



# Government Property Learning & Development Curriculum



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# Welcome to the Government Property Profession Curriculum

The Civil Service is committed to continuous professionalism and diversity within our workforce so that we reflect, and deliver to, the population we serve.

The capability of our property workforce is exceptionally important in helping Government Property deliver its programmes effectively requirements.

To meet this commitment, we need to ensure you:

- 1 Build a successful career regardless of your background or location
- 2 Reach your full potential and access high quality, relevant training to develop the expertise to do your job well

This curriculum has been developed to help you reach your career aspirations and fill any knowledge or skills gaps you have.

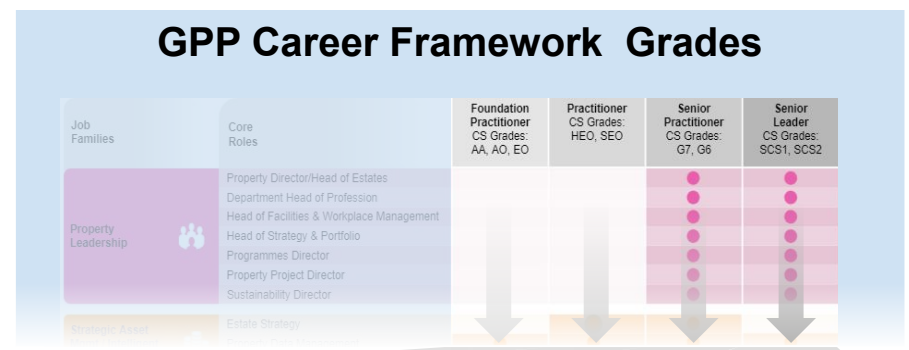
The learning opportunities listed over the following pages are building blocks and products to help support your career development. They are not exhaustive, but do align to the

[Government Property Profession Career Framework](#) and **Technical Skills** within it:

<b>GPP Technical Skills</b>	1	Property Professional Expertise	6	Technology and Innovation
	2	Customer and Client Service	7	Sustainable Practice
	3	Stakeholder Engagement	8	Commercial Acumen
	4	Strategy and Business Planning	9	Property Programme and Project Management
	5	Analytical Decision Making	10	Health and Safety, Compliance and Inclusion

# Government School of Property (GSoP)


Our complete learning offer, mapped to the Career Framework and Civil Service Grades

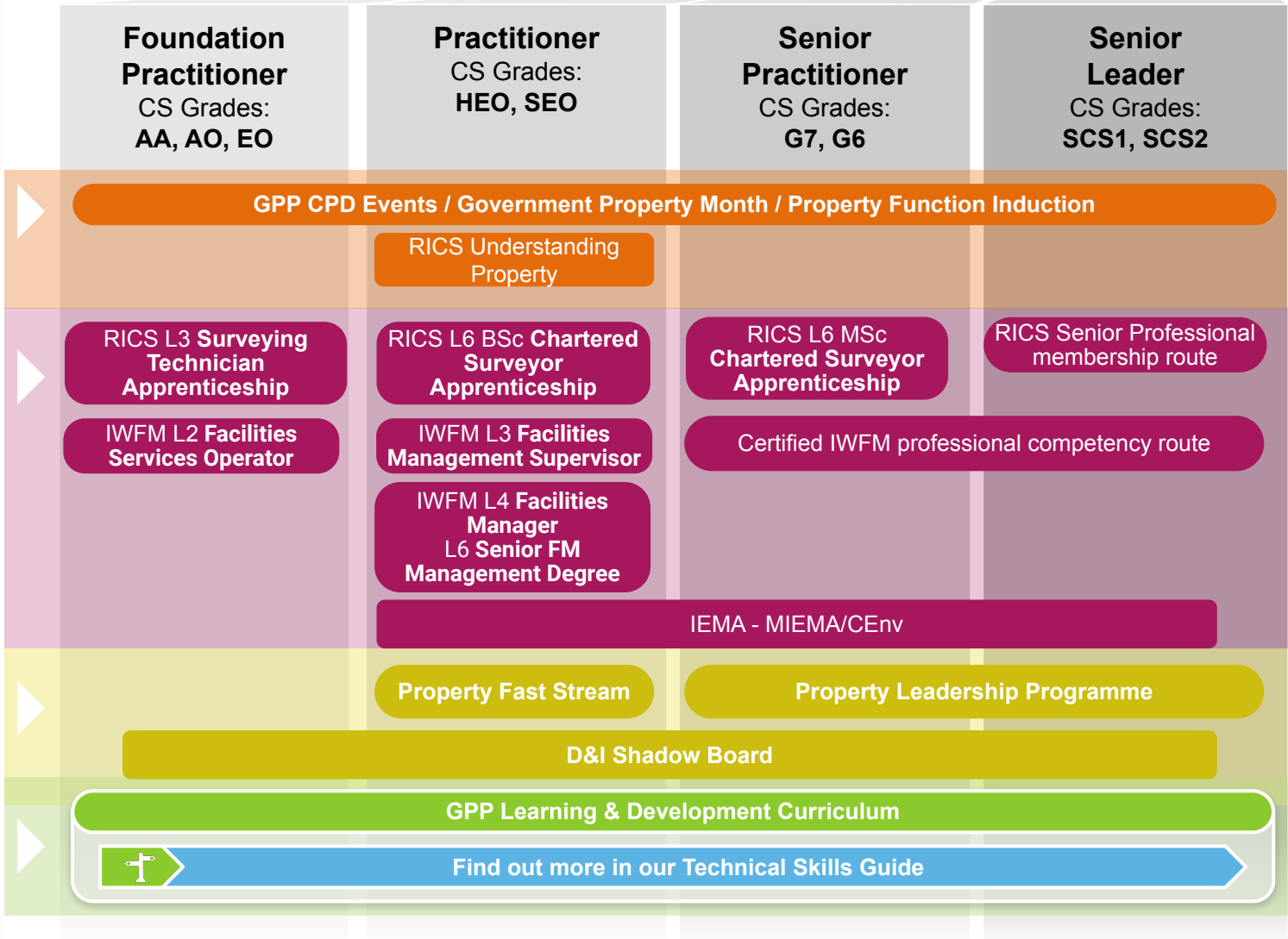


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## Government School of Property

-  **GPP Core Training and Events**
-  **External Accreditation**
-  **Leadership Development**
-  **L&D Curriculum**






# Government School of Property

## Four Categories of Learning



The **GPP Learning & Development Curriculum**  is one part of the Government School of Property. It should be used alongside your Professional Development plan, to help you identify learning options to support your overall development.



### GPP Core Training

[\(GSCU Strand 4\)](#)

This category includes all GPP organised training and events. These products have been designed or organised specifically for members of the Property Function, and build capability to tackle the unique challenges in government property.

**Includes**

Property Function Induction, Sustainability Essentials

**Book**

Through GPP news bulletin & portal

**Funded by**

Government Property Profession

### Leadership Development Programmes

[\(GSCU Strand 3\)](#)

Structured programmes developing property leadership skills within our Function. To be considered alongside your departmental leadership offer, and the [Leadership College for Government](#)

**Includes**

Property Fast Stream, Property Leadership Programme, Property Mentorship

**Access**

Apply when advertised

**Funded by**

Department



### External Accreditation

[\(GSCU Strand 4\)](#)

Becoming externally accredited is essential for all those pursuing a career in Government Property. It is important to find the right accreditation path for your career goals, experience and personal circumstances.

