

Now Enrolling  
for September

# Diploma in Human Resource Management 2020-2021



## Is this Programme for You?

This part-time Diploma explains how organisations effectively manage people. It does so by examining the aims of the HRM function and by detailing its key features. It is suitable for those who have no prior knowledge of HRM but want to understand the principles, law, and practices that determine the management of staff in the modern workplace. The programme will be delivered online and can be taken from anywhere in the country.

## Application Process

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

## Programme Delivery

We have developed an online version of the traditional *Diploma in Human Resource Management* programme which will be delivered via the IPA's Virtual Learning Platform, Moodle. You will have a variety of pre-recorded material available to you to complement bespoke IPA distance education manuals and textbooks. Remote/virtual teaching sessions (webinars) 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 28 & Thursday 29 October, 2020
- Wednesday 2 & Thursday 3 December, 2020
- Wednesday 17 & Thursday 18 February, 2021
- Wednesday 24 & Thursday 25 March, 2021

## Accreditation

National University of Ireland

## Level on National Framework of Qualifications

Level 7 (Special Purpose Award, 60 credits)

## Course Fee

€2,950 (includes NUI matriculation fee, tuition fee, library, examination fee and membership of the IPA).

## 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.



(01) 2403600



[undergrad@ipa.ie](mailto:undergrad@ipa.ie)



[www.ipa.ie](http://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 Diploma consists of four modules, each worth 15 credits. For more detailed information, please see the programme information on our [website](#).

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| <ul style="list-style-type: none"><li>• Employee Relations &amp; Law</li><li>• Human Resource Management</li></ul> | <ul style="list-style-type: none"><li>• Employee Resourcing, Development &amp; Performance Management</li><li>• Human Resource Leadership &amp; Strategy</li></ul> |
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## 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 assignments 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 Bachelor of Arts (Hons) degree programme on completion of a bridging 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](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 the virtual learning platform (normally two weeks prior to the first live virtual event).

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INSTITUTE OF PUBLIC  
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