

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#012

Judges Seminar 1: Dealing with Economic and Financial Crimes

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**Dealing with Economic and Financial Crimes,
Double-Credit, 60 Credit-Hours**

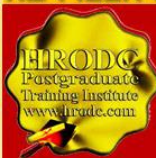
Accumulating to A

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.



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Websites:
<https://www.hrodc.com/>
<https://www.hrodc.london>
[postgraduateshortcourses.com/](https://www.postgraduateshortcourses.com/)

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

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

Tel:
+44 1902 763 607
+44 7736 147 507

HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

Our UK Government's Verification and Registration

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

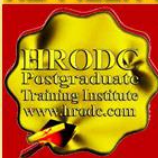
Course Coordinator:

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

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

Judges Seminar 1: Dealing with Economics and Financial Crimes Course - Page 2 of 24

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

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

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


His responsibilities in these roles included:

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

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➤ Personal Tutor

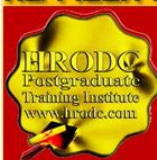
For Whom This Course is Designed

This Course is Designed For:

- Judges;
- Prosecutors;
- Barristers;
- Solicitors;
- Lawyers;
- Law Graduates;
- Legal Practitioners;
- Police Officers;
- Legal Practice Students;
- Bar Professional Trainees;
- All those belonging to the Legal Profession, or those with a genuine interest in addressing Economic and Financial Crimes.

Classroom-Based Duration and Cost:	
Classroom-Based Duration:	12 Days
Classroom-Based Cost:	£12,000.00 Per Delegate
Online (Video-Enhanced) Duration and Cost	
Online Duration:	24 Days – 3 Hours Per Day
Online Cost:	£8,040.00 Per Delegate

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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

Leading to Diploma – Postgraduate – in ===== and === Credit-Hours, Accumulating to a Postgraduate Certificate, with == Additional Credit-Hours, or a Postgraduate Diploma, with === Additional Credit-Hours

Course Objectives

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

- Provide a technical and appropriate working definition of economic and financial crimes;
- Make an assessment of the extent of public sector corruption in Nigeria and the rest of the world;
- Assess the impact of globalization and media influence on economic and financial crimes proliferation;
- Be in a position of strength to make assessments of the impact of particular cases of economic and financial crimes on:
 - Individuals
 - Institutions
 - National economy
 - Global economy;
- Determine the most appropriate and punitive deterrence based on the severity of 'a', 'b', 'c', and 'd', above;
- Determine whether particular financial and economic crimes are deliberate or incidental;
- Be empowered to determine the admissibility of explicit, and elicitation of, evidence in economic and financial crime trails;

- Demonstrate an awareness of the international convention on economic and financial crimes;
- Demonstrate their ability to determine whether the forfeiture of assets, in economic and financial crimes, is likely to have a deterrent effect in particular circumstances;
- Exhibit a heightened awareness of the role of the judiciary in creating deterrence to economic and financial crimes;
- Demonstrate an understanding of terrorists finance, through economic and financial crimes;
- Demonstrate understanding of the fundamentals of economic and financial crimes;
- Be able to distinguish between the Internet and Intranet;
- Exhibit an understanding of the accessibility features of the Internet and Intranet;
- Indicate their level of understanding of Internet and Intranet security features;
- Demonstrate their ability to advise on the use of Firewall and security coding for particular computer architecture;
- Demonstrate a basic understanding of computer programming using Visual Basic, C++;
- Demonstrate their ability to perceive 'the big picture' in making judgments on crimes involving Internet and Intranet security issues;
- Determine the level of persistence that individual respondents are alleged to have made in their attempt to commit, or in committing, particular Internet security breaches;
- Demonstrate a heightened awareness of the situation where a judge needs to exercise his or her powers in maintaining case confidentiality and information secrets for individual, institutional, national, and global security;
- Demonstrate an awareness of the concepts of 'Shell Banks' in money laundering;
- Have developed conceptual and logical module of global money laundering;
- Be aware of the typologies of money laundering establishments;
- Demonstrate their ability to draw on the wide-ranging money laundering legislation, outside the Nigerian shores in conceptualising and logicalising money laundering in Nigeria;
- Demonstrate their ability to interpret and draw on the work of international antifraud regulatory bodies in providing specific advice and judging economic and financial crimes within the Nigerian context;


