

HRODC Postgraduate Training Institute



A Postgraduate - Only Institution



#237

**Online Warehouse Management,
Material Handling, Storage and
Logistics Operation**

Postgraduate Short Course

Leading To:

DIPLOMA - POSTGRADUATE IN

**Warehouse Management, Material
Handling, Storage and Logistics Operation
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.



HRODC POSTGRADUATE TRAINING INSTITUTE
A Postgraduate – Only Institution

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

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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);



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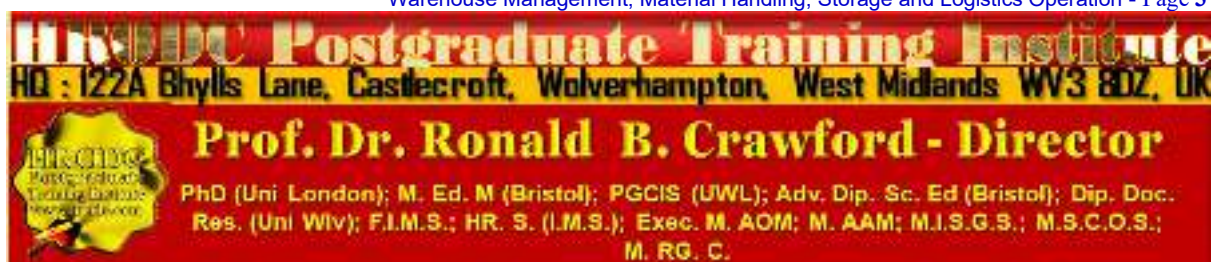
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council 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;
- Personal Tutor



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For Whom This Course is Designed

This Course is Designed For:

- Warehouse Managers;
- Supply Chain and Logistics Managers and Professionals;
- Operations Managers;
- Logistics Professionals;
- Inventory Managers;
- Purchasing and Procurement Managers;
- Retailers;
- Inventory and Warehouse Control Professionals;
- Production Planners;
- Financial Managers;
- Project Managers;
- Distribution Centre Supervisors;
- Manufacturers and Industries;
- Academicians, Researchers, NGOs and Practitioners;
- Those who need to develop their understanding about warehouse management and material handling and storage;
- Those who are looking for business gains and benefits from managing warehouse.

Selected Subsidised Online (Video-Enhanced Online) Courses, During COVID-19 (Coronavirus) Pandemic.

Online (Video-Enhanced) Duration and Subsidised Cost


Online Duration:	20 Days @ 3 Hours Per Day
Subsidised Cost:	£3,600.00 Per Delegate

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**Video-Enhanced Online Training Needs Analysis:
Determining Training Needs Course
Leading to Diploma-Postgraduate in Training Needs Analysis**


Our Video-Enhanced Online Mode of delivery of this course is the same as being in a classroom – but virtually.

- This Video-Enhanced Online mode of delivery is Revolutionary and currently unique to HRODC Postgraduate Training Institute.
- The tutor will meet the group on Video and present the course, in the same way as though in a classroom.
- Where there is more than one participant, they will be able to see and interact with each other, and with the tutor.
- They will watch and discuss the various video cases and demonstration videos that form an integral part of our courses.
- 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 the previous month. This cut-off date means that Admission should have been granted and fee payment received;
- It will last twice as long as the classroom-based deliveries. 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, meeting the Institute's required 30 Credit-Hours.

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Online Warehouse Management, Material Handling, Storage and Logistics Operation Course

Leading to Diploma – Postgraduate – in Warehouse Management, Material Handling, Storage and Logistics Operation, 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:

- Effectually manage the operations and functions of warehousing;
- Classify distinctions between warehousing processes;
- Recognise the emphasis of distribution centres on processing and moving goods on to wholesalers, retailers, or consumers rather than on storage;
- Evaluate warehousing and distribution strategies from a qualitative and quantitative perspective;
- Utilise the role that contracts have in warehousing services and the process involved in attaining a contract to protect both the user and provider;
- Identify the importance of and functions related to warehouse management in controlling the movement and storage of materials within a warehouse and in processing the associated transactions;
- Optimize warehouse operations and warehouse space availability as impacted by equipment layout and product flow;
- Facilitate the role of packaging in protecting product to ensure that it gets to the customer in the operating condition expected;
- Highlight the effect of good communication in the interface between the warehouse, the carrier and the driver as key to success in terms of contribution to efficacy, efficiency and cost reduction;

- Consider and analyse many parameters to optimize warehouse location or placement as both strategic and operational decision that directly influence customer servicing aspects, cost, and price factors;
- Recognise that safety of personnel and security of product are the basic building blocks for warehouse operations that can neither be neglected without detriment to operational efficiency and the bottom line.
- Realise better efficiency and reduction in cost by leveraging the data accuracy and computing power inherent in today's integrated information systems.
- Label or categorise a warehouse as "specialized" by the function a warehouse serves and by the unique nature of the materials and goods handled and stored.
- Facilitate the speed and overall ease of product flow throughout the logistical system.
- Design an inventory management system which is able to meet the dictates of market place and support the company's strategic plan.

Course Contents, Concepts and Issues

Part 1: Key Issues in Warehousing

- Principles of Warehousing:
 - Definition;
 - Types of Warehouse Operation;
 - ✚ Automated Warehouses;
 - ✚ Climate-Controlled Warehouse;
 - ✚ Distribution Centre;
 - ✚ Private Warehouse;
 - ✚ Public Warehouse.
 - Functions of Warehousing.
- The Warehouse Process:
 - Receiving;
 - Pre-receipt;
 - In-handling;

- Preparation;
- Offloading;
- Checking;
- Cross-Docking;
- Recording;
- Quality and Control;
- Put-Away
- Order Picking (Methods and Equipment):
 - ✚ Piece Picking;
 - ✚ Case Picking;
 - ✚ Pallet Picking.

Part 2: Warehouse and Warehousing

- The Concept;
- Meaning and Definition;
- Basic Functions Performed in Warehousing;
- Key Benefits of Warehousing;
- Basic Reasons for Need of Warehouse;
- Features of Ideal Warehouses;
- Types of Warehouses:
 - Private Houses;
 - Public Warehouses;
 - Government Warehouses;
 - Co-operative Warehouses;
 - Bonded Warehouses;
 - Distribution Centres or Warehouses;
 - Cold Storage;
 - Export and Import Warehouses;
 - Climate-Controlled Warehouse;
 - Field Warehouses;
 - Agricultural Warehouses;
- Warehousing Strategy;

- Warehouse Operations:
 - Inventory Control;
 - Order Picking;
 - Cross Docking;
 - Packaging and Labelling of a Product;
 - Automation in Warehouses;
 - Modern Trends;
- Warehousing Processes: From Replenishment to Despatch:
 - Replenishment;
 - Value Added Services;
 - Indirect Activities;
 - Stock Management;
 - Stock or Inventory Counting;
 - Cycle Counting;
 - The Count;
 - Security;
 - Returns Processing;
 - Despatch;
 - The Driver.

Part 3: Warehouse Distribution Centre

- Distribution Centre Concept;
- General Warehousing and Distribution Centre Strategies;
 - Utility of Public Warehousing;
 - The Contract Warehousing;
 - The Private Warehousing;
- Design and Layout:
 - Design Criteria;
 - Handling Technology;
 - Storage Plan;
 - Storage Equipment;

- Storage Options;
- Data Gathering;
- Space Calculations;
- Aisle Width;
- Other Space;
- Example of Warehouse Layout;
- Looking for Additional Space.

Part 4: Warehouse Management and Performance Systems

➤ Personnel Management:

- Personnel;
- Labour;
- Supervision;
- Knowledge Development;
- Information Exchange;
- Assistance;
- Performance Measurement and Feedback;
- Interdepartmental Service-Oriented.

