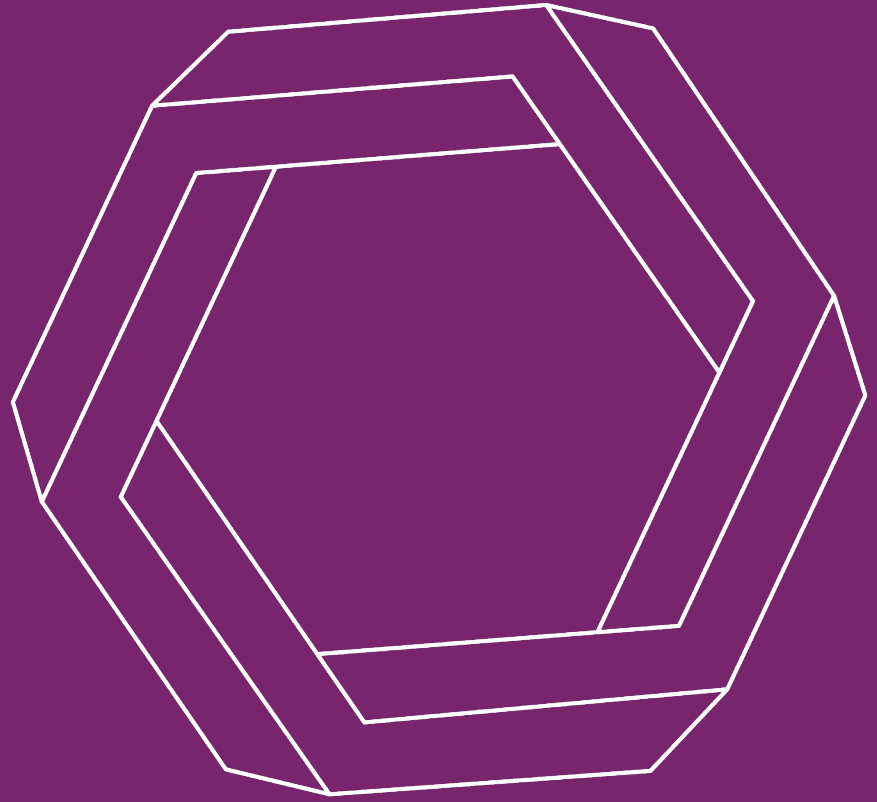




Government
Commercial
Function



Contract Management Training & Accreditation

Continuing Professional Development
Guide



Government
Commercial
Function

Document purpose

This document contains guidance on planning the Continuing Professional Development (CPD) which is required to maintain your Government Commercial Function Accreditation.

If you have any feedback on this guide or would like to know more about how you can continue to improve your capability in contract management, please contact cmta-team@cabinetoffice.gov.uk



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Introduction

The Government Commercial Function recognises the importance of CPD and requires that Accredited individuals adopt a culture of life-long learning and development in line with the requirements set out below.

Accreditation Level	CPD Requirement
Foundation	Complete Foundation training and achieve re-accreditation every two years.
Practitioner & Expert	Maintain 30 hours CPD each year on the topic of Contract Management

CPD can be acquired in a range of different forms. One of which is through the informal learning gained in everyday working life. Working with professionals who may have a range of different backgrounds and experience levels provides valuable CPD which can be focused to meet an individual's needs. This may be supported by structured reading ensuring a measurable knowledge outcome is achieved. The familiar methods (such as appropriate courses, study, preparation of papers and presentations, mentoring and involvement in professional body activities) all remain appropriate opportunities for an individual to meet their CPD requirements and professional development objectives.

The Contract Management Learning and Development Team may request your CPD log as part of an annual review. If you have any questions regarding the requirements or on CPD in general, please contact email cmta-team@cabinetoffice.gov.uk.



Benefits of CPD

As a Contract Manager involved in the delivery of public spending, it is important to allocate time to maintaining and developing your knowledge and skills in line with your role and workplace.

As an Accredited Contract Manager, you are likely to have plenty of opportunities to keep your professional competence up to date, managing medium to high profile contracts, spending time in supplier meetings, briefings, reading relevant publications, and going to conferences, presentations and additional training courses.

We recommend that you use the CPD log within the guide to record your development, identify skills gaps and plan how to fill them. This shows the commitment you are making to your area of work and to upholding the Contract Management Professional Standards.