- Exhibit an awareness of '419 fraud';
- Demonstrate an awareness of the specific Nigerian Penal Code;
- Be aware of the National Crime Intelligent Service Statistics on Internet Crimes;
- Demonstrate the awareness of the degree to which fraudsters used and are likely to use, computer viruses as an aid to Internet crimes;
- Be able to identify common viruses and determine the steps that can be taken to prevent and eliminate specific ones;
- Determine the types and effectiveness of anti-virus software;
- Demonstrate an understanding of computer Spyware and anti Spyware;
- Exhibit awareness of the effectiveness of the Merchant Risk Council, in tracking Internet scams in Nigeria;
- Be aware of specific protocol for broadband and dial up Internet access in Nigeria;
- Demonstrate an awareness of Nigerian Internet security, specifically firewall and security coding;
- Exhibit an understanding of the different ways by which an individual can gain legal access to remote computers;
- Demonstrate an understanding of how computer viruses are written;
- Demonstrate an understanding of the impact of economic and financial crimes on the individual, institutions, national economy and global economy;
- Demonstrate the ability to make the most appropriate decision when face with cases that present 'ethical dilemma;'
- Explicate their internalization of the highest ethical standard of Nigerian judiciary;
- Determine the degree to which individuals and organizations, whose is actions have been brought into question, have behaved ethically;
- Demonstrate their ability to use ethical principle in the judgement of cases of corporate responsibility;
- Demonstrate an understanding of the concept of motives and their value in organisational and subsystem effectiveness;
- Distinguish between the different sets of motivation theories, notably content, process and reinforcement;
- Demonstrate their ability to translate motivation theory into practice;

- Evaluate the appropriateness of the application of particular theoretical aspects of motivation to specific situations;
- Demonstrate their ability to formulate a comprehensive motivation strategy;
- Critically appraise existing motivation strategy within their organisations, identifying and addressing gaps;
- Demonstrate an effective knowledge of salient aspects of cybercrime and the measures that are available for their detection and aversion;
- Be in an advantageous position to critically analyse the effectiveness of existing Law on Cyber Crime;
- Critically evaluate the effectiveness of the Central Bank, regulations and circulars, in combating economic and financial crimes;
- Demonstrate their ability to effectively advise the clients, 'Prosecution' and 'Defence', respectively, of the legality of issues relevant to pre-existing Law on Cyber Crime;
- Be empowered to determine the admissibility of explicit, and elicitation of, evidence in economic and financial crime trails;
- Demonstrate an awareness of the international convention on economic and financial crimes.
- Demonstrate a working understanding and interoperability of the Law on Cyber Crime; and
- Demonstrate their ability to determine whether the forfeiture of assets, in economic and financial crimes, is likely to have a deterrent effect in particular circumstances.

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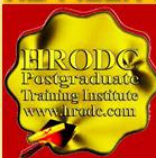
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Judges Seminar 1: Dealing with Economic and Financial Crimes	
Leading to Diploma-Postgraduate in Dealing with Economic and Financial Crimes	
Number	Title
1	Economic and Financial Crimes
2	Financial Crimes and the Judiciary
3	Information Systems
4	Money Laundering
5	Anti-Fraud and Regulatory Process
6	Information Management and Communication
7	Ethics in Judgment
8	Understanding and Deterring Cybercrime Part 1
9	Understanding and Deterring Cybercrime Part 2

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Course Contents, Concepts and Issues

❖ **Economic and Financial Crimes**

Defining Economic and Financial Crimes (EFCs)	Public Sector Corruption: Nigerian and International Perspectives	The Enron Case	Impact of Globalisation and News Media in Economic and Financial Crimes
↶	↷	↷	↷
Economic and Financial Crimes			
↓			
Impact of Economic and Financial Crimes on			
↶	↓	↓	↷
1. Individuals	2. Institutions	3. National Economy	4. Global Economy

❖ **Financial Crimes and the Judiciary**


International convention related to Economic & Financial Crimes.	Terrorists financing.	Forfeiture of Assets as a preventive and mechanism.	The Role of the judiciary in combating economic and financial crimes
↶	↷	↷	↷
Financial Crimes and the Judiciary			
↶		↷	
Instructing Jury on EFCCs Making Judgements based on Perceived Impact of Financial and Economic Crimes		Overview of the Nigerian <i>Financial Crime Act 2004</i> and other related legislations.	

