

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#007

**Research Project:
Design, Conduct and Report**

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**Research Project Management, Double
Credit, 60 Credit-Hours**

Accumulating to A

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

POSTGRADUATE DIPLOMA

With 300 Additional Credit-Hours

Research methods, Postgraduate Short Course - Page 1 of 23

HRODC Postgraduate Training Institute

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



Prof. Dr. Ronald B. Crawford - Director

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



HRODC POSTGRADUATE TRAINING INSTITUTE
A Postgraduate – Only Institution

Websites:
<https://www.hrodc.com/>
<https://www.hrodc.london/postgraduateshortcourses.com/>

Email:
institute@hrodc.com
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Wolverhampton
WV3 8DZ
West Midlands, UK

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HRODC Postgraduate Training Institute, A Postgraduate-Only Institution
Our UK Government's Verification and Registration


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

Course Coordinator:

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

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

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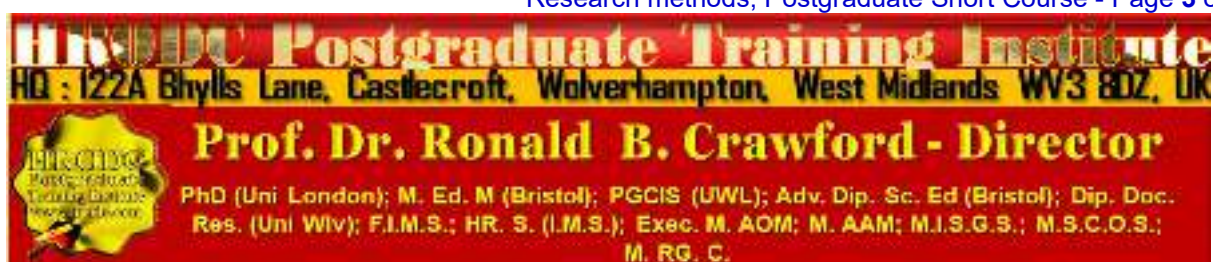
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism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

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

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

His responsibilities in these roles included:

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



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For Whom This Course is Designed


This Course is Designed For:

- Data Analysts;
- Data-Set Developers;
- Data-Set Utilisers;
- Doctoral Students;
- Ethnographic Researchers;
- Executives;
- Managers;
- Market Researchers;
- Postgraduate Research Students;
- Postgraduate Research Supervisors;
- Quantitative Researchers;
- Research Analysts;
- Research Assistants;
- Research Commissioners;
- Research Project Managers;
- Research Team Leaders;
- Research Tutors;
- Researchers;
- Sales and Marketing Managers;
- Supervisors;
- Team Leaders, Generally;
- Undergraduate Dissertation Supervisors;
- All others who are desirous of undertaking postgraduate level training in Research Methodology - generally - but more specifically:
 - Ethnographic Research;
 - Qualitative Research;
 - Quantitative Research;
 - Research Triangulation;
 - Research Design,
 - Research Project Management,

HwWU Postgraduate Training Institute
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- Questionnaire Design,
- Population and Sampling Frame Choice,
- Sampling Design,
- Questionnaire Design;
- Interview Formulation;
- Data Elicitation;
- Data Analysis;
- Date Interpretation;
- Research Report Writing.

| Classroom-Based Duration and Cost: | |
|--------------------------------------------------|----------------------------------|
| Classroom-Based Duration: | 10 Days |
| Classroom-Based Cost: | £10,00.00 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.

HWPU Postgraduate Training Institute

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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.**

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Research Project: Design, Conduct and Report Course

Leading to Diploma Postgraduate - in Research Project Management, Double Credit, 60 Credit-Hours, Accumulating to A Postgraduate Certificate, with 120 additional Credit-Hours, and 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:

- Design a research project, taking account of important issues;
- Choose sources of information appropriate for the type of research being conducted;
- Assess the value of secondary sources of information as a prelude to the conduct of primary research;
- Choose the methodology that best suits the type of investigation being conducted & appropriate to the research objectives;
- Choose the most appropriate data elicitation techniques, in relation to the sampling frame, sampling unit, sample size & time span, among other factors;
- Advise others of the situations in which participant observation, conversation analysis, documentary analysis, focus groups, interviews & questionnaires, respectively, are appropriate;
- Design interviews & questionnaires that will elicit information appropriate to the research objectives;
- Design structured & unstructured questions, determining the conditions under which they should be used;
- Design questionnaires & interview schedules, with a mixture of open-ended & closed-ended questions, avoiding forced-choice in the latter;
- Employ appropriate data analysis techniques, based on the type & volume of data available;
- Use SPSS and, or, Excel software packages in analysing data;
- Identifying 'trends' & 'patterns' in information, in an effort to arrive at conclusions;

- Produce effective reports, adhering to conventional styles, presenting evidence from the data, & exploiting visual representations;
- Make research proposals, taking pertinent factors into account;
- Manage research projects, from inception to reporting;
- Identify appropriate roles in research project management & produce realistic costing; and
- Design a research project that incorporates a high ethical standard.