Ongoing Development

Whether you are new or experienced in Contract Management, planning ahead will help you identify the skills and experience you need to develop and progress professionally. It will also help you make the most of learning opportunities available centrally and within your department.

You should consider should be how your learning will support the needs of your department, role and team. As part of this it is key to seek and take on board feedback and advice from colleagues and line managers. Your appraisal and job planning discussions, along with your agreed Personal Development Plan (PDP), can also help you identify and address your learning needs. These tools should also help you consider your CPD activities across the scope of your role to reflect your needs in particular areas.

By recording the steps you take to achieve new learning, you are demonstrating your commitment, knowledge and relevant experience, and showing your suitability for future roles within the public sector.



The CPD cycle

To make progress through the CPD cycle you will need to address the five steps in Figure 1.

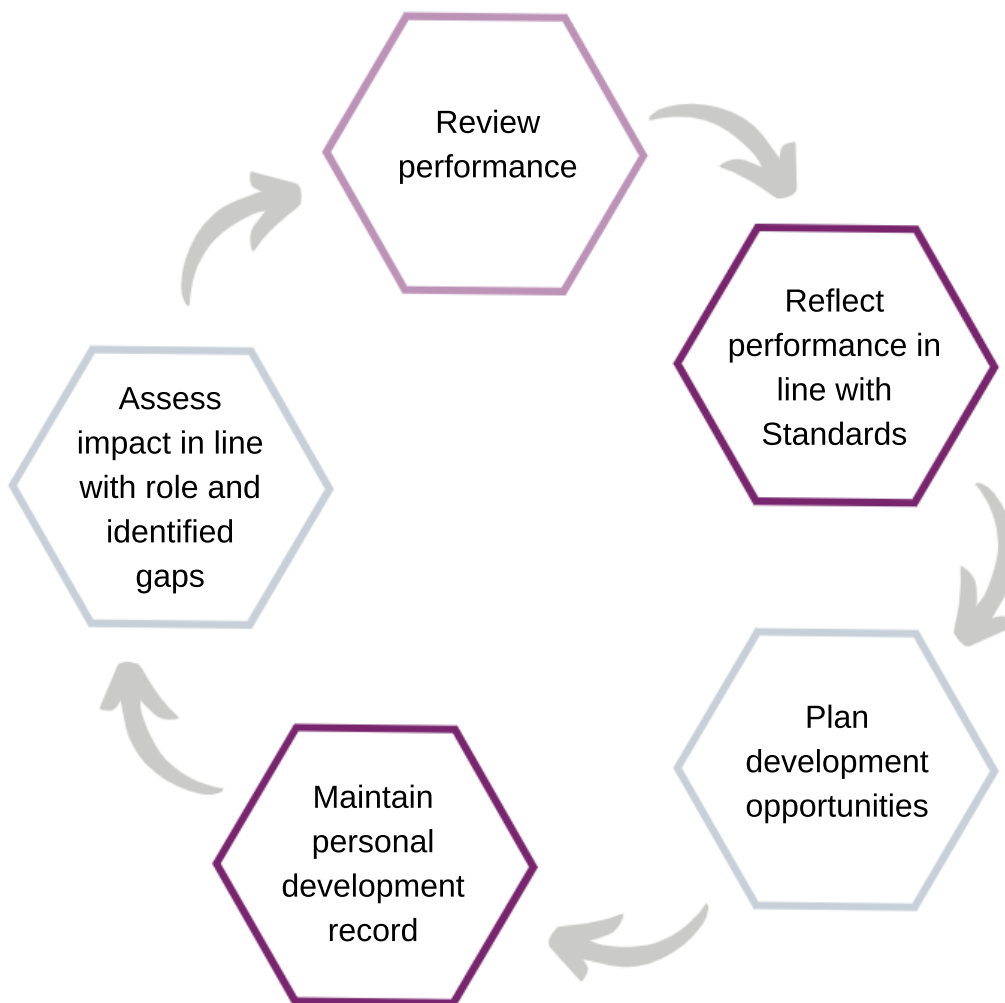


Figure 1. The CPD cycle



Where are you now?

What are your current skills?

What have you learned so far?