**Includes**

Surveying Apprenticeships and FM Apprenticeships

**Access**

Through departmental apprenticeship or HR team

**Funded by**

Department

### GPP Learning & Development Curriculum [\(GSCU Strand 2 & 4\)](#)

This curriculum signposts to learning offered by GSCU, other professions and property professional bodies including RICS and IWFPM, and maps it to the Property Profession **Technical Skills**. Book these to develop a particular skill identified in your development plan.

**Link Curriculum**

**Book**

Through departmental process

**Funded by Department**



See our Technical Skills Guide in the following slides ...

Technical Skills Curriculum

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The Government School of Property full pack, with more details on our Core Training offer, External Accreditation Support and Leadership Programmes [can be viewed here](#)



# Technical Skills: Guide



Click on any of our 10 Technical Skills listed below to see it's courses information:

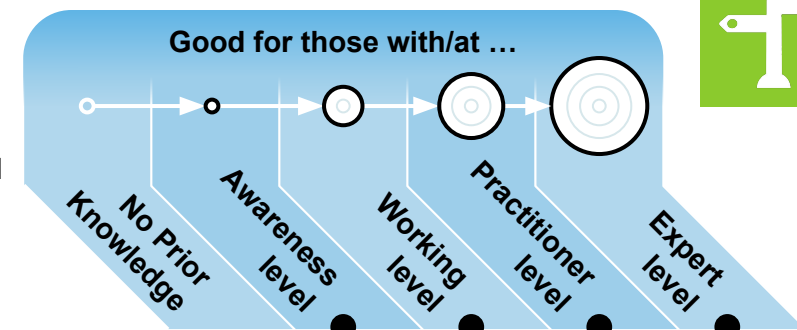
- 1 Property Professional Expertise
- 2 Customer and Client Service
- 3 Stakeholder Engagement
- 4 Strategy and Business Planning
- 5 Analytical Decision Making
- 6 Technology and Innovation
- 7 Sustainable Practice
- 8 Commercial Acumen
- 9 Property Programme and Project Management
- 10 Health and Safety, Compliance and Inclusion

Each course described includes a link to the provider and the cost per delegate (excluding VAT) as of February 2024.

If the provider is listed as 'CSL', you will need to search by course title in Civil Service Learning. However, if the provider is listed as 'Gov Campus', you will need to search for the course on the [Government Campus-Prospectus Online](#). This should take you to the course landing page where you can learn more and book your course. You must create an account on Government Campus and be signed in to book a course.

**Tip:** Register for other professions to make best use of training offers.

Each course is mapped to the skills levels it is recommended for. The levels are described below:



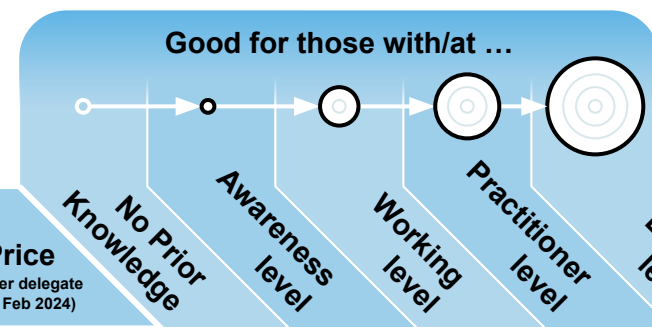
- No Prior Knowledge**  
You may have a basic knowledge gained from classroom and/or experimental scenarios as a trainee or graduate.
- Awareness level**  
You may be able to describe the overall benefits and importance.
- Working level**  
You understand how it can be applied.  
You have knowledge or understanding of basic techniques and concepts.  
You may have applied it in a low complexity scenario and/or project under supervision or assisted others in delivering it.
- Practitioner level**  
You have a good understanding of this skill.  
You have applied this independently in a previous role and/or under supervision in more complex projects.  
You advise and may supervise others in the delivery of this skill.  
You can adapt/tailor your approach to meet the requirements of your role or a project.
- Expert level**  
You are considered an expert within government and the wider profession.  
You have applied this skill in multiple roles and/or complex projects  
You have been responsible for developing unique variations to suit specific situations.  
You champion capability development in this area





# Technical skill curriculum courses:

## 1. Property Professional Expertise



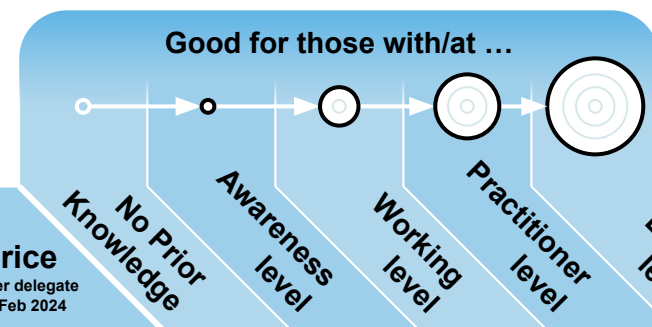
Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>RICS Professional Development Package (Lite)</b> Suitable for: <b>Strategic Asset Management</b> and <b>Surveying roles in Technical Specialisms</b> This annual subscription content package provides continuous professional development (CPD) for government property professionals by surveying area: It includes Commercial Real Estate, Valuation and Investment Advisory, and Residential Real Estate.	<a href="#">Gov Campus</a> (RICS)	Annual Subscription Content Package	£200	No	Yes	Yes	No	No
<b>RICS Professional Development Package</b> Suitable for: <b>Strategic Asset Management</b> and <b>Surveying roles in Technical Specialisms</b> This annual subscription content package provides continuous professional development (CPD) for RICS Members by surveying area: It includes areas such as Built Environment and Construction; Commercial Real Estate, Valuation and Investment Advisory, Residential Real Estate and Land and Natural Resources. In addition, subscribers have access to World Built Environment Forum thought leadership content and conferences, which can be accessed via the RICS website.	<a href="#">Gov Campus</a> (RICS)	Annual Subscription Content Package	£279	No	No	Yes	Yes	Yes
<b>RICS Professional Qualification Support Package</b> Suitable for: <b>Strategic Asset Management</b> and <b>Surveying roles in Technical Specialisms</b> Designed only for candidates following the route to RICS qualification, this package provides a structured learning approach allowing you to tailor content to your needs, to plan and progress towards a timely completion of the RICS qualification assessment. Content includes technical competency modules aligned with the routes to membership as well as a knowledge check exam, APC prep session, mock interview and guidance on writing your summary. All content counts towards RICS continuous professional development (CPD) requirements, given alignment to individual development objectives and RICS pathway.	<a href="#">Gov Campus</a> (RICS)	Annual Subscription Content Package	£399	No	No	Yes	Yes	No





