identifying Battery Terminals;
 - Dry-Charged Battery.
- Charging System:
 - Alternator;
 - Alternator Control.
- Starter System:
 - Starter Motor Principles;
 - Starter Motor Construction;
 - Starter Drive System;
 - Starter Solenoid;

- Starter Actuating Switches.

Part 3: Chassis Electrical

- Chassis Wiring:
 - Wire Sizes;
 - Wiring Harness;
 - Manu Circuits;
 - Color Coding;
 - Terminal Blocks;
 - Junction Blocks.
- Circuit Protection Devices;
- Vehicle Lights and Light Switches:
 - Headlights;
 - Stoplight and Switches;
 - Turn Signals and Switches;
 - Backup Lights and Switches;
 - Dashboard Lights;
 - Convenience Lights.
- Chassis Mounted Solenoids and Relays:
 - Motor Control Relays;
 - Trunk Release Solenoids;
 - Power Door Lock Solenoid .
- Horns and Horn Relays;
- Rear Window and Mirror Defroster:
 - Chassis Mounted Motors;
 - Windshield Wiper Motors and Controls;
 - Power Window, Tail Gate, Sliding Door and Sunroof Motors;
 - Convertible Top Motors and Switches;
 - Power Antenna Motors and Switches.
- Electric Gauges;

- Cruise Control:
 - Vehicle Speed Sensor;
 - Operator Controls and Control Module;
 - Throttle Actuator.
- Air Bag Systems:
 - Diagnostic Control Module;
 - Impact Sensors;
 - Coil Assembly and Inflator Module;
 - Air Bag Operation;
 - Side Air Bags.
- Holding Members:
 - Bands;
 - Multiple Disc Clutch;
 - Overrunning Clutches.
- Hydraulic Control System:
 - Fluid Pump;
 - Control Valves;
 - Simple Hydraulic System;
 - Transmission And Transaxle Shifting;
 - Complete Control Circuit;
 - Transmission Case.
- Transmission Lubrication:
 - Fluid Filter.
- Fluid Cooling.

Part 4: Axles and Drives

- Rear Wheel Drive Shafts:
 - Drive Shaft Flexibility;
 - Universal Joint;
 - Slip Yoke;

- How The Wheels Drive in the Vehicle;
- Hotchkiss Drive;
- Universal Joint and Fluctuating Shaft Speed.
- Constant Velocity (CV) Axles:
 - CV Axle Shafts;
 - Types of CV Joints;
 - CV Joint Boots.
- Rear-Wheel Drive Axle Assemblies;
- Rear-Wheel Drive Axle Components:
 - Axle Housing;
 - Solid Axles;
 - Independent Axles;
 - Types of Axles;
 - Differential Construction;
 - Ring and Pinion;
 - Differential Operation;
 - Differential Carrier and Bearings;
 - Limited-Slip Differential;
 - Ring And Pinion Adjustments;
 - Gear Ratio;
 - Axle Lubrication;
 - Transaxle Differential;
 - Assembly.
- Four-Wheel Drive Front Drive Axles:
 - Front Axle Steering Provision.

Part 5: Brakes

- Hydraulic Basics:
 - Air;
 - Liquids;
 - Hydraulic Principles in Vehicle Brake Systems;
 - Brake Fluid.
- Master Cylinder:
 - Master Cylinder Construction;
 - Dual Brake System;
 - Quick Take-Up Master Cylinder;
 - Master Cylinder Operation.
- Brake System Hydraulic Control Valves:
 - Proportioning Valve;
 - Height Sensing Proportioning Valve;
 - Disc Brake Metering Valve;
 - Pressure Differential Switch;
 - Combination Valve;
 - Brake Lines;
 - Brake Hoses.
- Disc Brake Calipers:
 - Caliper Operation.
- Wheel Cylinders:
 - Wheel Cylinder Construction;
 - Wheel Cylinder Operation;
 - Hydraulic System Failure;
 - Air-Free Hydraulic System;
 - Hydraulic System Vapour Lock.
- Brake Friction Members:
 - Coefficient of Friction;
 - Friction Linings;

- Brake Fade.
- Disc Brake Assembly:
 - Brake Pad Construction;
 - Braking Ratio;
 - Backing Plate.
- Drum Brake Assembly:
 - Brake Shoe Assembly;
 - Brake Drum;
 - Drum Brake Operation;
 - Drum Brake Arrangement;
 - Self-Adjusting Brakes;
 - Parking Brakes.
- Power Brake Systems;
- Vacuum-Assisted Power Booster:
 - Vacuum Power Booster Construction;
 - Vacuum Power Booster Operation;
 - Other Vacuum Booster Types;
 - Vacuum Reservoir;
 - Booster Failure.
- Hydraulic Pressure-Operated Power Booster:
 - Hydraulic Power Booster Operation;
 - Hydraulic Accumulator.
- Anti-Lock Brake Systems (ABS):
 - Anti-Lock Brake System Components;
 - Anti-Lock Brake Operation.
- Traction Control Systems
- Brake Lights.

Part 6: Suspension Systems

- The Need For A Suspension System:
 - Spring Weight;
 - Unsprung Weight.
- Suspension System Components:
 - Vehicle Frames.
- Springs:
 - Leaf Springs;
 - Coil Springs.
- Shock Absorbers:
 - Shock Absorber Control Action;
 - Shock Absorber Construction;
 - Shock Absorber Operation.
- Air Shock Absorbers:
 - Control Arms And Struts;
 - Ball Joints;
 - Stabilizer Bars.
- Front Suspension Systems;
- Conventional Independent Front Suspension:
 - Coil Spring Front Suspension;
 - Torsion Bar Front Suspension;
 - Macpherson Strut Front Suspension;
 - Solid Axle Front Suspension.
- Rear Suspension Systems:
 - Solid Rear Axle Suspensions;
 - Independent Rear Suspensions.
- Suspension Lubrication;
- Automatic Level Control:
 - Automatic Level Control Operation;
 - Air Compressor;

- Height Control Valve.
- Computerized Ride Control Systems.

