



Government
Commercial
Function

BEYOND FOUNDATION

Pathway development programme to
practitioner- or expert-level accreditation



Version 1.0
June 2022

Development programme

This programme is a concise stepping stone for anyone looking to progress from foundation-level, enhance their contract management skills and knowledge, and move forward to the more technical practitioner- or expert-level accreditation. It will suit anyone who has responsibility within any of the contract life-cycle stages.

■ Background

The foundation-level accreditation provides a baseline understanding of the fundamentals of contract management, whereas the practitioner- and expert-level accreditations require more technical or strategic contract management knowledge. This can create something of a knowledge and skills 'gap'.

The Beyond Foundation programme bridges that gap. It focuses on the essential contract management principles and the softer, interpersonal, skills and how to apply these back in the workplace.

■ Beyond Foundation - an essential pathway step

The programme is based on the technical elements of the [Contract Management Professional Standards](#). It will provide the framework of

knowledge and understanding, and an awareness of the skills needed, to progress on the practitioner and expert programmes.

The programme covers technical elements (including financial analysis, risk management, performance and engaging with stakeholders) and softer skills (such as communication, decision making and tenacity). It has a dual purpose:

- to arm you with the insight needed to progress on the more technical practitioner or expert programmes
- to act as a refresher and top-up skills and knowledge ready for success at practitioner- or expert-level accreditation assessment (or re-assessment)

Beyond Foundation does not replicate any elements of the practitioner or expert programmes, instead it equips you with greater technical knowledge, ready to undertake the advanced-level accreditation programmes.

Benefits

■ Who is it for?

Beyond Foundation is a transitional level programme with modules that will be of interest if you are:

- wanting to build a stronger understanding of the technical elements needed to work on larger or more complex contracts
- a contract management professional changing from smaller (bronze) contracts to bigger or more complex (silver/gold) contract work
- moving straight from a successful 360-diagnostic starting place to practitioner- or expert-level
- needing 'refresher' modules to help prepare for an accreditation re-assessment
- wanting to fine tune your understanding of the principles of contract management to be better prepared for the practitioner or expert end assessment
- re-starting your personal development and gain the practitioner- or expert-level accreditation after an extended period away

■ Why choose the Beyond Foundation programme?

This flexible programme is ideal because:

- it is concise and informative - it is blended learning with no final assessment, 360-interview or testing and focuses on technical content and interpersonal skills
- the learning is individual, so you can navigate through the programme modules at your own pace and revisit any modules for a refresher as necessary
- whilst there is a logical progression through the modules, these can be completed in any order and some can be taken as stand-alone modules
- it is all about skills uplift and a natural transition to the practitioner or expert programme and accreditation
- the modules are short and self-contained - this means that the pace at which you learn is flexible and will help to balance workload and learning

Pathway

■ A stepping stone to practitioner or expert

Having achieved the first stage foundation accreditation, or completed 360-diagnostic assessment successfully, for anyone now working on a major government contract, or looking to work on more complex contracts, or wanting to develop their technical contract management knowledge, Beyond Foundation is the transitional stage for you.

As the programme focuses on skills uplift, it will boost skills by focusing on the essential principles, the softer skills needed, and the modules also provide activities to help embed the learning into day-to-day work.

This programme is a short series of essential knowledge modules, covering contract management essentials such as; contract delivery, budget, risk, performance, stakeholders and exit strategy.

Beyond Foundation is a CPD-endorsed programme, gaining 7 points, and credits towards CPD learning portfolios for time spent.

The programme will enable:

- a deeper understanding of the technical framework needed to work on larger or more complex contracts
- learning from subject matter experts
- an understanding of the best practice to implement and the pitfalls to avoid
- access to further support materials that will help to transfer the learning to day-to-day work

■ Beyond Foundation as a refresher for a successful re-assessment

As well as being a pathway programme between foundation-level and practitioner-level accreditation, Beyond Foundation can also provide extra 'top up' knowledge ready for re-assessment for anyone that hasn't been successful in their previous accreditation assessment at practitioner-level.