# Technical skill curriculum courses:

## 1. Property Professional Expertise

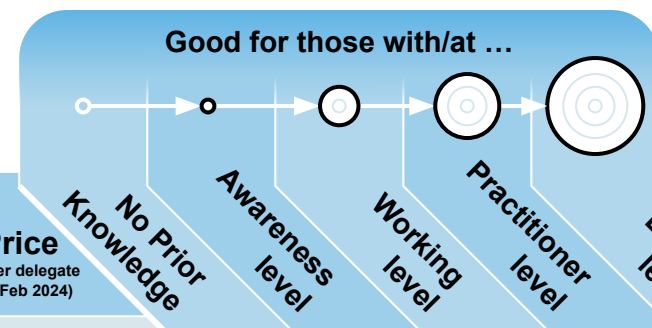


Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Institute of Asset Management Foundation Award</b> Suitable for: <b>Strategic Asset Management</b> and <b>Workplace &amp; FM Management</b> The Foundation Award supports evidence of the staff awareness of asset management necessary for ISO 55001 certification and the building of common purpose and vision within an organisation. The training is aimed at anyone requiring a basic knowledge of asset management to support their organisation's asset management activities, who may have little or no prior knowledge of the discipline. Candidates of the Foundation Award may be beginning an asset management career, or may never need to develop their asset management knowledge beyond a basic understanding. Procure through your departments processes.	<a href="#">IAM</a>	Face to Face or E-Learning	Procure through your department's process	Yes	Yes	Yes	No	No
<b>Construction Playbook</b> Suitable for: <b>Property and Construction Project Management</b> and <b>Technical Specialisms in Construction</b> The Construction Playbook sets out key policies and guidance for how public works projects and programmes are assessed, procured and delivered.	<a href="#">Download here</a>	Guidance Document	Free	No	Yes	Yes	Yes	Yes
<b>Certificate in Building Information Modelling</b> Suitable for: <b>Property and Construction Project Management</b> and <b>Technical Specialisms in Construction</b> By completing this programme you will cover the entire BIM project lifecycle and gain the knowledge and skills required in order to manage each step of the project.	<a href="#">RICS</a>	Face to Face / Live Virtual	Standard: £1745 Member price: £1292.50	No	No	Yes	Yes	No
<b>Introduction to FM</b> Suitable for: <b>Workplace &amp; FM Management</b> Gain an understanding of the profession on a basic level to see whether you want to go further.	<a href="#">Gov Campus (IWFM)</a>	Face to Face / Digital	£750	Yes	Yes	No	No	No



# Technical skill curriculum courses:

## 1. Property Professional Expertise



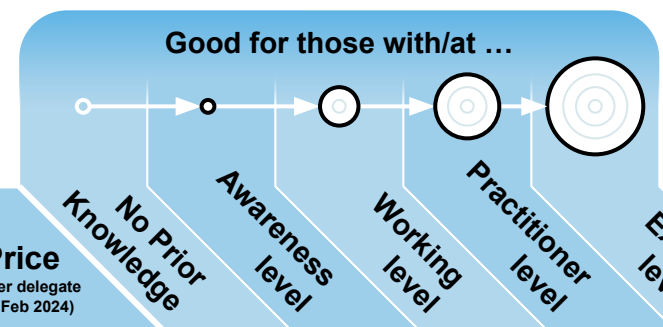
Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<p><b>MSc in Real Estate</b></p> <p>Suitable for: <b>Strategic Asset Management</b> and <b>Surveying roles in Technical Specialisms</b></p> <p>The MSc Real Estate is a postgraduate degree that is Accredited by the Royal Institution of Chartered Surveyors (RICS) and leads to Membership (MRICS) on passing the Assessment of Professional Competence. It is one of the degrees that is accredited for Graduate Route 1 for Chartered Surveyors.</p> <p>It is suitable for all graduates who wish to become Chartered Surveyors. Students will develop the knowledge and understanding required to practice Chartered Surveyor. The degree is taught by tutor supported online learning and there is no requirement to travel for any activities.</p> <p>This is a unique product as no other Universities offer a fully online RICS Accredited Master's degree. Candidates must hold a minimum of a 2-2 at a Bachelors level.</p>	<a href="#">Gov Campus</a>	Virtual	£9,759	Yes	Yes	Yes	No	No
<p><b>MSc in Construction Management</b></p> <p>Suitable for: <b>Property and Construction Project Management</b></p> <p>The MSc Construction Management is a postgraduate degree that is Accredited by the Royal Institution of Chartered Surveyors (RICS) and leads to Membership (MRICS) on passing the assessment of Professional Competence. It is one of the degrees that is accredited for Graduate Route 1 Chartered Surveyors.</p> <p>Students will develop their knowledge of the process from design to completion and occupation of a building.</p> <p>The degree is taught by tutor supported online learning and there is no requirement to travel for any activities. Assessment is online and there are no formal examinations.</p> <p>This is a unique product as no other Universities offer a fully online RICS Accredited Master's degree. Candidates must hold a minimum of a 2:2 at a Bachelors level.</p>	<a href="#">Gov Campus</a>	Virtual	£9,759	Yes	Yes	Yes	No	No





# Technical skill curriculum courses:

## 1. Property Professional Expertise

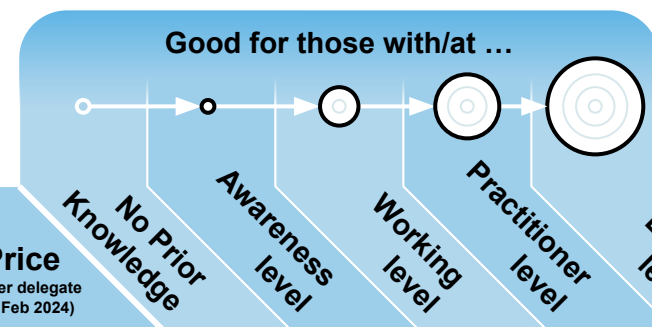


Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<p><b>MSc in Building Surveying</b></p> <p>Suitable for: <b>Surveying and Maintenance roles in Technical Specialisms</b></p> <p>This programme is designed to provide comprehensive knowledge and understanding of building inspection, maintenance and refurbishment that is required to practise as a chartered building surveyor. This MSc in Building Surveying programme enables graduates from disciplines unrelated to real estate to obtain a Royal Institution of Chartered Surveyors (RICS) accredited degree, which will also allow entry on to the RICS Assessment of Professional Competence (APC), which leads to Chartered Surveyor status. This course is compatible to the RICS Building Surveying Pathway. Additionally, it is Chartered Institute of Building (CIOB) accredited, and can be used to support the professional review route to MCIOB.</p> <p>An equivalent 48 month BSc Building Surveying is also available through CSL at a cost of £22,664.40</p>	<a href="#">Gov Campus</a>	Virtual	£9,759	Yes	Yes	Yes	No	No
<p><b>MSc in Quantity Surveying</b></p> <p>Suitable for: <b>Cost Management</b></p> <p>The MSc Quantity Surveying is a postgraduate degree that is Accredited by the Royal Institution of Chartered Surveyors (RICS) and leads to Membership (MRICS) on passing the Assessment of Professional Competence. It is one of the degrees that is accredited for Graduate Route 1 for Chartered Surveyors. It is suitable for all graduates who wish to become Chartered Surveyors. Additionally, it is Chartered Institute of Building (CIOB) accredited, and can be used to support the professional review route to MCIOB.</p> <p>Students will develop the knowledge and understanding of commercial management of construction that is required to practise as a Chartered Quantity Surveyor.</p> <p>An equivalent 48 month BSc Quantity Surveying is also available through CSL at a cost of £22,664.40</p>	<a href="#">Gov Campus</a>	Virtual	£9,759	Yes	Yes	Yes	No	No