❖ **Information Systems Crimes**

Information Systems Design: An Introduction	The Internet and Intranet: Design and Access Factors	Intranet and Internet Security: Firewalls and Security Coding Generation and Application	Internet Security Breaches: Accidental of Deliberate Breaches
↶	↷	↷	↷

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Information Analysis	Information Systems Crimes		Gaining Illegal Access
↓	↙	↘	↓
Internet Crimes Catalogue	Internet Crime: Level of Effort for Would-Be Fraudster	Computer Programming: A Basic Overview	Computer Viruses: Design, Effect/Counter Viruses

❖ Money Laundering


Money Laundering	
1. Shell Banks	2. High-Value Retail
3. What is Money Laundering?	4. Financial Action Task Force (FATF)
5. Modelling Global Money Laundering Flows	6. Underground Banking and National
7. Money Laundering in Casinos	8. Charting the maze of electronic mo
9. Anti-Money Laundering Support Systems →	IMoLIN: International Money Laundering Informa
10. The British Money Laundering Legislation 1993 →	Statutory Instruments
	↓ ❖ Money Laundering Regulation 200 ❖ Drug Trafficking Act 1974 ❖ Proceeds of Crime Act 1995 ❖ The Criminal Justice Act 1998

❖ Anti-Fraud and Regulatory Bodies

Anti-Fraud and Regulatory Bodies	
The Law Society	International Bar Association
AnCoRR Web	Transparency International
Fraud Reduction website	World Bank Institute Governance Gro
The United Nations Convention against Transnational Organized Crime and its Protocols	World Bank Anti-Corruption and Fraud
HM Customs and Excise	International money transfer (banking
The Serious Fraud Office	The banking system in Nigeria and UK
UK Treasury Annual Fraud Reports	Economic crimes in Nigeria: Banking f
Committee on Standards in Public Life	The Independent Banking Advisory Se

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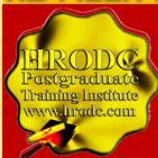
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UK Financial Services Authority	British Bankers' Association
NCIS Economic Crime Branch	IBAS is an organisation for helping people with banks
Office of the Banking Ombudsman	Consumer Direct: Scams
OLAF European Anti-Fraud Office	Court of Auditors of the European Union
NASD Regulation Inc.	U.S. Securities and Exchange Commission
Inter-American Convention Against Corruption	US Financial Crimes Enforcement Network
RespondaNet: The Americas' Accountability/Anti-Corruption project	Internet Fraud Complaint Centre
Royal Canadian Mounted Police: Frauds and Scams	Australia Scam watch
	Public sector corruption

❖ **Information Management and Communication**

Distinguishing Between Data and Information	Communication Barriers and Circumvention	Communication and Risk Management	Information and National Security
←	↑	↑	↗
Information Dissemination	←	Information Management & Communication	→ Eyewitness Unreliability
↓	↙	↘	↓
Information Security and Case Confidentiality	Information Release: Secret Documents	Secret Documents and Archiving	Kinesics v Kinesiology: Their Impact on Evidence Presented

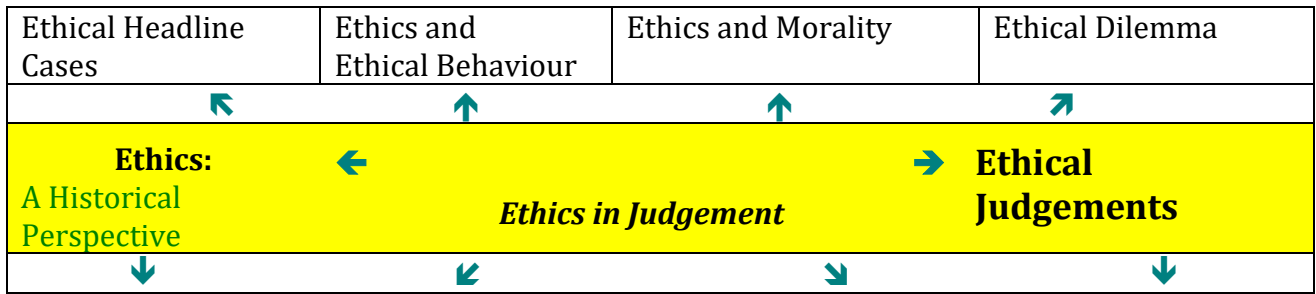
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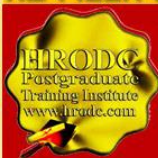
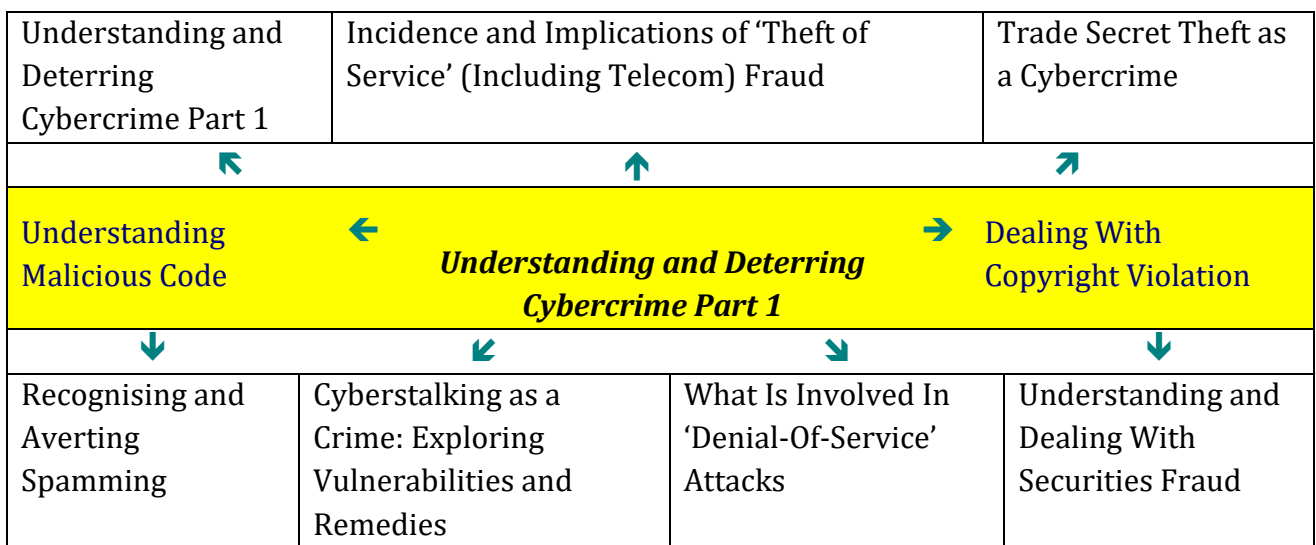
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❖ **Ethics in Judgment**