Course Contents, Concepts and Issues

Part 1: Research Design: Important Considerations

- What is involved in Research Design;
- Understanding Sources of Information:
 - Secondary Sources of Information;
 - Primary Sources of Information.
- Choosing a Broad Research Area;
- Preliminary Readings: Familiarising with Broad Research Area;
- Narrowing the Field, from Initial Literature Review;
- Choosing Relevant Primary Sources of Information;
- Techniques of the Literature Review;
- Recording Information from Literature Review;
- Citations and their Conventions;
- Literature Review as the basis for Conceptual Framework;
- Literature Review as Empirical Pointers;
- Choosing The Empirical Data Elicitation Methods:
- Exploring the Qualitative Approaches to Data Elicitation;
- Quantitative Approaches to Data Elicitation: Their Value and Practical Issues;
- Triangulating' The Methodology.


Part 2: Employing Data Elicitation Techniques (1)

- Employing Surveys as a Research Tool:
 - Cross-Sectional Surveys;
 - Longitudinal Surveys.
- Participant Observation as a Qualitative Data Elicitation Tool:
 - Enacting the Complete Observer Role;
 - Contextualising the Complete Participant Role;
 - The Participant-Observer Role;
 - Being an Observer-Participant Role;
 - The Practicality of the 'Complete Participant as Observer' Role.
- Conversation Analysis:
 - Conversation Analysis as Qualitative Methodological Technique;
 - Quantifying Conversation Analysis;
 - Combining Qualitative and Quantitative Approaches in Conversation Analysis.

Part 3: Employing Data Elicitation Techniques (2)

- Documentary Analysis:
 - Documentary Analysis as Qualitative Methodological Technique;
 - Quantifying Documentary Analysis;
 - Combining Qualitative and Quantitative Approaches in Documentary Analysis.
- Focus Groups:
 - Optimising Focus Group Size;
 - Constituting Focus Groups;
 - Operationalising Focus Groups;
 - Quantifying Focus Group Responses;
 - Analysing Focus Group Output;
 - Validating Focus Groups in Ethnographic Research.
- Interviews and Questionnaires as Data Elicitation Techniques in Qualitative and Quantitative Research Methodologies:

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- Distinguishing between Interviews and Questionnaires;
- Positive Issues associated with the use of Questionnaires;
- Negative Issues associated with the use of Questionnaires;
- Positive Issues associated with the use of Interviews;
- Negative Issues associated with the use of Interviews:

Part 4: Sampling as an Important Element of Research Design

- Determining the 'Population':
 - The 'Theoretical Population';
 - The 'Accessible Population'.
- Factors that Define a 'Population'.
 - A Sample as a Factor of the 'Theoretical Population';
 - Sampling the 'Accessible Population'
- What Constitutes a 'Representative Sample';
- The Sampling Frame:
 - Determining a Suitable Sampling Frame;
 - Factors Mitigating against a 'Sample Frame Choice'.
- Sampling Techniques:
 - Convenience or Non-random Samples;
 - Quota Sample;
 - Systematic Sample.
- Probability or Random Samples?
 - Simple Random Sample;
 - Stratified Sampling;
 - Bases of Stratification;
 - Multi-stage Sampling: Its Organisation and Execution.

Part 5: Interview and Questionnaire Design and Administration (1)

- Salient Issues in Questionnaire Design;
- Designing Unstructured Questions for Questionnaires;
- Designing Structured Questions for Questionnaires;
- Designing Structured Closed-Ended Questions for Questionnaires;
- Designing Structured Open-Ended Questions for Questionnaires;
- Multiple-choice Format as the basis for Designing Structured Closed-Ended Questions in Questionnaires;
- Avoiding 'Forced-choice' in Structured Closed-Ended Questions in Questionnaires;
- Questionnaire Administration:
 - Personal Questionnaire Administration;
 - Timing of Questionnaire Administration;
 - Web-based Questionnaire Administration:
 - ❖ Protecting against multiple-responses;
 - ❖ Anti-bot Security Measures.

