

Now Enrolling
for September

Certificate in Local Government Studies 2020-2021



Is this Programme for You?

The Certificate in Local Government Studies provides students with a grounding in the principal areas of legislation and practice in local government and with the core knowledge and understanding to enable them to work effectively within their role and operational area. The Certificate is ideally suited to: Staff of all disciplines (technical, administrative, indoor and outdoor) working in the local government system; Those working for some time in local government who feel they need to broaden their understanding of an ever changing and dynamic local government system; Those working in agencies that have links with Irish local government.

Application Process

Application Deadline: **end-August 2020**. 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. Course confirmations will issue by email to confirmed students in early September. Applications must be accompanied by the requisite fee (see page 3).

Programme Delivery

The programme will be delivered online, via virtual teaching sessions from IPA headquarters to students at their remote location. There will be four main modules. Modules are delivered by the Course Director, Dr Philip Byrne, and by: Danny McLoughlin, CE South Dublin County Council; Fiona Lawless, Director of Services, Meath County Council; Kieran Lehane, Director of Services, Limerick City and County Council; and Peter Minnock, recently retired Director of Services, Kildare County Council.

The full academic year Calendar of Events is detailed on page 2.

Entry Requirements

Leaving Certificate. Applicants who are 21 years of age or over may qualify for entry as a mature student. Applicants who do not meet the entry requirements may apply for a Special Case Application Form.

Accreditation

National University of Ireland

Level on National Framework of Qualifications

Level 6 (Special Purpose Award, 15 credits)

Course Fee

€820 (includes NUI matriculation fee, tuition fee, library, examination fee and membership of the IPA). Discount arrangements may be applicable on course fees where more than 25 applicants from the same organisation enrol on this programme. Please contact undergrad@ipa.ie for further information regarding obtaining such a discount.



(01) 2403600



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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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Calendar of Events *Please note that module/examination dates may be subject to change.*

Events – 2020	Date	Format
Orientation Session	Wednesday 30 September – 2.00pm to 3.00pm	Live Webcast (platform tbc)
Module 1	<i>Four Week Learning Block:</i> Wednesday 30 September – Tuesday 27 October	Video Lectures (Moodle): -Rationale, Purpose, Governance & Dev. of Irish Local Government -Local Government Reform -Local Government Finance
	<i>Module 1 Q & A:</i> Tuesday 13 October – 2.00pm to 3.00pm	Live Webcast (platform tbc)
Assignment 1 Due	Tuesday 27 October	Submitted online (Moodle)
Module 2	<i>Four Week Learning Block:</i> Wednesday 28 October – Tuesday 24 November	Video Lectures (Moodle): -HRM -Role of the CEO and Elected Members -Planning and Development
	<i>Module 2 Q & A:</i> Tuesday 10 November – 2.00pm to 3.00pm	Live Webcast (platform tbc)
Assignment 2 Due	Tuesday 24 November	Submitted online (Moodle)
Events – 2021	Date	Format
Module 3	<i>Four Week Learning Block:</i> Wednesday 13 January – Tuesday 9 February	Video Lectures (Moodle): -Housing and Building -Roads and Transportation -Water Services
	<i>Module 3 Q & A:</i> Tuesday 26 January – 2.00pm to 3.00pm	Live Webcast (platform tbc)
Assignment 3 Due	Tuesday 9 February	Submitted online (Moodle)
Module 4	<i>Four Week Learning Block:</i> Wednesday 10 February – Tuesday 9 March	Video Lectures (Moodle): -Environmental Services -Library, Arts, Amenity etc. -Economic and Local Development
	<i>Module 4 Q & A:</i> Tuesday 23 February – 2.00pm to 3.00pm	Live Webcast (platform tbc)
Assignment 4 Due	Tuesday 9 March	Submitted online (Moodle)
Examination	April 2021 (date to be confirmed)	To be Confirmed



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Course Materials

No textbooks are required. Students are provided with comprehensive course notes which are updated and produced by the IPA.

Assessment

Assessment is continuous throughout the programme and consists of four assignments (1,500 words per assignment) and one three-hour examination. Assignments are worth 30% of the overall mark (7.5% per assignment), the exam is worth 70% of the overall mark.

Progression

Students who are successful in the Certificate may progress to the Diploma in Local Government Studies.

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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