# Technical skill curriculum courses:

## 1. Property Professional Expertise




Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Effective FM Professional</b> Suitable for: <b>Workplace &amp; FM Management</b> Discover skills, knowledge and techniques required for you to create and sustain effective operations.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£750	No	No	Yes	Yes	No
<b>Managing Building Services</b> Suitable for: <b>Workplace &amp; FM Management</b> Reduce risk and improve the management of your building services.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£750	No	No	Yes	Yes	No
<b>Effective Property Management</b> Suitable for: <b>Workplace &amp; FM Management</b> Responsible for developing and implementing property management plans? This course will provide you with information about the selection, management and maintenance of property, the importance of a property strategy, and how asset registers can be an effective tool for property management.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£750	No	No	Yes	Yes	No
<b>Essentials of Workplace</b> Suitable for: <b>Workplace &amp; FM Management</b> Improve your understanding of workplace, its business value and become a workplace leader.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£1,399	No	No	Yes	Yes	No
<b>Facilities Management Strategy</b> Suitable for: <b>Workplace &amp; FM Management</b> Develop your understanding of how organisations develop and review their business strategy and its impact on facilities services. Learn a range of business strategy development approaches, tools and evaluation frameworks you can use to develop workplace and facilities management strategies.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£750	No	No	Yes	Yes	No



# Technical skill curriculum courses:

## 1. Property Professional Expertise Core Course Offering

 <p><b>GPP Core Training and Events</b></p>	<p><b>Government Property Function Induction</b></p>	<p>This short, live session and accompanying pack helps all new entrants to the function get up to speed on working in Government Property. It will cover becoming a member of the Government Property Profession, Government School of Property and need-to-know information including National Property Controls and the Functional Standards.</p>
	<p><b>Understanding Property with RICS</b></p>	<p>This understanding property is course is aimed at demystifying the basics of property. Delivered by RICS, this course incorporates the most important knowledge and skills for people with little experience of property to get going and feel confident discussing the basic concepts of property.</p>
	<p><b>Government Property Month</b></p>	<p>Government Property Month takes place each September and is the flagship annual events programme for anyone working in the Government Property Function. By attending, you can engage with high-profile speakers, join bitesize virtual learning sessions, and maybe win one of the prestigious Government Property Awards!</p>



# Technical skill curriculum courses:

## 1. Property Professional Expertise Accreditation Course Offering



### External Accreditation

#### Facilities Management Apprenticeships

- There are a range of Facilities Management apprenticeships available subject to departments needs, including: Facilities Service Operator (L2), Facilities Management Supervisor (L3), Facilities Manager (L4).

The Resources on Apprenticeships, Fast Stream & Leadership Programmes document, provides further information on these apprenticeships including eligibility and duration.

#### Surveying Apprenticeships

- There are a range of Surveying apprenticeships available: Surveying Technician and Chartered Surveyor Degree (BSc) and Chartered Surveyor Postgraduate Degree (MSc).
- The Chartered Surveyor Degrees consist of 9 available pathways including Commercial & Corporate Real Estate, Valuation, Quantity Surveying, Building Surveying, Residential, Construction Project Management, Rural and Land & Resources.

The Resources on Apprenticeships, Fast Stream & Leadership Programmes document, provides further information on these apprenticeships including eligibility and duration.



# Technical skill curriculum courses:

## 1. Property Professional Expertise: Experienced Accreditation Route

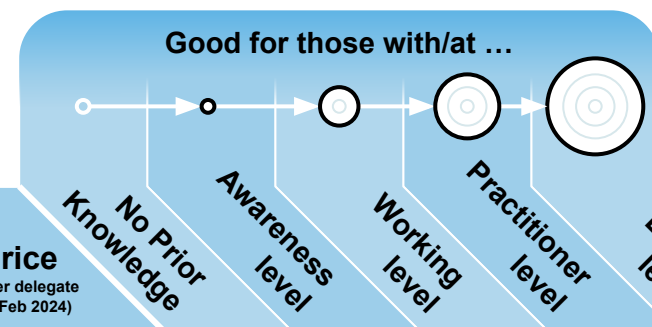
 <b>External Accreditation</b>	<b>Professional Competency Route to Certified IWFM (in pilot)</b>	<ul style="list-style-type: none"> <li>Open to experienced professionals in Senior Practitioner role in FM and Workplace, this 9 month programme gives individuals an opportunity to demonstrate and recognise their skills and experience and become accredited with IWFM. As one of the approved GPP Core Accreditations, this will enable career development, as well as giving access to CPD training and events and a broad network of experienced professionals.</li> </ul>
	<b>Senior Professional Accreditation Route to MRICS (in pilot)</b>	<ul style="list-style-type: none"> <li>Open to experienced professionals in Senior Leader roles with sufficient experience in property, this 12 month programme gives individuals an opportunity to demonstrate and recognise their skills and experience, and become MRICS. As one of the approved GPP Core Accreditations, this will enable career development, as well as giving access to CPD training and events and a broad network of experienced professionals.</li> </ul>
	<b>IEMA</b>  <b>MEIMA/Chartered Environmentalist</b>	<ul style="list-style-type: none"> <li>IEMA full membership is the gold standard for Environmental and Sustainability Professionals who are setting agendas and leading initiatives within their organisations. As a part of the worldwide community of IEMA Full Membership, you can expect to build a more influential network, accelerate your career and enhance your earning potential. You can get your full membership and application started on the <a href="#">IEMA Full Membership page</a>.</li> </ul>

Should you be interested in learning more about these opportunities, please contact [gpp@cabinetoffice.gov.uk](mailto:gpp@cabinetoffice.gov.uk)



# Technical skill curriculum courses:

## 2. Customer and Client Service

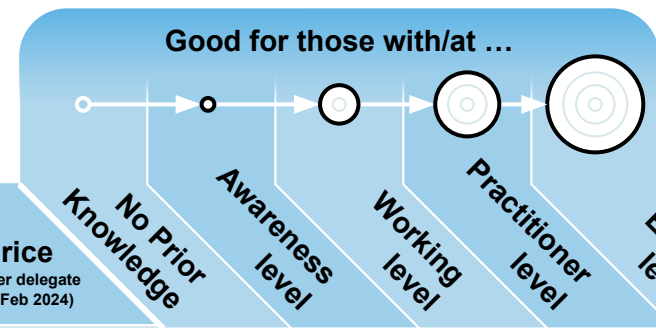


Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	Good for those with/at ...				
				No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Improving the Customer Experience</b> Any member of your team can help to improve the customer experience. This course will teach you quick, cheap and easy ways to improve your customer's experience and create an enthusiastic advocate out of every customer.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£2,778 (per group of up to 12 delegates)	Yes	Yes	Yes	No	No
<b>Engaging Effectively with Customers</b> This working-level topic helps you to develop productive relationships with your customers. It offers you the skills to deal with different customer groups and situations - and gives you the opportunity to practise them.	<a href="#">CSL</a>	Face to Face / Live Virtual	£195	No	Yes	Yes	Yes	No
<b>Going the extra mile for your customer</b> With this topic you further develop your customer-handling skills, but also consider what excellent customer service looks like from the customers perspective.	<a href="#">CSL</a>	E-Learning	Free	No	No	Yes	Yes	Yes
<b>Managing Quality</b> Quality can be defined as a service or product that is considered fit for purpose and satisfies customers' expectations, needs and future requirements. This topic reminds us of the importance of determining what quality means in the eyes of our customers – and then measuring our performance against those expectations. This topic is intended to help you improve your team's customer service by using quality management tools that ensure the best possible customer experience. It is designed for customer-facing staff and managers, although it will also be applicable to anyone looking to enact continuous improvement within their departments.	<a href="#">CSL</a>	E-Learning	Free	No	No	Yes	Yes	No



