

Now Enrolling
for September

Professional Diploma in Public Procurement 2022-2023



Is this Programme for You?

The Professional Diploma in Public Procurement is an advanced programme that equips decision-makers with the skills to design and implement strategic initiatives, thus ensuring they position and resource their procurement activity appropriately. The programme focuses on the strategic aspects of procurement within the context of international best practice. It provides participants with a comprehensive understanding of key aspects such as capability development, procurement planning, cost reduction initiatives, strategy development and change management. This programme is designed as a follow-on from the Certificate in Public Procurement and is aimed at moving professionals from a more operational role to a role where they can help drive and deliver change. The content reflects the most up-to-date national and EU policy including innovations in areas such as market soundings, use of national frameworks, implementing green and sustainable procurement as well strategies for addressing current market risks. It also explains the role and services of agencies such as OGP and the EPA among others. The course is offered by the IPA in association with Greenville Procurement Partners Ltd.

Target Audience: All procurement professionals tasked with developing and implementing procurement policy, designing procurement functions, managing procurement teams and providing strategic leadership in maintaining and enhancing an organisation's procurement function including supplier community competency.

Application Process

Application Deadline: **mid-September**. Application forms can be downloaded from the IPA website www.ipa.ie. Completed applications should be submitted by email to undergrad@ipa.ie and will be acknowledged by email upon receipt. Enrolments are limited to 25 students. 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.

Date	Module
Monday 26 September 2022	In-person Seminar
Monday 10 October 2022	Online Webinar
Monday 24 October 2022	In-person Seminar
Monday 7 November 2022	Online Webinar
Monday 21 November 2022	In-person Seminar
Monday 12 December 2022	Online Webinar
Monday 16 January 2023	In-person Seminar
Tuesday 7 February 2023	Online Webinar
Monday 20 February 2023	In-person Seminar
Monday 6 March 2023	Online Webinar
Monday 20 March 2023	Online Webinar (Revision Day)
Tuesday 28 & Wednesday 29 March 2023	Examinations
To Be Confirmed	Project Presentations

Workshop Times

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

Entry Requirements

IPA Certificate in Public Procurement or equivalent and 3 years' experience in a sufficiently senior procurement role.

Accreditation / Level on National Framework of Qualifications

National University of Ireland (NUI) / Level 8 (Special Purpose Award, 20 credits)

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

Course Fee

€4,500 (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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Course Content

The Professional Diploma has five modules and a work-based project; indicative content includes:

1. Strategic Procurement, Market and Business Strategy: Basics of strategic procurement; Internal and external influences and barriers; Business requirements and analytics	4. Procurement Performance Management: Contract and supplier performance management; Project management and effective communication
2. Procurement Leadership and Corporate Management: Capability development and commercial awareness; Procurement strategies and innovation	5. Change Management and Negotiation: Drivers for change; Planning for change; The role of Green and Sustainable procurement and how they support national and international goals
3. Project and Contract Management: Category management; Role of ICT systems in procurement; Developing purchasing processes and procedures	Work-Based Project: This project must be a strategic initiative endorsed and supported by your Manager/Management Team and should be regarded as a project that delivers on the organisation's strategic objectives

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 submitted over the course of the academic year, 37.5%), a work-based project involving a formal project presentation (25%), and two final examinations (one three-hour closed book exam and one three-hour open book case study assessment) (37.5%).

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 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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