



Government
Commercial
Function

Foundation

development and accreditation programme

■ About the programme

The Foundation accreditation programme sets the baseline for further development and progression to Practitioner or Expert. The course provides a fundamental understanding of all elements of the contract lifecycle, as outlined in the Contract Management Professional Standards.

It will be particularly beneficial for anyone working on a government contract that is lower value, lower complexity, or lower risk. A flexible online programme, it provides learning to suit your circumstances, workload and time constraints.

Achieving the accreditation will provide recognition for your contract management expertise, knowledge and skills from within the government sector.

■ Benefits of the programme

The benefits of this flexible programme are:

- you will learn the basic principles and fundamentals of contract management

- experiential learning will help to put the principles into practice
- the concise, blended learning focuses on technical content and interpersonal skills
- the organisation benefits from having greater numbers of accredited and skilled contract management professionals
- the programme is fully-funded so there is no cost to the learner or organisation
- the programme is CPD-endorsed, providing personal development credits

■ Who it is for

This programme is the baseline for understanding contract management. It is ideal if you:

- work with suppliers or work on a government or public sector contract for some or the majority of your time
- provide project or contract support as part or the majority of your role
- need a broader understanding of the principles of contract management

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This programme has wider appeal than just contract managers. It covers the essential skills needed to work on smaller government contracts in some capacity.

■ Modules

The concise modules are blended learning and all completed online. Each lasts for around 60 minutes.

Design and Ongoing Development:	the importance of; developing sustainable contracts, records and data, building relationships, performance management
Procurement and Mobilisation:	the essentials of procurement regulations, how to support the commercial team, and how to plan for the mobilisation of a contract
Managing Contract Delivery:	mobilisation - tools and techniques, ensuring optimum performance, managing disputes, exit or transition to a new contract
Change Control:	the change process, internal governance and stakeholder management, commonly used tools, the importance of documentation
Stakeholder Engagement:	understanding different stakeholders, stakeholder mapping, interest and influence, effective engagement and communications
Risk Management:	the difference between risks and issues, risk management, common risk categories, risk registers, business continuity planning

■ Essentials



Entry pre-requisite: none



Duration: each module takes between 60-90 minutes



Length of course: learners work through the modules at their own pace and have 90 days from enrolment to complete the course



Hours per week: the course is designed to be flexible over the 90-day time period



Accreditation: government-wide accreditation



Assessment: the online assessment takes up to 90 minutes to complete



Delivery method: online



Cost: none - the programme is fully funded