Your route through the programme

1. Foundation accreditation

Complete your foundation accreditation and your self assessment survey. This will highlight how Beyond Foundation will enable you to progress to practitioner and expert accreditation.

3. The programme

There are nine modules on the Beyond Foundation programme. These are accessed on [Government Commercial College](#) on the 'Beyond Foundation' page. You can complete the modules in any order you wish and revisit them any time you need.

5. Continuous support

Beyond Foundation is a learning journey to the next stage. Support is always available.

2. Learning and development help

We'll work with you on your survey findings to set out your options and help you progress.

4. Completing the modules

After completing each module, additional learning support options will help you embed the learning as you progress through the programme on your contract management learning

■ Flexible learning

Accessed through the [Government Commercial College](#), the short series of modules are delivered by subject matter experts and undertaken on an individual basis, so you can work at your own pace and suit the demands of your day-to-day work.

All of the modules map on to the contract management lifecycle as defined in the [Contract Management Professional Standards](#).

■ Duration

The programme has nine modules. Each one lasts up to an hour. The overall programme is nine hours over a time span driven by learners to suit their overall circumstances.

Programme of learning

Module	Theme	Content	Professional standards
1	Design and ongoing development	<ul style="list-style-type: none"> • outline of the business case process; three iterations, five stages • importance of the business case in shaping the ensuing contract/delivery model • key contributions of the contract manager 	B1
2	Procurement	<ul style="list-style-type: none"> • market knowledge, understanding the history of past performance • briefing the market • supporting evaluation 	B2
3	Mobilisation	<ul style="list-style-type: none"> • setting up the structures to support contract management • documentation and systems • procedures and reporting • operational 'rhythm' 	B2
4	Contract delivery: finance	<ul style="list-style-type: none"> • supplier intelligence • supplier bids/performance in contract • monitoring budgets, benefits, performance, payments 	B3
5	Contract delivery: performance management	<ul style="list-style-type: none"> • use of systems to manage performance • KPI management and review • audit and customer satisfaction/feedback reporting • managing claims and complaints • escalation and dispute management 	B3a

Programme of learning

Module	Theme	Content	Professional standards
6	Contract delivery: change management	<ul style="list-style-type: none">• importance of discipline in change management• processes and the contractual imperatives involved• managing the impact of changes: benefits, extensions	B4
7	Exit and transition	<ul style="list-style-type: none">• developing an exit strategy and plan• managing and maintaining momentum of the exit strategy and plan• enduring rights and provisions• post-contract review and options appraisal for the future	B3b
8	Stakeholder engagement	<ul style="list-style-type: none">• identification of key stakeholders• developing a strategy and plan to engage with stakeholders and ensure inclusivity• strategic supplier management	B5
9	Risk management	<ul style="list-style-type: none">• developing a risk matrix• identifying risk• prioritisation, mitigation and ongoing management• contingency and continuity planning	B6

■ Format

Each module is shaped by:

- Individual learning of up to 60 minutes
- Suggested further reading and research
- Guidance on how to embed the principles learned into the workplace

Modules can be completed in any order but we will be able to suggest the best progression route through the programme.

Costs and process

■ Cost of the programme

The costs for this programme have been absorbed centrally by the Government Commercial Function.

There is **no cost** to the organisation or the learner, which removes any budgeting issues. Enrolling on the programme is simple and cost-effective.

This programme is fully funded. The Government Commercial Function calculates the costs of developmental products but does not profit from capability services delivered to central government departments or the wider public sector.

■ Process

After gaining the foundation-level accreditation and being nominated for Beyond Foundation by your line manager/project lead, you can register and access the modules online at [Government Commercial College](#).

■ Further information

For more information about the programme, and how to register, contact our team at cmta-team@cabinetoffice.gov.uk.

■ Data protection

The Government Commercial Function is responsible for being General Data Protection Regulation (GDPR) compliant for all organisational and personal information. The privacy notice is available for inspection under the [Cabinet Office Personal Information Charter](#).