

Now Enrolling
for September

Certificate in Public Management 2020-2021



Is this Programme for You?

This one-year, part-time programme provides a systematic introduction to the subjects at the heart of public management in Ireland. Students cover four key subject areas such as constitutional law, the principles of economics, the Irish system of government and the most influential theories of management.

The Certificate is both a stand-alone qualification and the first year of the four-year BA (Hons) programme. Students who successfully complete this year can enter the second year of the Diploma in Public Management or BA (Hons), where they will have the opportunity to specialise in a field of particular relevance to them. It is an ideal choice for those returning to education and keen to obtain a third-level qualification over one academic year, with an option to continue to degree level. Students on this programme often work at junior to middle grades in: Government Departments, Local Authorities, Health Sector, State Agencies.

Application Process

Application Deadline: **7 September 2020**. Application forms can be downloaded from the IPA website www.ipa.ie or requested from undergrad@ipa.ie. Completed applications should be submitted by email to undergrad@ipa.ie. Acknowledgement of receipt and further information will issue by email.

Programme Delivery

We have developed an online version of the traditional *Certificate in Public Management* programme which will be delivered via the IPA's Moodle website. You will have a variety of pre-recorded material available to you to complement specially commissioned IPA distance education manuals and textbooks. Remote/virtual teaching sessions will facilitate student-lecturer interaction without the requirements of weeknight and weekend travel. Provisional dates for the live webcasts 2020-21 can be found below.

Weekend Live Sessions Schedule (5 sessions)

9.30am – 4.15pm:

- Saturday 26 September, 2020
- Saturday 14 November, 2020
- Saturday 19 December, 2020
- Saturday 23 January, 2021
- Saturday 27 February, 2021

Evening Live Sessions Schedule (4 sessions)

6pm – 9pm:

- Wednesday 28th & Thursday 29th October, 2020
- Wednesday 2nd & Thursday 3rd December, 2020
- Wednesday 17th & Thursday 18th February 2021
- Wednesday 24th & Thursday 25th March 2021

Accreditation

National University of Ireland

Level on National Framework of Qualifications

Level 6 (Minor Award), 60 ECTS

Course Fee

€3,080 (includes NUI matriculation fee, tuition fee, library, examination fee and membership of the IPA).



(01) 2403600



undergrad@ipa.ie



www.ipa.ie

Undergraduate Office, Whitaker School of Government and Management
Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62

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Entry Requirements

Applicants who are 21 years of age or over may qualify for entry as a mature student. Applicants under 21 should consult [NUI Matriculation Regulations](#). Applicants who do not meet the entry requirements may apply for a Special Case Application Form.

Course Materials

In addition to video lectures and live webcasts, students receive bespoke course manuals for each module and a selection of essential textbooks. Further resources and recommended readings are provided on our learning portal, Moodle. Finally, the resources of the IPA Library are available to all students.

Assessment

The programme is assessed by means of one assignment in each subject (worth 30% of overall marks) and one three-hour examination (70%) in each subject.

Exam dates: April 15-21, 2021

Progression

Students who successfully complete this programme can enter the second year of the Diploma in Public Management/Bachelor of Arts (Hons) degree programme.

Payment Arrangements

Fees are payable in one or two instalments: the first on registration and the second by 22 January 2021. Fees can be paid directly into our bank account (preferred method), or by debit or credit card, by cheque or by postal order/bank draft. Please contact the undergrad office to arrange payments.

Where employers are paying fees directly to the IPA, students, when enrolling, must submit a letter from their training or HR officer confirming that fees will be paid directly, and detailing a Purchase Order number (where necessary), and invoice addressee details.

Note: A letter stating that fees will be refunded to students at the end of the year will not suffice.

Please note the following "Discontinuing the Course: Refund Policy" as per the **Admissions Policy and Criteria** from the Institute's [Quality Assurance Policies and Procedures](#).

Students who decide to discontinue a programme within one month of the start date* will have 80% of the tuition fee refunded to them or their employer as appropriate (the IPA will hold 20% of the total tuition fee due). Students who decide to discontinue a programme within 6 weeks of the start date will have 60% of the tuition fee refunded to them or their employer as appropriate (the IPA will hold 40% of the total tuition fee due). There will be no refund subsequent to these dates. Applications for such refunds must be made via email to undergrad@ipa.ie and be received no later than the cut-off dates above.

*The official start date is when the class is granted access to the course via the virtual learning platform (normally two weeks prior to the first live virtual event).

Tax Relief

Students who pay their own fees are eligible under the 1996 Finance Act for tax relief at the standard rate, as the IPA is an appointed institution under the Act. Courses must be longer than one year in duration for students to qualify for tax relief.



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Further Bachelor of Arts Programme Information (all streams) for Students progressing beyond Stage 1 Certificate

Stage	Law & Admin of Justice Stream	Health Management Stream	Human Resource Management Stream
1 Cert	<ul style="list-style-type: none"> Economics Law Politics, Govt. & Public Admin Principles of Management 	<ul style="list-style-type: none"> Economics Law Politics, Govt. & Public Admin Principles of Management 	<ul style="list-style-type: none"> Economics Law Politics, Govt. & Public Admin Principles of Management
2 Diploma	<ul style="list-style-type: none"> Economics 2 Organisation & Management Social Policy European Law 	<ul style="list-style-type: none"> Economics 2 Organisation & Management Social Policy Health Policy & Planning 	<ul style="list-style-type: none"> Economics 2 Organisation & Management European Studies Organisational Behaviour
3	<ul style="list-style-type: none"> Economics 3 Financial Management Administrative Law Criminology & Penology 	<ul style="list-style-type: none"> Economics 3 Financial Management Administrative Law Governance & Management of Quality in Healthcare 	<ul style="list-style-type: none"> Economics 3 Administrative Law Employee Resourcing Development & Performance Management Human Resource Management
4 Degree	<ul style="list-style-type: none"> Employment Law Strategic Management Public Policy Making Law Enforcement & Admin of Justice 	<ul style="list-style-type: none"> Strategic Management Public Policy Making Health Economics Comparative Health Care 	<ul style="list-style-type: none"> Economics 4 Strategic Management Employee Relations & Law HR Leadership & Strategy

Stage	Local Government Stream	Management Stream	Public Management Stream
1 Cert	<ul style="list-style-type: none"> Economics Law Politics, Govt. & Public Admin Principles of Management 	<ul style="list-style-type: none"> Economics Law Politics, Govt. & Public Admin Principles of Management 	<ul style="list-style-type: none"> Economics Law Politics, Govt. & Public Admin Principles of Management
2 Diploma	<ul style="list-style-type: none"> Economics 2 Organisation & Management European Studies Local Government 	<ul style="list-style-type: none"> Economics 2 Organisation & Management European Studies Business & Company Law 	<ul style="list-style-type: none"> Economics 2 Organisation & Management European Studies Social Policy
3	<ul style="list-style-type: none"> Economics 3 Financial Management Administrative Law Local Govt & Finance 	<ul style="list-style-type: none"> Economics 3 Financial Management Marketing Human Resource Mgt 	<ul style="list-style-type: none"> Economics 3 Financial Management Administrative Law Human Resource Mgt
4 Degree	<ul style="list-style-type: none"> Economics 4 Strategic Management Public Policy Making Comparative Local Govt. 	<ul style="list-style-type: none"> Economics 4 Strategic Management Info Systems Planning Employee Relations & Law 	<ul style="list-style-type: none"> Economics 4 Strategic Management Public Policy Making Employee Relations & Law

