



CANDIDATE INFORMATION

CONTRACT MANAGEMENT CAPABILITY TRAINING PROGRAMME

Why are Welsh Government offering a Contract Management programme?

Welsh public sector spends over £8bn on external contracts, driving efficiency from public money is essential to ensure the pursuit of the best economic, social, environmental, and cultural outcomes that support the well-being of Wales.

Effective procurement is just one of the ways in which the public sector can ensure efficient use of public money, managing the relationship with suppliers following a contract award is also a vital part of the commercial lifecycle.

Contract management promotes good relationships with your suppliers and ensures delivery against the contractual objectives with the aim to deliver better socio-economic and societal outcomes.

We want to ensure that the Welsh public sector has the necessary skills and knowledge and improve these outcomes.

Why are Welsh Government offering the UK Government Contract Management Capability Programme?

The Cabinet Office invested a significant amount of resource developing a contemporary contract management programme that offers the principles and fundamentals of contract management.

The accreditations are recognised professional qualifications and transferable across all central government departments. Each is endorsed by: Government Commercial Function, WorldCC, CIPS and CPD Standards Office and based on core best practice principles that apply to all Contract Managers.

Who is this Contract Management Programme suitable for?

This programme will be of interest to anyone managing contracts and suppliers from either central government departments, wider public sector organisations, or local authority sector organisations.

If your focus is administrative support, contract management, contract lead, or more policy or strategy-based, this is a capability development programme that will train and accredit those with a role to play in contract management.

Whether a full-time contract management professional or if managing a contract forms only a proportion of your role, there is an accreditation and development course within the programme that will be highly suitable for you.



How many levels are there to the programme?

There are 5 levels to the programme, Foundation; Beyond Foundation; Practitioner; Expert; Senior Responsible Owner.

Welsh Government have secured access to Foundation and Beyond Foundation online learning programmes and are now piloting the Practitioner and Expert programme in collaboration with the Cabinet Office.

Expression of interest forms are only required for Practitioner and Expert levels.

Foundation and Beyond foundation programmes can be accessed by Welsh public sector free of charge. [Register here](#) to complete the training.

Do I have to complete Foundation and Beyond Foundation to progress to the subsequent levels?

Yes, it is a mandatory requirement and must be completed prior to application.

Where do I find more information about the programme?

Further programme information is available [here](#).

The 'About the Programme' supporting information also details the full programme, the modules, duration and medium of delivery.

How will I know whether Expert or Practitioner is right for me?

You will need to assess the level of contract management activity you are engaged with and the risk and complexity of the contract to determine the appropriate programme.

Further information is available via the programme information link.

There is also a tool to support contract managers assess the levels of risk and complexity associated to their contract(s). This is not a mandatory tool and may be used where Contract Managers feel further support is necessary to determine whether a Practitioner or Expert programme may be appropriate.

If you require access to this tool, please contact commercialcapability@gov.wales

Who will sponsor the programme?

If you are successful, the programme will be fully funded.

Welsh Government is working with the Government Commercial Function and Crown Commercial Service to fund the cost of your place on your Practitioner/Expert programme. For information, the costs associated with the learning programmes are:

Practitioner - £6,100 p.p.

Expert - £7,700 p.p.

However, any cancellation fees you incur are your responsibility, and will be charged to your organisation as per the terms of the Learner Agreement.



Who is eligible to apply for this programme?

An expression of interest is only applicable for Contract Managers of medium to high complexity and risk contracts with an interest in completing the subject matter online workshops at a Practitioner and Expert levels.

The places are limited on this programme due to the high cost per candidate. Completing the expression of interest does not guarantee selection for the programme.

What are the requirements of me if I am successful in obtaining sponsorship?

Before you can begin your programme:

Please read [the information regarding the course](#) and agree to give the programme the necessary commitment

You must have GCF Foundation Accreditation. We will not sponsor any learner unless the Foundation programme has been completed.

You must commit to attending all webinars, completing the necessary pre-work, and undertaking the Contract Management Assessment and Development Centre within the expected programme timeframes. Failure to complete your learner journey in a timely fashion will result in withdrawal from the Programme. The expected learner journey timescales are 6 months for Practitioner, and 9 months for Expert. Please give the programme the necessary time to get the most out of it; you should expect to spend 2-3 hrs every week on course activities.

You must cancel any webinars you cannot attend with 28 days' notice. Any late cancellations will result in charges being incurred by your organisation.

Any learner provided an opportunity to start the programme in Summer 2024 must be completed by **April 2025**. The course is undergoing an update and existing delegates will not be offered module dates beyond April 2025.

What is Welsh Governments expectation from me completing this programme?

You must be willing to actively participate in a feedback session and share how your learning has improved contractual performance.

Sharing your insights will help us ensure the applicability of the program for the Welsh public sector but also ensure its success so that there is continuity of the programme for future candidates.