➤ Warehouse Negotiations, Agreements, and Contracts:

- Role of Contracts;
- Request for Information (RFI), Request for Proposals (RFP), and Request for Quotes (RFQ);
- Negotiating;
- Contract Sections and Content;
- Key Points;
- Examples of Warehousing Servicing Agreement;
- Examples of Warehouse Receipt: Terms and Conditions.

➤ Warehouse Management:

- Importance of Warehouse Management System;
- Choosing a Warehouse Management System;
- The Process;


- Selecting the Correct Warehouse Management System;
- What to Consider in a Warehouse Management System.
- Warehouse Performance:
 - Space Evaluation and Utilization;
 - Personnel Utilization;
 - Equipment Utilization;
 - Importance of the Perfect Order;
 - Critical Performance Measures;
 - Common Performance-Type Measures:
 - ✚ Performance Ratios;
 - ✚ Total Number of Exceptions;
 - ✚ Cost and Utilization Measures;
 - ✚ Other Measures of Performance;
 - ✚ Personnel Measures.
- The Role of Industrial Product Packaging:
 - Packaging and Pallets;
 - Packaging and Minimizing Damage;
 - Packaging Types;
 - Efficient Packaging.
- Warehousing and Transportation Interface;
 - Carrier to Warehouse Interaction.
- Selecting Warehouse Locations;
 - Primary Factors;
 - Facility Location Analysis.
- Safety and Security;
 - Preventing and Reducing Warehouse Accidents;
 - Protecting Workers and Equipment;
 - Safe Product Movement;
 - Safety Cues;
 - Safe Picking and Replenishment;
 - Safe Product Staging;
 - Securing the Product;

- Pilferage and Theft;
 - Damage;
 - Fire and Water;
 - Infestation;
 - Physical Security Measures.
- Equipment and Information Technology:
- Warehouse Management Systems;
 - Radio Frequency Identification (RFID) Tag and Barcode Technology;
 - Various Equipment.
- Unique Functioning and Unique Materials Warehousing;
- Functional Specialization;
 - Going Global.

Part 5: Materials Handling and Packaging

- Defining Warehouse Material Handling and Warehouse Packaging;
- Four Dimensions of Material Handling;
- Concepts of Material Handling and Packaging;
- Principles of Materials Handling;
- Storage & Order Picking Equipment;
- Transportation & Sorting;
- Shipping;
- Packaging:
- Consumer packaging (Marketing Emphasis);
 - Industrial packaging (Industrial Emphasis).
- The Role of Packaging;
- General Function of Packaging:
- Containment;
 - Protection;
 - Efficiency/Utilization;
 - Apportionment;
 - Unitization;

- Convenience;
 - Communication;
 - Tracking;
 - Handling Instructions.
- Packaging Design Principle;
- Some Considerations for Packaging Design;
- Kinds of Materials Handling Systems;
- Material Handling Systems:
- Mechanized;
 - ✚ Forklift Trucks;
 - ✚ Walkie-Rider Pallet Trucks;
 - ✚ Towlines;
 - ✚ Conveyors.
 - Semi-Automated;
 - ✚ Automated-Guided Vehicle Systems;
 - ✚ Sortations;
 - ✚ Robotics.
 - Automated;
 - ✚ Order Selection System;
 - ✚ Automated Storage and Retrieval System.
 - Information Directed.
- Industrial Shelving and Industrial Racking:
- Speedrax Archive Shelving/Storage;
 - Widespan Shelving System;
 - Pallet Racking;
 - Steel Lockers for Personal Storage.
- Channel Integration – Packaging, Containerization and Material Handling:
- Scrap/Waste Disposal:
- Scrap;
 - Surplus;
 - Obsolete.
- Wastivity of a System.