Part 6: Interview and Questionnaire Design and Administration (2)

- Designing the Interview Schedule:
 - Designing Unstructured Interview Questions;
 - Designing Structured Interview Questions;
 - Designing Structured Closed-Ended Interview Questions;
 - Designing Structured Open-Ended Interview Questions;
 - Multiple-choice Format as the basis for Designing Structured Closed-Ended Interview Questions;
 - Avoiding 'Forced-choice' in Structured Closed-Ended Questions;
 - Incorporating Prompts and Guides;
- Arranging and Conducting Interviews:
 - Determining an appropriate Time-Frame for the Interview Administration;
 - Establishing Standard for Interview Administration;

- Keeping to a common duration;
- Using Unstructured Questions in Interviews;
- Using Open-ended Questions in Interviews;
- Recording General Responses during an Interview;
- Recording responses to Open-ended Questions;
- Recording responses to Closed-ended Questions;
- Recording Multiple-Responses from an Interviewee;
- Recording Verbatim Comments, during an Interview;
- Recording Verbatim Comments, as an addition to responses to Closed-ended Questions;
- Dealing with the unexpected occurrences during an Interview.

Part 7: Data Analysis and Interpretation

- Instruments of Analysis:
 - Using a 'Tally System';
 - Using SPSS Package;
 - Using Excel Package.
- Data Interpretation:
 - Making Sense of the Information;
 - Identifying 'Trends' & 'Patterns' in Information;
 - Arriving at Conclusions.

Part 8: Presenting the Research Findings

- Report Planning;
- Outlining the Report;
- Report Format:
 - Formatting the Report;
 - Principles of Document Design.
- Guidelines for Report Writing:
 - Drafting the Report

- Revising the Drafts;
- Reviewing the Appearance of Draft;
- Preparing the Final Copy;
- Logical Ordering of Information;
- Exploring the Evidence.
- Creating an Outline;
- Getting Ready to Compile the Report;
- Presenting the 'Evidence';
- Revising and Editing the Report;
- Writing Style and Lapses:
 - Choosing a Writing Style;
 - Frequently Occurring Writing Lapses (FOWLs);
 - Electronic Tools in Identifying FOWLs;
 - Collaborative Writing.
- Report Illustration:
- Impact of Visuals;
- Determinants of Effective Visuals;
- Selecting and Developing Visuals;
- Generating Graphs and Charts from Tables;
- Graphics Tools for Developing Visuals.

Part 9: Research Project Management

- Project Life Cycle;
- Project Life Cycle Phases:
 - Project Initiation;
 - Project Planning;
 - Project Execution;
 - Project Evaluation.
 - Project Completion;
 - Project Commissioning.
- Project Cost Management:

- Cost Estimating;
- Cost Budgeting;
- Cost Control.
- Work Breakdown Structure (WBS)
- Process Breakdown Structure
- Responsibility Matrix;
- Project Planning Process;
- Project Life Cycle Management;
- Project Portfolio Management System;
- Project Co-ordination;
- Project Sustainability;
- The Project Manager's Role.
- Defining the Project Scope:
 - Project Objectives;
 - Deliverables;
 - Milestones;
 - Technical Requirements;
 - Limits and Exclusions;
 - Reviews with Project Owner/s.
- Project Priority.

Part 10: Writing a Research Proposal

- Establishing Research Objectives;
- Identifying & Defining The Problem;
- Presenting the Research Synopsis
- Ethical Concerns in the Formulation & Conduct of Research.
- The proposed research area;
- The importance or relevance of the proposed research project
- How the proposed research fits with existing theories and empirical research findings;


- How the proposed research paper will address any gaps in knowledge created by pre-existing research;
- The theoretical base that will be employed;
- The general approach that will be adopted;
- The broad research methods - qualitative research method, quantitative research method, or a combination of both - that will be employed;
- The data elicitation techniques to be adopted;
- The anticipated types, or likely direction, of any recommendations that might emerge from the research findings.

Postgraduate Diploma, Postgraduate Certificate, and Diploma – Postgraduate - Short Course Regulation

Postgraduate Certificate, Postgraduate Diploma, and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days' duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Certificate and Postgraduate Diploma. Postgraduate Certificate and Postgraduate Diploma represent Programmes of Study, leading to Awards bearing their title prefixes. While we, refer to our short studies, of 5 days to five weeks, as 'Courses', those with duration of 6 weeks and more are labelled 'Programmes'. Nevertheless, in line with popular usage, we often refer to all study durations as 'Courses'. Another mark of distinction, in this regard, is that participants in a short course are referred to as 'Delegates', as opposed to the term 'Students', which is confined to those studying a Postgraduate Programme.

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



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

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

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

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


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

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;

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- 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;



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- 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



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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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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 in Research Methods;

56. Postgraduate Diploma in Research Methods;

57. Postgraduate Certificate in Risk Management;

58. Postgraduate Diploma in Risk Management;

59. Postgraduate Certificate in Sales and Marketing;

60. Postgraduate Diploma in Sales and Marketing;

61. Postgraduate Certificate in Travel, Tourism and International Relations;

62. Postgraduate Diploma in Travel, Tourism and International Relations.

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

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