

CPD qualifications

contract management

CIPFA Diploma



about the course

There has been significant growth in partnership arrangements between public bodies and private and third sector organisations, heightened by the current public spending environment.

In addition, high profile governance failures in managing contracts by some local public bodies and feedback from those working in the public sector, point to a need to improve the skills of those who manage contracts.

This unique qualification brings together contemporary contract management theory and existing good practice in a structured way. It has a highly applied and focused approach designed to give you the knowledge, understanding and practical skills necessary for managing contracts effectively.

Who is the course aimed at?

The CIPFA Diploma in Contract Management is aimed at:

- new staff who have specific responsibility for contract management
- experienced staff who have had no formal structured training or who would like to update their knowledge and skills
- staff working at various levels in all public bodies, including central government, non-departmental public bodies (NDPBs), local government, health and education.

Duration

The CIPFA Diploma in Contract Management is completed over approximately nine months. This includes:

- eight days of classroom learning
- approximately 80 hours of additional work to complete the assessment requirements.



Assessment

For each module you will be asked to submit a written assignment in which you demonstrate your understanding of the learning and your ability to transfer it to your work place and into your own work practices.

Your assignments will be marked against assessment criteria which will be shared with you and your course tutor will be there to provide support and guidance throughout.

Accreditation

On successful completion of the required units and associated assessment, you will be awarded the CIPFA Diploma in Contract Management. The Diploma has been mapped as broadly equivalent to a level seven (post-graduate) qualification in relation to the degree of challenge.

CIPFA membership

On successful completion of the programme, you can apply for CIPFA Affiliate membership. If you're not already a CIPFA member, this is a great way to access a wealth of resources and networking opportunities.

To find out more and apply, click on 'Other professionals' at: www.cipfa.org/join

Your CPD

All CIPFA training counts towards your continuing professional development (CPD). If you are a CIPFA Chartered Member, you are required to undertake a minimum of 20 hours of relevant CPD activity each year as part of maintaining your professional competence and to develop relevant skills and knowledge.

For full details visit: www.cipfa.org/cpd

course outline

The Diploma in Contract Management is delivered in a series of one and two-day modules, described below.

Introduction to contract management (one day)

This module introduces the fundamentals of contract management in the public sector by analysing how those involved in procurement and contract management can work in partnership to deliver best value. It will examine the risks of poor contract management and how current processes can be strengthened to address these risks.

- the public sector procurement and contract management environment
- the importance of contract management in delivering value for money
- the risks and pitfalls of weak contract management

Specification writing (one day)

This module covers the theory and application of specification writing and how to ensure business needs are met and the process is compliant with public procurement legislation.

- the relationship between the specification and the required performance by the supplier
- the importance of the specification in ensuring effective evaluation criteria
- different payment models to support effective delivery by suppliers
- the need to measure suppliers' performance

Service Level Agreements (one day)

This module looks at the content and clauses of Terms and Conditions of Contract and what this content seeks to achieve to support effective contract management.

- standard terms and conditions for goods and/or services
- special terms and conditions
- Key Performance Indicators (KPIs), Service Level Agreements (SLAs) and the management of these arrangements

Negotiation skills (one day)

This module explores the factors that can contribute to more effective negotiation to provide best value for money in contract delivery.

- how to build stronger relationships
- plans for more effective communication
- manage difficult conversations in situations such as failure to perform, termination of contract and migration to a new provider

Managing contracts (two days)

This module covers effective KPIs, their development over the course of the contract and how to ensure they remain fit for purpose and meet the evolving needs of the organisation.

- initiating commencement and review meetings
- monitoring against agreed KPIs
- planning measures for corrective action if required
- recording performance to demonstrate value for money and to provide an audit trail
- management of payments and service credits
- dispute resolution
- managing contract extensions and terminations
- developing an exit strategy

Financial management and control (one day)

This module provides an overview of good financial management as it relates to the successful monitoring of contract performance to provide value for money and internal control.

- financial terminology and methods of reporting financial information, both internally and externally
- the importance of undertaking financial appraisal and subsequent monitoring of suppliers
- the legislative framework around, and risks related to, bribery and corruption

Exiting contracts and continuous improvement planning (one day)

This module focuses on the requirements to bring a contract to an end. It will examine the key actions to be taken to instigate an exit plan, including staff considerations, and processes to identify and resolve key personnel performance. It will also assess the steps required to achieve a successful continuous improvement plan.

- how to instigate an exit plan for critical contracts
- assess staff considerations
- understand the organisation's inability to contract out 'problems' due to non-performing staff
- understand the steps required to achieve a successful continuous improvement plan

Pricing

Delegates pay £2,990 + VAT

A 10% discount is available to all CIPFA members and employees of organisations that are members of our Procurement and Commissioning Network.

The course fees include:

- Tuition and all course materials
- Assessment, marking and moderation
- Certification

How to book

Search for course dates and location details at:

www.cipfa.org/contractmanagement

Or phone: **+44 (0)20 7543 5600**

In house delivery

The programme can be delivered in-house and at your location, saving you valuable time and money.

This is especially cost-effective for organisations interested in training a number of individuals or whole teams.

For more information about running the programme in-house, contact us at: InHouseTraining@cipfa.org



I found the CIPFA Contract Management course to be excellent. It has benefited me significantly and will continue to do so in the future as my role evolves to become more involved in the reprocurement of Social Care contracts. We are now trying to identify other employees across the organisation who may be interested in undertaking the course in the near future.

Chris Thomas FCCA, Head of Group Finance – Health and Social Care Integration & Homelessness, Manchester City Council



about us

Why train with CIPFA?

CIPFA has a long history of delivering outstanding training to finance professionals and public service leaders in the UK and across the world.

As the only professional body exclusively for people in public finance, we understand the market challenges and are committed to providing the best training and development tools to support practitioners at all levels of public service, throughout their careers.



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