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Part 6: Transportation

- Concept;
- Transportation Functionality and Principles:
 - Movement of Product;
 - Objectives of Transportation;
 - Product Storage.
- Principles of Transportation;
- Participation in Transportation Decisions;
- Modal Characteristics:
 - Rail;
 - Highway;
 - Water
 - Pipelines;
 - Air.
- Intermodal Operators:
 - Piggyback/Trailer/Container;
 - Non-Operating Intermediaries.
- Transport Economics:
 - Distance;
 - Volume;
 - Density;
 - Stowability;
 - Handling;
 - Liability;
 - Market Factors.
- Multi-Modal Transport System;
- Choice of Mode;
- Containerization;
- Bulk Carrier.

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Part 7: Inventory Management for Organisational Effectiveness

➤ Inventory Management:

- Concept of Inventory;
- Poor Inventory Management;
- Attributes of Inventory;
- Kinds of Inventory:
 - ✚ Raw Material;
 - ✚ Work-in-Process;
 - ✚ Finished Goods;
 - ✚ Maintenance, Repair, and Operations (MRO) Goods;
 - ✚ Transit Inventory;
 - ✚ Buffer Inventory;
 - ✚ Anticipation Inventory;
 - ✚ Decoupling Inventory;
 - ✚ Cycle Inventory.
- Inventory Sequencing;
 - ✚ Just in Sequence (JIS);
 - ✚ Last-In, First-Out (LIFO) Method;
 - ✚ First-In, First-Out (FIFO) Method.
- Inventory Functionality;
- Buffer Uncertainties;
- Conceptual Framework of Inventory;
- Importance of Inventory Management Systems:
- Materials Tracking;
- Inventory Management Techniques;
- Service Level;
- Service Rate;
- Categories of Inventory;
- Cost Associated With an Inventory;
- Inventory Replenishment:

- ✚ When to reorder;
- ✚ How much to reorder;
- ✚ Creating a Purchase Order.
- Economic Order Quantity (EOQ);
- Classification of Inventory:
 - ✚ ABC Analysis;
 - ✚ Counting Inventory;
- Enterprise Resource Planning;
- Inventory Control System: Just in Time (J.I.T.) VS Material Requirements Planning (M.R.P.).

Part 8: Key Elements of Logistics Management

- Operational Objectives:
 - Rapid Response;
 - Minimum Variance;
 - Minimum Inventory;
 - Movement Consolidation;
 - Quality;
 - Life Cycle Support.
- Understanding Logistics Management;
- Achieving Competitive Advantage through Logistics;
- Conceptualising Logistics;
- Marketing and Logistic Interface:
 - Considering 'Availability';
 - Effect of Logistics and Customer Service on Marketing.

Part 9: International Logistics

- Concepts of International Logistics:
 - International Transportation;
 - International Warehouse Management;
 - Packaging;
 - Inventory Management;
 - Material Handling;
 - Information Systems.
- International Intermediaries:
 - International Freight Forwarders;
 - Non-Vessel Operating Common Carriers;
 - Export Management Companies;
 - Export Trading Companies;
 - Export Packers;
 - Custom Brokers;
 - Ship Brokers;
 - Ship Agents.
- Sale in International Trade;
- International Documentation;
- Letters of Credit;
- Barriers to International Logistics;
- Market and Competition;
- Financial Barriers;
- Distribution Channels;
- Cargo Insurance and Claims;
 - Importance of Cargo Insurance
- Who Can Insure;
- Special Features of Marine Insurance;
- Paying the Insurance Premium;
- Duty Insurance;

- Kinds of Perils;
- Types of Policies;
- Loss.

Part 10: Logistics and Information and Communications Technologies (ICT)

- Concepts of Logistics Information;
- Information Functionality;
- Evaluating Logistics Information Systems Application:
 - Availability;
 - Accuracy;
 - Timeliness;
 - Exception-Based Logistics Information Systems;
 - Flexibility;
 - Format.
- Logistics Information Systems Design:
 - Planning and Coordination Flows;
 - Operating Flows;
 - Inventory Deployment and Management.
- Information Technology Application;
- Electronic Data Interchange (EDI);
- Personal Computers;
- Artificial Intelligence;
- Communications;
- Bar Coding and Scanning.


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

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

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

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

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



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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;
- 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.



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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 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.


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