# Technical skill curriculum courses:

## 3. Stakeholder Engagement

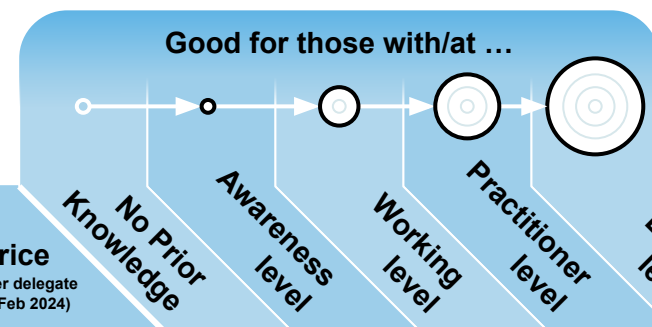


Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<p><b>Communicating and negotiating policy with influence</b></p> <p>Formulating policy successfully requires negotiations between various stakeholders, often with competing interests. Policy professionals will often find themselves in a position where they need to influence, and negotiate between, assorted groups, not only in order to develop the policy but also once the work has been completed. This topic provides a practical and interactive approach to using influence when consulting with stakeholders and provides opportunities to practice negotiation skills within a workshop environment, as well as back in the workplace.</p>	<a href="#">CSL</a>	Face to Face / Live Virtual	£230	Yes	Yes	Yes	Yes	No
<p><b>Collaboration across departments, government and beyond</b></p> <p>Develop the essential skills and behaviours that can help you get the most out of working with others.</p>	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	No	No
<p><b>Influencing and Persuading</b></p> <p>Develop and shape your influencing style to affect your target group - their attitudes beliefs and behaviours.</p>	<a href="#">CSL</a>	Face to Face / Live Virtual	£225	No	No	Yes	Yes	No

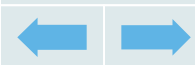


# Technical skill curriculum courses:

## 4. Strategy and Business Planning



Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Finance Skills for all 1: financial planning and control (1&amp;2)</b> By the end of this module, you'll understand the elements of the government financial framework the principles of value for money and corporate governance.	<a href="#">CSL (Finance Function)</a>	Guidance Document	Free	Yes	Yes	Yes	Yes	No
<b>Finance skills for all 6: strategic business planning</b> This module describes the business models used in central government and how to decide which is the most appropriate.	<a href="#">CSL (Finance Function)</a>	Guidance Document	Free	No	No	Yes	Yes	Yes
<b>Finance skills for all 8: interpretation of accounts</b> On this module you consider the information you receive in a set of accounts and how you would analyse and make the best use of it.	<a href="#">CSL (Finance Function)</a>	Guidance Document	Free	Yes	Yes	Yes	Yes	No
<b>Finance skills for all 9: performance metrics</b> Performance indicators help government departments understand how well it is performing against expectations and whether actions are effective.	<a href="#">CSL (Finance Function)</a>	Guidance Document	Free	Yes	Yes	Yes	Yes	No
<b>Working with Budgets</b> This topic explains the aims of a budget, the different methods that can be used and the role of forecasting.	<a href="#">CSL</a>	Face to Face / Live Virtual	£245	Yes	Yes	Yes	Yes	No
<b>Working with finance in government</b> This topic covers basic financial strategies, management tools and accounting processes.	<a href="#">CSL</a>	Face to Face / Live Virtual	£245	Yes	Yes	Yes	Yes	No

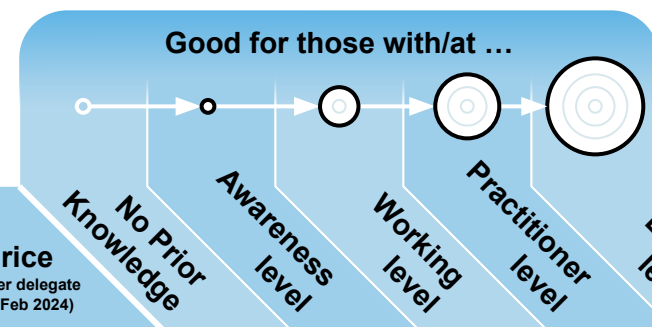




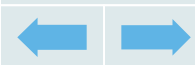


# Technical skill curriculum courses:

## 4. Strategy and Business Planning



Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Understanding and using business cases</b> This topic is for anyone who wants to better understand the impact of businesses cases and how they are developed.	<a href="#">CSL</a>	Face to Face / Live Virtual	£245	Yes	Yes	Yes	No	No
<b>Better Business Cases</b> The Treasury Master Class for Business Case Reviewers is designed to help all who are involved in reviewing and recommending responses to Business Cases. This mandatory, highly interactive course is for anyone involved in the review process. No prior knowledge is required. You will learn about the Treasury's Green Book supplementary guidance on business cases and key principles of the Green Book as well as navigating the approvals process.	For more information and to book email <a href="mailto:greenbook@hmtreasury.gov.uk">greenbook@hmtreasury.gov.uk</a>	Face to Face / Live Virtual	£650	No	Yes	Yes	Yes	No
<b>Leading in Ambiguity</b> Learn how to tolerate, accept and manage ambiguity and uncertainty using a range of tools and skills. Gain awareness of your personal responses to ambiguity and how to manage these productively.	<a href="#">CSL</a>	Face to Face / Live Virtual	£225	No	No	No	Yes	Yes





# Technical skill curriculum courses:

## 4. Strategy and Business Planning GSoP Leadership offer

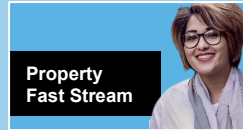


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### Leadership Development Programmes

#### Property Fast Stream



- [The scheme](#) provides a balance between leadership development, technical skill advancement and professionalisation.
- Open to: university graduates with a property degree, university graduates with a non property degree (2:2 or higher), and current civil service staff HEO level or equivalent without a degree.
- Consists of four 1-year placements in government departments, ALBs and an external secondment.
- Opportunity to gain a property qualification and/or accreditation with Royal Institution of Chartered Surveyors or Institute of Workplace and Facilities Management.
- The [Government School of Property Slide Pack](#) also provides further information on the Fast Stream.

#### Government Property Leadership (GPL) Programme



- In partnership with Henley Business School, the programme is designed to develop leadership skills within the property profession.
- It is a blended programme which is delivered over a twelve month period, through continuous assessment the programme leads to a Post Graduate Certificate.
- You must be G7, G6 or SCS1 (or public sector equivalent) or new to an equivalent level leadership role with a minimum of 5 years' experience at a senior or strategic level or a 2:1 degree.
- The [Government School of Property Slide Pack](#) provides further information on the Government Property Leadership (GPL) Programme.