Part 7: Steering Systems

- Steering Systems:
 - Spindle And Steering Arm Assembly.
- Steering Linkage:
 - Parallelogram Linkage;
 - Parallelogram Component Arrangement;
 - Rack-And-Pinion Linkage.
- Steering Wheel, Steering Shaft And Steering Gear:
 - Steering Wheel;
 - Steering Shaft;
 - Steering Gear;
 - Manual Track-And-Pinion Steering Gear.
- Power Steering:
 - Road Feel;
 - Power Steering Components;
 - Self-Contained Power Steering Gear Components;
 - Inline Unit With Torsion Bar and Rotating Spool Valve;
 - Rack-and-Pinion Power Steering;
 - Power Steering Pumps;
 - Power Steering Hoses and Tubing;
 - Manual Operation Power Steering Systems;
 - Power Steering Fluids;
 - Electronic Steering Controls.

Part 8: Wheels and Tires

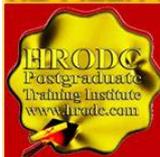
- Wheels:
 - Steel Wheels;
 - Custom Wheels;
 - Wheel Rim Size;
 - Wheel Lug Bolts and Nuts.
- Wheel Hubs and Bearings:
 - Wheel Bearings;
 - Bearing Retaining Devices.
- Tires:
 - Tire Construction;
 - Tire Rating Information;
 - Tire Quality Grading;
 - Special Service Tires;
 - Correct Vehicle Tire;
 - Tire Valves;
 - Importance of Tire Pressure;
 - Tire Rotation;
 - Tire Runout and Balance;
 - High Speeds and Overloading Produce Heat and Excessive Water.

Part 9: Wheel Alignment

- Purpose of Wheel Alignment;
- Wheel Alignment Angles:
 - Types of Wheel Alignment;
 - Alignment Measurement Values;
 - Caster;
 - Camber;
 - Steering Axis Inclination;

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- Toe;
- Toe-Out on Turns;
- Slip Angles.
- Steering Geometry:
 - Alignment Adjustments;
 - Thrust Angle;
 - Front Wheel Adjustments;
 - Rear Wheel Adjustments.
- Tire Wear Patterns and Alignment;
- Alignment Equipment:
 - Worn Parts Checking Before Alignment.
- Other Factors That Can Affect Alignment.

Part 10: Air Conditioning and Heating

- Purposes of Automotive Air Conditioning;
- Principles of Refrigeration:
 - Cooling;
 - Effects of Heat;
 - Transference of Heat;
 - Conduction;
 - Convection;
 - Radiation;
 - From Hot to Cold Heat Transfer;
 - States of Matter;
 - Latent Heat;
 - Pressure-Temperature Relationship;
 - Types of Refrigerant.
- How The Refrigeration System Works:
 - Types of Refrigeration Systems.
- Major Components of the Air Conditioning System:

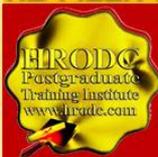
- Compressor;
 - Basic Compressor Designs;
 - Pressure Relief Valve;
 - Compressor Magnetic Clutch;
 - Condenser;
 - Refrigerant Flow Restrictor;
 - Evaporator;
 - Blower Motor;
 - Lines and Hoses;
 - Receiver-Dehydrator;
 - Accumulator;
 - Evaporator Pressure Controls.
- Service Valves;
 - Refrigerant Oil;
 - Refrigerant Handling Precautions;
 - Retrofitting;
 - Heater Systems;
 - Air Distribution and Control;
 - Heater-Air Conditioning Control Systems.

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

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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



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

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

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

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

Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants' suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant's payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
- Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;
- Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

Modes of Study and Duration of Postgraduate Certificate and Postgraduate Diploma Programmes

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

1. Intensive Full-time (Classroom-Based) Mode, lasting 3 months for Postgraduate Diploma, and 6 weeks for Postgraduate Certificate. These durations are based on six hours' lecturer-contact per day, five days (30 hours) per week, for Postgraduate Diploma;
2. Video-Enhanced On-Line Mode. This interactive online mode lasts twenty (20) weeks, for Postgraduate Diploma, and ten (10) weeks for Postgraduate Certificate. Our calculation is based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

Introducing Our Video-Enhanced Online Study Mode

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

You are taught as individuals, on a one-to-one or one-to-small-group basis. You see the tutor face to-face, for the duration of your course. You will interact with the tutor, ask and address questions; sit examinations in the presence of the tutor. It is as real as any face-to-face lecture and seminar can be. Choose from a wide range of Diploma – Postgraduate Courses and an increasing number of Specialist Postgraduate Certificate and Postgraduate Diploma Programmes. You might also accumulate Postgraduate Short Courses, via this mode of study, over a 6-year period, towards a Postgraduate Certificate or Postgraduate Diploma.

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

Prof. Dr. Ronald B. Crawford - Director

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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.

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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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;**

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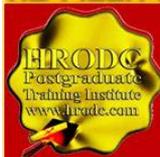
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6. **Postgraduate Diploma in Industrial Health and Safety Management, Incorporating Oil and Gas Safety;**
7. **Postgraduate Certificate in Business Communication;**
8. **Postgraduate Diploma in Business Communication;**
9. **Postgraduate Certificate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

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

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

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