

Now Enrolling
for October

Professional Diploma in Managing Change 2020-2021



Relevance of this Programme

Leaders and managers need a broad range of inter-connected skills and knowledge to create the processes and appropriate environment to successfully deliver change and innovation. This comprehensive programme integrates a number of elements relevant for planning, communicating and implementing successful organisational change in the public sector. It will enhance participants' strategic change and people leadership competencies by providing a range of relevant and practical change management frameworks, tools, and techniques.

Application Process

Application Deadline: **mid-September 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 late-September. Applications must be accompanied by the requisite fee (see page 3).

Entry Requirements

Applicants should be in a management role and be in a position to lead and implement change initiatives in the workplace. This is a key requirement as assessment on this course involves applying the tools and techniques of leading change to real-life examples of planning and implementing change within the workplace.

Programme Delivery

The programme will be delivered online, via live virtual teaching sessions from IPA headquarters to students at their remote location. There are four modules. Modules will be delivered by IPA specialists and associate lecturers. Subject to government guidance, we may be in the position to offer additional face to face teaching if permitted. *The below module/examination dates may be subject to change.*

	Day 1	Day 2
Online Orientation:	6 October (1 hour)	n/a
Module 1 – Strategic Change:	12 October	2 November
Module 2 – Communicating & Imparting Change:	3 December	12 January
Module 3 – Implementing & Sustaining Change:	4 February	23 February
Module 4 – Change as a Project:	22 March	23 March
Examination	22 April	n/a

Module Times

Module webinars typically start at 9.30am and finish at 4.30pm.

Accreditation

National University of Ireland

Level on National Framework of Qualifications

Level 8 (Special Purpose Award, 20 credits)

Course Fee

€2,500 (includes NUI matriculation fee, tuition fee, library, examination fee and membership of the IPA).

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ADMINISTRATION



(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 programme has four modules. There are assessed by assignment and examination.

<p>Strategic Change Topics include:</p> <ul style="list-style-type: none"> • A strategic view of organisations and their environments • Drivers for change in organisations • Analysing and diagnosing organisations • Organisational culture • Models for organisational change • Innovation and change 	<p>Communicating and Imparting Change Topics include:</p> <ul style="list-style-type: none"> • Stakeholder analysis and engagement • Developing the business case for change • Importance of communications planning • Collaborative approaches • Influencing skills
<p>Implementing and Sustaining Change Topics include:</p> <ul style="list-style-type: none"> • Portfolio of skills of a change manager • Leadership and change • Analysing my own change and leadership skills • How people respond to change in organisations • Dealing with conflict and resistance 	<p>Change as a Project Topics include:</p> <ul style="list-style-type: none"> • Change management vs. Project Management • Project management techniques for managing change • Preparing a business plan for a change initiative • Applying to your own change initiatives

Course Materials

Course resources and recommended readings are provided online through our learning portal, Moodle, and are also available from the IPA library.

Assessment

Assessment is by a mix of continuous assessment (assignments submitted over the course of the academic year) and final examination. *Assignments:* There four assignments, one for each module, as part of the continuous assessment. *Examination:* There is one final three-hour exam.

Progression

Students who successfully complete the Professional Diploma in Managing Change may progress to Year 2 of the BA (Hons), on completion of a Bridging Studies Programme. In cases where a student has previously achieved a Third-Level Qualification they may seek the advice of the Assistant Registrar and the Course Director about other avenues of progression.

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Bridging Studies Programme

The Bridging Studies Programme is delivered during the summer months through distance education and attendance at three weekend seminars (programme delivery method to be confirmed in early 2021).

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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