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# Technical skill curriculum courses:

## 4. Strategy and Business Planning Leadership Offer



### Leadership Development Programmes

### Diversity & Inclusion Shadow Board

**What is it?**

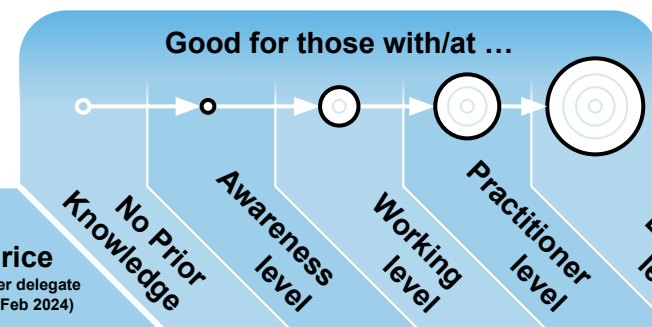
The Government Property Diversity & Inclusion Shadow Board is a unique way to embed a diversity of views, experiences, and perspectives into our governance structure. It mirrors the Property Leaders Board: discussing the same proposals, papers, and decisions and providing insight and challenge to be considered by senior leaders.

- The Government Property Diversity & Inclusion Shadow Board has a bespoke mentoring offer - **Mutual Mentoring**, where Shadow Board members will share their personal experiences with a Property Leader from a different department. In return, Property Leaders will provide career and development advice. The professional partnership will focus on mutual learning and knowledge exchange.
- Open to colleagues in property, particularly people from grades AA-G6 and/or under-represented groups who want to want to inform and shape senior-level discussions and decisions, and build cross-Gov networks, whilst being committed to equality, diversity and inclusion.
- Mutual mentoring runs for 12 months and occurs for 1 hour every 3-4 months.
- Applications for the scheme open every 18 months, with the next application window being summer 2025.
- Please monitor the [Government Property Community Portal](#) for updates and career stories from Shadow Board members. For any further information please contact [kate.smark@cabinetoffice.gov.uk](mailto:kate.smark@cabinetoffice.gov.uk)



# Technical skill curriculum courses:

## 5. Analytical Decision Making



Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Data Quality</b> This e-learning helps you to consider data quality issues and equips you to have more effective discussions with data specialists.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	No	No
<b>Data Visualisation 101</b> This introductory e-learning provides a step-by-step approach to data visualisation. There are also guidelines for defining the need and conducting your analysis, and examples of best practises in presentation.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	No	No
<b>Data and Analysis</b> Learn how to be an intelligent customer: the intermediary who can both articulate data requirements to an analyst and communicate the results.	<a href="#">CSL</a>	Face to Face / Live Virtual	£323	No	No	Yes	Yes	No
<b>Quality of Evidence, Uncertainty and Risk</b> Quality of data can be a significant consideration. This topic builds your confidence in assessing, compiling, assimilating, distributing, interpreting and presenting a strong evidence base. It also covers the effect personal biases can have on results.	<a href="#">CSL</a>	Face to Face / Live Virtual	£295	Yes	Yes	Yes	Yes	No
<b>FM Asset Data Standard and Maturity Tool</b> The FM asset data standard are aimed at improving consistency and quality of FM asset data across the follow areas – data structure, data assurance, data ownership, data systems, data usage and supporting teams. The maturity tool has been developed to support organisations in assessing themselves against the standard, to indicate potential areas for improvement and evidence the required case for change and investment.	<a href="#">OGP</a> Login and navigate to FM Management Standards	Guidance document	Free	Yes	Yes	Yes	Yes	Yes

**Learn more**

A wide range of learning options is available through the Analysis Function Learning Curriculum for those looking to expand their capability in this area. [Check out the full list of options here.](#)

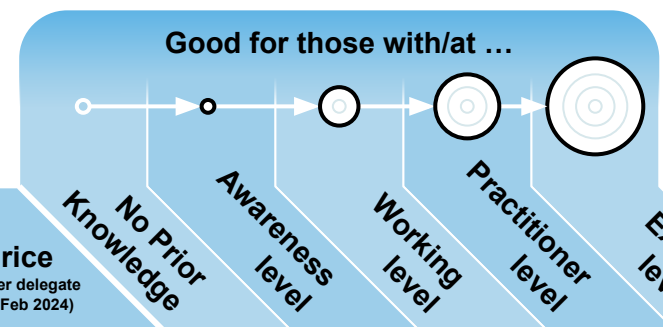


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# Technical skill curriculum courses:

## 6. Technology and Innovation



Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Smarter Ways of Working</b> Find out about the smarter working pillars of people and culture, leadership, workspaces and technology improvements.	<a href="#">CSL</a>	Blended	Free	Yes	Yes	Yes	No	No
<b>Government Workspace Design Guide</b> This Government Workplace Design Guide is one of a suite of guidance documents and standards setting out the aspirations for our workspaces.	<a href="#">Gov.uk</a>	E-Learning	Free	Yes	Yes	Yes	No	No
<b>Data and Analysis</b> Learn how to be an intelligent customer: the intermediary who can both articulate data requirements to an analyst and communicate the results.	<a href="#">CSL</a>	Blended	£323	No	No	No	Yes	Yes

GPP Core Training and Events

Government Property Month	Government Property Month takes place every September. This is the flagship annual events programme for anyone working in the Government Property Function. By attending, you can engage with high-profile speakers, join bitesize virtual learning sessions, and maybe win one of the prestigious Government Property Awards!
GPP Events and Webinar series	Stay up to date with emerging trends, hot topics and industry insight by signing up for the weekly GPP newsletter and signing up to our <a href="#">Government Property Community Portal</a> .

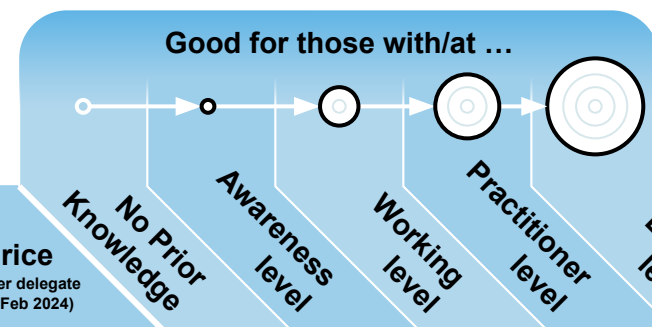
Learn more

If you are in the process of considering, procuring or onboarding new technology to support your operations or projects, courses offered by Central Digital & Data Office may help you to deliver this smoothly, taking full consideration of your users needs. [Click here for more information](#).



# Technical skill curriculum courses:

## 7. Sustainable Practice



Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Net Zero Estate Playbook</b> The Net Zero Estate Playbook sets out key policies and guidance for property teams to help in the transition of public buildings and estates to Net Zero.	<a href="#">OGP</a>	Guidance Doc	Free	No	Yes	Yes	Yes	Yes
<b>Insights and Innovations Advancing Net Zero webinar series</b> This webinar series from UK Green Building Council (UKGBC) share cutting edge insights in advancing Net Zero through changes to property.	<a href="#">UKGBC</a>	E-Learning	Free	Yes	Yes	Yes	No	No
<b>Sustainable Solutions Library</b> UKGBC host a library of case studies that show practical solutions to some of the sustainability challenges you might be facing in the build or operation of the estate you are responsible for.	<a href="#">UKGBC</a>	Case Studies	Free	No	No	Yes	Yes	Yes
<b>Bitesize Explainer Guides</b> These 1-page PDF guides, cover a multitude of sustainability subjects, explaining all the basics for people working across all disciplines and at all levels of seniority.	<a href="#">UKGBC</a>	Guidance Doc	Free	Yes	Yes	Yes	No	No
<b>Bitesize Practical Guides</b> These 1-page PDF guides, introduce sustainable building approaches at all stages of the life cycle and detail key considerations and practical tips.	<a href="#">UKGBC</a>	Guidance Doc	Free	Yes	Yes	Yes	No	No