❖ **Understanding and Deterring Cybercrimes Part 1**



❖ **Understanding and Deterring Cybercrimes Part 2**

Trojans and industrial espionage	Nigerian '4-1-9 Scheme' or 'Advance Fee Scheme': Profiling Victime and Fraudsters	Pornographic Grading	
↖	↑	↑	↗
Detecting and remedying child pornography	<i>Understanding and Deterring Cybercrime Part 2</i>		'Peer Network' crimes: The role of ISPs
↓	↙	↘	↓
Unauthorized on-line access: Access control measures	Child Pornography and On-line Grooming: Incidence and Aversion	Child Pornography and Chatroom Monitoring: Technology Available	Identity Theft through hacking and phishing


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.

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Judges Seminar 1: Dealing with Economics and Financial Crimes Course, Leading to Diploma Postgraduate - in Dealing with Economic and Financial Crimes, Double-Credit, and 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 Additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These short courses accumulate to Postgraduate Certificate, with a total of 180 Credit-Hours (= 6 X 5-Day Courses or 3 X 10-Day Courses), or Postgraduate Diploma, with a total of 360 Credit-Hours (= 12 X 5-Day Courses or 6 X 10-Day Courses).

Delegates studying courses of 5-7 days' duration, equivalent to 30-42 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.

Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate Assessment Requirement

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, Postgraduate Certificate, or Postgraduate Diploma, as appropriate.

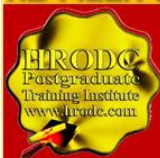
In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. In order to receive the Awards of Postgraduate Certificate and Postgraduate Diploma, candidates must have accumulated at least the required minimum 'Credit-Hours', with a pass (of 70% and above) in at least 70% of the courses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

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

Diploma – Postgraduate, Postgraduate Certificate, and Postgraduate Diploma

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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:

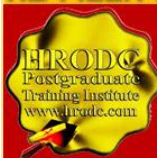
1. Intensive Full-time (Classroom-Based) Mode, lasting 3 months for Postgraduate Diploma, and 6 weeks for Postgraduate Certificate. These durations are based on six

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.

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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

Judges Seminar 1: Dealing with Economics and Financial Crimes Course, Leading to Diploma Postgraduate - in Dealing with Economic and Financial Crimes, Double-Credit, and 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 Additional Credit-Hours, a Postgraduate Diploma, with -300 Additional Credit-Hours achieved, within the designated period. These Credit-Values, awards and their accumulation are exemplified below.

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

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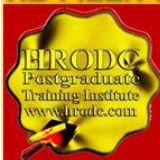
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at least seventy percent (70%) of his or her courses in a specialist grouping. These are exemplified below:

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;**

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- 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;**

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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.](#)

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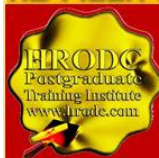
The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

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