

Now Enrolling:

CPP1 – September 2022

CPP2 – January 2023

## Certificate in Public Procurement 2022-2023



### Is this Programme for You?

The Certificate in Public Procurement offers a detailed analysis of public procurement in the context of Irish and European Union legislation. The course provides comprehensive detail on all aspects of the procurement process to professionals seeking to enhance their skill base in this important field. It seeks to provide participants with the basic knowledge, skills and tools necessary to ensure an effective and efficient procurement service, which will deliver value for money, manage procurement risks and ensure compliance with all national and EU procurement regulations. The content reflects the most up-to-date policy including innovations in market soundings, national frameworks, DPS systems, green and sustainable procurement as well as approaches to current market risks. It explains the role and services of agencies such as OGP and the EPA, etc. It is offered by the IPA in association with Greenville Procurement Partners Ltd.

### Target Audience

The course is specifically designed for public sector officials engaged in the procurement of supplies, works and services. Participants should have a working knowledge of public sector procurement and should be involved in procurements at national or EU level. Applicants without knowledge/experience of procurement must contact the IPA to determine their suitability for this programme. Interviews may be held.

### Application Process

Application Deadline: **mid-September (CPP1), mid-December (CPP2) – Note: Applications will close once intake capacity is reached.** Application forms can be downloaded from the IPA website [www.ipa.ie](http://www.ipa.ie). Completed applications should be submitted by email to [undergrad@ipa.ie](mailto:undergrad@ipa.ie). Enrolments are limited to 25 students per intake. Early application is strongly advised. Applications are accepted strictly on a first-come first-served basis. Applications must be accompanied by the requisite fee (see page 2).

### Programme Delivery

The programme is delivered through a blended learning model. Students attend both in-person seminars at the IPA and online webinars. They are supported in their studies by bespoke course material and online resources. Provisional dates are detailed below.

CPP1 – September Commencement		CPP2 – January Commencement	
Tuesday 27 September 2022	In-person Seminar	Tuesday 24 January 2023	In-person Seminar
Tuesday 11 October 2022	Online Webinar	Tuesday 31 January 2023	Online Webinar
Tuesday 25 October 2022	In-person Seminar	Tuesday 14 February 2023	In-person Seminar
Tuesday 8 November 2022	Online Webinar	Tuesday 28 February 2023	Online Webinar
Tuesday 22 November 2022	In-person Seminar	Tuesday 14 March 2023	In-person Seminar
Tuesday 13 December 2022	Online Webinar	Tuesday 28 March 2023	Online Webinar
Tuesday 17 January 2023	Online Webinar	Tuesday 18 April 2023	Online Webinar
Tuesday 7 February 2023	Online Webinar	Tuesday 9 May 2023	Online Webinar
Tuesday 21 February 2023	Online Webinar	Tuesday 23 May 2023	Online Webinar
Tuesday 7 March 2023	In-person Seminar	Tuesday 30 May 2023	In-person Seminar
Tuesday 21 March 2023	Online Webinar (Revision Day)	Tuesday 20 June 2023	Online Webinar (Revision Day)
Tuesday 28 March 2023	Examination	Tuesday 27 June 2023	Examination

*The above seminar/examination dates may be subject to change.*

### Workshop Times

Module Seminars and Webinars start at 10.00am and finish at 4.00pm (approx.).

### Accreditation / Level on National Framework of Qualifications

National University of Ireland (NUI) / Level 6 (Special Purpose Award, 15 credits)

### Course Fee

€4,500 (includes NUI matriculation fee, tuition fee, library, examination fee and membership of the IPA).

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

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### Course Content

The Certificate has five modules, indicative content includes:

1. Introduction, Rules and Concepts: Principles and regulations; Defining contract types; Procedures	4. Evaluation, Award and Conclusion: Award criteria; Framework agreements; Remedies legislation
2. Procurement Planning, Risk, and Procedures: Principles of good procurement; Value for money; Risk assessment and management	5. Contract Management and Corporate Governance: Business ethics and corporate governance; Contract terms and conditions; Debriefing
3. Tender Documentation: Key documentation; Request for tenders; Tender receipt and opening	

### Course Materials

Students are supported in their studies by bespoke course material and online resources available via Moodle.

### Assessment

Assessment is by a mix of continuous assessment (assignments/work-based project) (30%), and one end of year examination (70%).

### Progression

Successful students can further their studies in public procurement with the Professional Diploma in Public Procurement.

### Payment Arrangements

Fees are payable in one or two instalments: the first on registration and the second by 20 January 2023. 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](mailto: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 Moodle (normally one/two weeks prior to the first 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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