# Technical skill curriculum courses:

## 7. Sustainable Practice GSoP Core Training offer



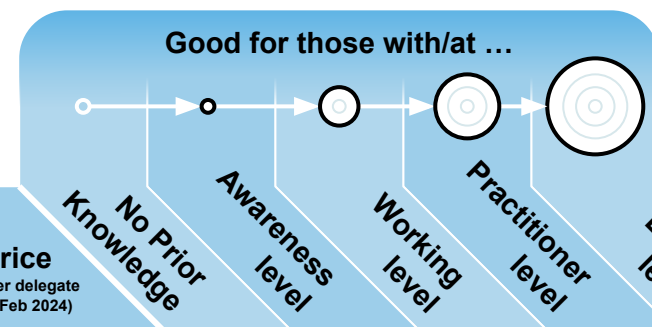
<b>GPP Core Training and Events</b>	<b>Carbon Literacy Training</b>	Sustainable practice is important across roles in the Property Function. The two, half day course in Carbon Literacy by the Carbon Literacy Trust will raise your awareness of the carbon costs and impacts of your everyday activities. It will give you the ability and motivation to reduce emissions individually and for your organisation.
	<b>An Introduction to Sustainability in the Built Environment</b>	An online learning course for professionals working in property who would like an introduction or a quick refresh on Sustainability principles and practice within the built environment.
	<b>Sustainability Masterclass Webinar Series</b>	The Sustainability Masterclass is a series of webinars tailored for Government Property. Topics include Circular Economy, Sustainable Procurement and Renewable Energy.
	<b>An Introduction to Climate Change and Carbon Reduction in the Built Environment</b>	Understand how the built environment contributes to climate change and how sustainable buildings can lead to a low carbon future. This four week course is offered by UKGBC and will introduce you to climate change and low carbon design in the built environment.
	<b>IEMA Corporate Partnership</b>	The IEMA Corporate Partnership provides the Government Property Function with access to a wide range of sustainability training and resources.. A number of learning opportunities will be advertised through the Government Weekly Property Bulletin. You can also confirm with your department if they hold Corporate Partnership with IEMA.

Courses and webinars will be advertised through our Property News Bulletin as well as under our 'Learning and Development' page on the [Government Property Community Portal](#).



# Technical skill curriculum courses:

## 8. Commercial Acumen



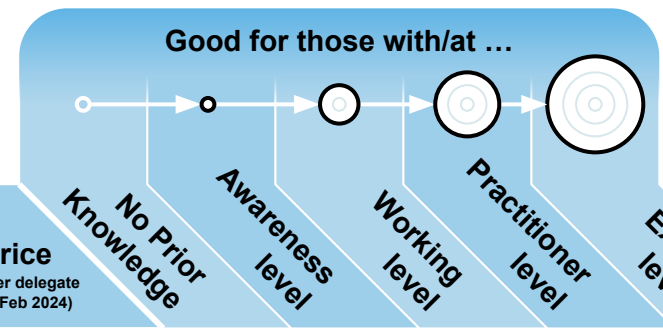
Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Commercial cycle 1: Setting the direction</b> An introduction to the commercial aspects of designing and delivering public policy and services.	<a href="#">CSL</a>	Face to Face / Live Virtual	£295	No	Yes	Yes	Yes	No
<b>Commercial cycle 2: Shaping your approach</b> Introduction to the different factors when considering the right supplier, including supplier models and market dynamics that affect how a deal is structured.	<a href="#">CSL</a>	Face to Face / Live Virtual	£295	No	Yes	Yes	Yes	No
<b>Commercial cycle 3: Procuring your solution</b> An insight into procurement procedures and how commercial contracts are developed.	<a href="#">CSL</a>	Face to Face / Live Virtual	£484	No	Yes	Yes	Yes	No
<b>Introduction to Public Procurement</b> On completion of this course learners will be able to identify the key stakeholders in the application of the strategic sourcing process and analyse the procurement cycle, evaluating the influence that procurement and supply has as a source of added value for the organisation.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	Group booking only £3,475 (Max of 16 delegates)	No	Yes	Yes	Yes	No
<b>NEC 3 / 4 Contract Training</b> Delivered by NEC experts who have an in-depth knowledge of NEC contracts and their use across industry. Introduction to advanced user options are available. These courses are only recommended for those managing, or supporting the management of NEC products.	<a href="#">NEC</a>	Options available	Procure through your department's process	No	Yes	Yes	Yes	Yes





# Technical skill curriculum courses:

## 8. Commercial Acumen



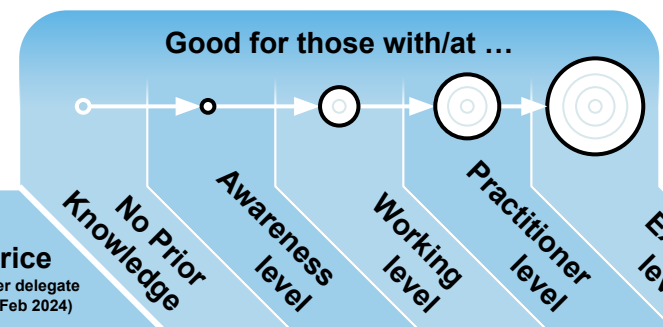
Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Contract Management Professional Standards</b> Guidance to help any civil servant who works with third-party suppliers or contracts, even if this is only a small part of your role.	<a href="http://Gov.uk">Gov.uk</a>	Guidance document	Free	Yes	Yes	Yes	No	No
<b>Contract Management Capability Programme</b> Launched in 2018 to provide training, development support and accreditation to contract managers and other contract staff. The programme sets the baseline and standards for improved contract lifecycle management, offers personalised learning to ensure that individual learning needs and requirements are met and enables access to good practice resources and a network of like-minded learners, along with post-learning support. This course is accessible digitally and has been developed in collaboration with central government department and wider public sector peers, subject matter experts, the World Commerce & Contracting Association and the Chartered Institute for Procurement & Supply.	<a href="http://Gov.uk">Gov.uk</a>	Online Learning	£0 - £7,700	Yes	Yes	Yes	Yes	Yes

**Learn more** A wide range of training is offered by the Government Commercial Function. [Click here to find out more...](#)



# Technical skill curriculum courses:

## 9. Property Programme and Project Management

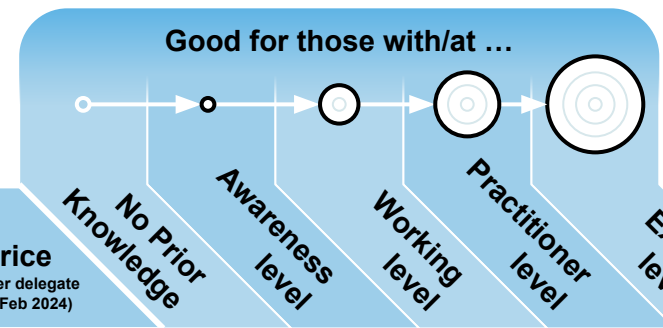


Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Introduction to Project Delivery</b> This topic covers a range of subjects from typical roles and responsibilities within a project through to delivery within the context of the Civil Service. It explains the way projects are set up and managed, and what can be achieved through projects.	<a href="#">CSL</a>	E-Learning	Free	Yes	No	No	No	No
<b>Planning and implementing change</b> This digital topic will guide you through your analysis of the change you will deliver. You will examine the cultural context of the organisation and the roles of your stakeholders, helping you develop a well rounded implementation plan.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	Yes	No
<b>How Projects Run</b> After completing this topic, you will know how civil service projects are structured and delivered and be able to participate in (or lead) projects that are run effectively and in public interest.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	No	No
<b>Project Planning</b> This topic describes the tools available to help you create an effective plan and takes you through the most important considerations of the planning process.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	No	No
<b>Getting it right: scope and change</b> This topic explains how and why things can change within a project, considering factors such as changing customer requirements or political developments.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	No	No