List your qualifications, courses attended, job experiences and technical skills in line with the CPD cycle shown in Figure 1. We recommend you reflect upon the [Contract Management Standards](#) which will aid in mapping your CPD to Practitioner and Expert competency frameworks.

There may be circumstances when you're not required to record and complete CPD; for example:

- If you are on (or about to go on) parental or carers leave
- If you are suffering from an illness or disability which prevents you from undertaking CPD

If the above applies to you, we would still encourage you to record your development; e.g. any relevant reading or web-based research. However, we would consider for you to be exempt from an audit of your CPD records.



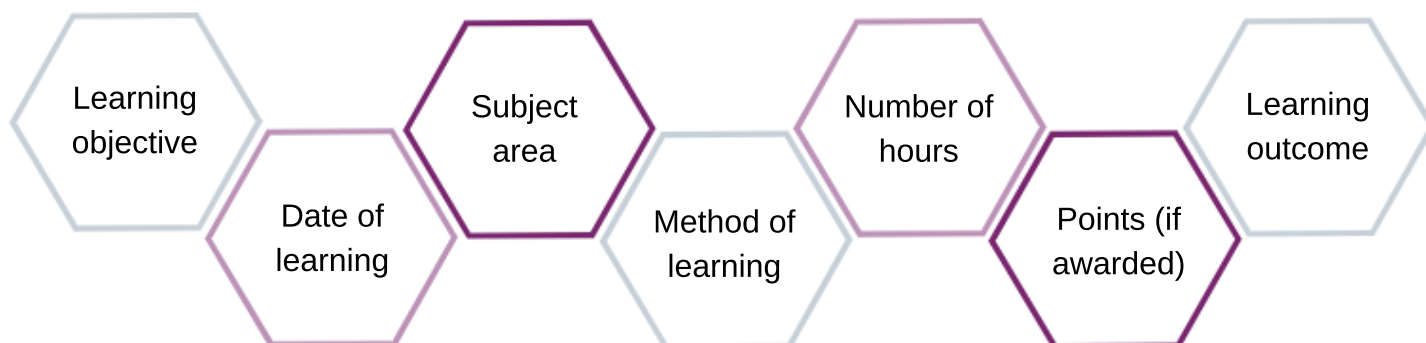
Your CPD Record

To get the maximum benefit from your learning activities it is important to plan and record them. A structured learning programme that builds upon existing knowledge and previous activities will be more effective than attending a course that doesn't support your ongoing development.

Recording learning allows you to:

1. Reflect on what you have gained from your activities
2. Consider how you are going to apply what you have learned
3. Plan what further learning you need to undertake.
4. Demonstrate that you have sought to maintain your competence in line with the **Contract Management Standards**.

When recording CPD you should include the following information:



When you have completed this record, do you still feel your plan is good enough? Does it need updating?

You may choose to record and evaluate your CPD record with your line manager and in line with your role and department objectives, as well as your own Personal Development Record.



Appendix A: CPD Record Template

Development activity			Evaluation		
Details of CPD activity	Dates	Effective learning time	Key learning points	Key benefits/value added	Further comments*

*e.g. was the learning successful? How can I improve it in future?



Appendix B: Personal Development Plan Template

CPD Record of Learning						
Review of learning needs			Development plan			
Date	In what area do I need to improve my performance?	What do I need to learn in order to achieve this?	What will I do to achieve this?	What are the likely resources and support that I will need?	How will I evaluate a successful outcome?	What are my deadlines for meeting this target?



Appendix C: Development Activity Examples

The list below gives examples of possible CPD activities. This is not an exhaustive list. You may choose to include other activities which also contribute towards your development as a Contract Manager.

Development activity
Learning in the workplace
Peer guidance and discussion
Formal blended and open-learning courses
Validated and accredited qualifications
Professional training programmes
Conferences, seminars and workshops
Structured reading (test your understanding of the reading material)
Workplace shadowing relating to Contract Management delivery
Preparation of CPD presentations to colleagues and other professionals
Exposure to new Contract Management situations that support your ongoing development
Job secondment
Video and podcast learning that supports your ongoing development
Sharing your knowledge and expertise with others
Acting as a coach or mentor for a fellow professional within your organisation or wider business area
Self-study; e.g. reading text books or study packs
Personal learning from the internet



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