# Technical skill curriculum courses:

## 9. Property Programme and Project Management



Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Project Management for Non-Project Managers</b> Effective project management skills are becoming increasingly important. Organisations need good project managers, at all levels, to successfully deliver the change projects that will enable the business to adapt, grow and achieve its strategic objectives. This introductory course provides an essential overview of the core skills required to deliver small to medium size projects.	<a href="#">Gov Campus</a>	Face to face / Live Virtual	£403	Yes	Yes	Yes	No	No
<b>Management of Portfolios MoP® Foundation - includes exam</b> This three-day course will provide you with a thorough understanding of the internationally recognised and best practice programme management methodology Managing Successful Programmes (MSP), providing the skills you need to confidently use MSP to work within a programme. By the end of this course, you will have a comprehensive knowledge of the Management Successful Programmes methodology, its principles, themes and transformational flow.	<a href="#">Gov Campus</a>	Face to face / Live Virtual	£2,285	No	No	No	Yes	Yes

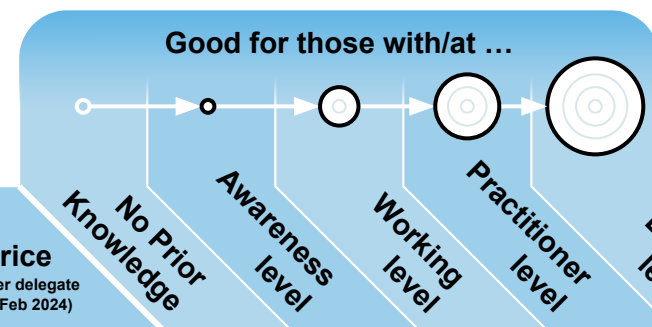
Learn more

Further courses and training are available from the Project Delivery Function, from awareness to expert level and including aspects of the project delivery cycle in more depth. [Click here to find out about the programmes offered.](#)



# Technical skill curriculum courses:

## 10. Health and Safety, Compliance and Inclusion

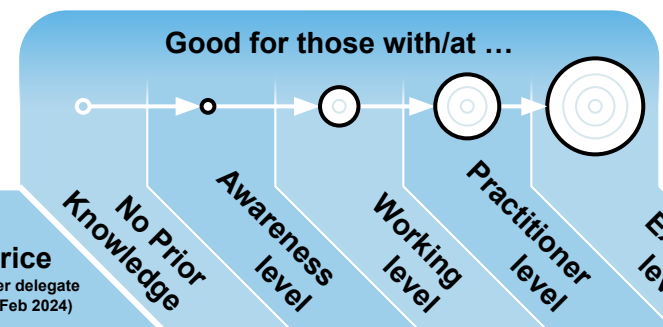


Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Health and Safety</b> Learn more about your role and responsibilities as regards to Health and Safety. Aimed at all staff, this course consists of an interactive infographic, five e-learning modules and a course assessment for which you will need to score 80% or more to pass.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	No	No	No
<b>Dynamic Risk Assessment</b> Learners will be able to carry out dynamic risk assessments and work towards controlling risks and correctly keeping a record of their findings.	<a href="#">Gov Campus</a>	Face to Face/ Live Virtual	Group Booking only (£390 for 12 delegates)	Yes	Yes	Yes	No	No
<b>IOSH Managing Safely (Includes exam)</b> This course gives the essential information to manage health and safety in an organisation and carry our general risk assessments. Delivery and materials tailored to virtual delivery	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£605	No	Yes	Yes	Yes	Yes
<b>Safety for Senior Executives</b> Un-accredited version of the IOSH Leading Safely course covering senior managers and directors responsibilities for H&S and management systems. Delivery and materials tailored to virtual delivery	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	Group Booking only (£600 for 12 delegates)	Yes	Yes	Yes	No	No
<b>Legionella Awareness</b> To provide awareness of the legal responsibilities, risks and control of Legionella and prevention of scalding incidents.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	Group Booking only (£500 for 12 delegates)	Yes	Yes	Yes	Yes	Yes
<b>Asbestos Awareness</b> To enable individuals to understand best practice when working with or managing the risks from Asbestos.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	Group Booking only (£500 for 12 delegates)	Yes	Yes	Yes	Yes	Yes



# Technical skill curriculum courses:

## 10. Health and Safety, Compliance and Inclusion



Course	Provider & Access	Delivery	Price (per delegate at Feb 2024)	No Prior Knowledge	Awareness level	Working level	Practitioner level	Expert level
<b>Accident and Incident Investigation</b> Identify your responsibilities, accountabilities and legal liabilities, as they apply to accident investigation	<a href="#">Gov Campus</a>	Virtual	Group bookings only for up to 12 ppl (£600)	Yes	Yes	Yes	Yes	No
<b>General Risk Assessor</b> For staff responsible for assessing risks in the workplace by implementing, reviewing and auditing an H&S Management System. A non-accredited version of the General Risk Assessment course.	<a href="#">Gov Campus</a>	Guidance Document	£1,210	Yes	Yes	No	No	No
<b>NEBOSH General Certificate</b> A professional qualification for professional wishing to progress their career and develop knowledge and skills in Health & safety and occupational health. Delivery and materials tailored to virtual delivery.	<a href="#">Gov Campus</a>	Face to Face / Live Virtual	£1,550	No	No	Yes	Yes	Yes
<b>Civil Service Expectations</b> The course will provide an introduction to the Civil Service code and values; legislation around diversity and inclusion, the Civil Service Inclusion Strategy; why diversity and inclusion matters.	<a href="#">CSL</a>	E-Learning	Free	Yes	Yes	Yes	Yes	Yes
<b>Property Law Podcast</b> Helping you access legal information and navigate legal processes across government. On GLD, click government property, and then you can navigate to the podcast	<a href="#">GLD</a> Sign up	Podcast	Free	Yes	Yes	Yes	Yes	Yes



# Government Property Profession:

## Membership benefits, discounts and networking opportunities



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### Corporate partner



### Networking opportunities



For more information on how to access any of the above, please email [gpp@cabinetoffice.gov.uk](mailto:gpp@cabinetoffice.gov.uk)



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# Government Property Profession: Government Property Community Portal



## Government Property Community

### How to register

- [Click here](#)
- Or copy into your browser:  
[gpp.civilservice.gov.uk/sign-up](http://gpp.civilservice.gov.uk/sign-up)



[SIGN UP NOW](#)

### What you get

- The latest Property news
- Events & CPD calendar
- Early Talent
- Learning and Development
- Career Framework & Curriculum
- Weekly bulletins
- Blogs from Property Professionals and Senior Leaders
- First looks at our events, news and current work, including new guidance and yearly events such as Government Property Month

For more information on how to access any of the above,  
please email [gpp@cabinetoffice.gov.uk](mailto:gpp@cabinetoffice.gov.uk)