Llywodraeth Cymru
Welsh Government



Welsh Government
Commercial and Procurement Directorate

Learning and Development Prospectus

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This prospectus is also available online, where you can get easier access to any links contained within the document.

Llywodraeth Cymru
Welsh Government

Welcome to the Welsh Government Commercial and Procurement learning and development prospectus.

This prospectus brings together a whole range of carefully selected learning opportunities, to help aide you in your professional development, and on your procurement and commercial journey.

It is designed to support all those involved in Procurement and Contract Management to navigate the extensive learning and development initiatives.

These initiatives will support you during an exciting period of change, from gaining an understanding of the simpler, and more flexible procurement processes under the new regulations to developing new procurement and commercial skills vital to delivering the best outcomes for Wales.

The training and resources included have been developed by the Welsh Government, partners across the public sector, and the Chartered Institute of Procurement and Supply.

The resources embed valuable practical experience and expertise of operating within current procurement regulations.

As you continue your professional development, you will be able to share best practice within this large, exciting community, contributing to our evolving learning and development resources with the changing procurement landscape in Wales.

Introduction

This prospectus sets out the suite of learning and development opportunities available for the procurement and commercial profession that are applicable to all.

The resources available will enhance your procurement and commercial knowledge and help you when working with procurement colleagues or suppliers.

Below are some of the training activity icons which are used throughout this prospectus to help you easily establish the method of delivery.

Discussion forum 	Webinars / Recordings 	Networking opportunities 
Guidance 	eLearning 	Face to Face 

Wales Procurement Policy Statement Principle 4

We will raise the long-term standing and profile of the procurement profession and its role as an enabler for procurement policy.



Contracting authorities must ensure that there are appropriate skills, knowledge and behaviours in place to carry out effective procurement and contract management, cementing procurement's role as a strategic facilitator of growth, innovation and improving public services delivery.

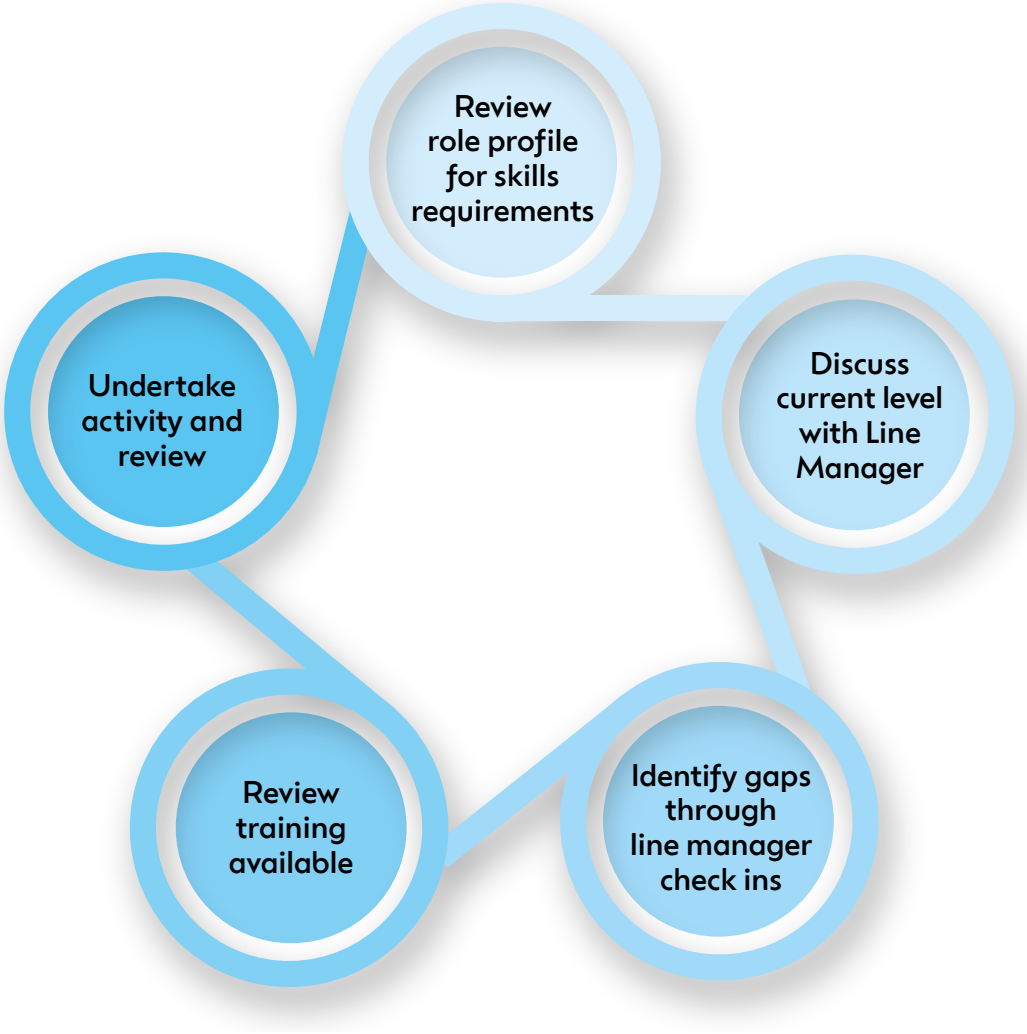
The Wales Procurement Policy Statement (WPPS) is currently undergoing public consultation and scheduled for publication Spring 2027.

Identifying a training need and addressing the gaps

There are a vast number of resources available via the various learning platforms within this prospectus.

It is the individual's responsibility to review the resources and identify the appropriate learning.

Conducting a training needs analysis prior to shaping your Development Plan will support you to identify developmental opportunities.



Commercial Capabilities

Section Overview: Competency frameworks and models available to support progression.

Scottish Government Procurement Competency Framework

Scottish Government Riaghaltas na h-Alba

Sets out the skills and competency levels required by public sector staff involved in the procurement process, including The National Procurement Development Framework tool launched in April 2023.

www.gov.scot/publications/scottish-procurement-competency-framework

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CIPS Global Standard

CIPS

A competency framework for our profession, including the Global Standard in PDF format.



www.cips.org/intelligence-hub/global-standard-for-procurement-supply

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European Commission: ProcurCompEU

European Commission

The European competency framework for public procurement professionals. ProcurCompEU is a tool designed by the European Commission to support the professionalisation of public procurement.

commission.europa.eu

All Wales Overview of Learning and Development Resources



Welsh Government and wider partners

Academi Wales
Cyd – community, blogs and resources and events
Sell2Wales
Welsh Universities



Commercial and Procurement Directorate

eProcurement Tools and Training
Wales Procurement Policy eLearning and guidance
Wales Procurement Policy Statement 2021 and Action Plan
Welsh Procurement Policy Notes



Professional Development

CIPS Branch Events
CIPS Corporate Award Programme
CIPS Memberships
CIPS Resources website
CIPS Podcasts
Events
MCIPS / Chartered status
Member Benefits



UK Government

Cabinet Office / Government Commercial Function
Contract management training – eLearning
Commercial opportunities / events / sourcing playbooks
Government Commercial College
Masterclasses
Self-funded options

Section overview

Sharing knowledge, best practice and legislative guidance

Title	Overview	Navigation
Procurement Act 	Here you will find information, videos and recordings for public authorities, businesses and other organisations on the Procurement Act.	**Procurement Act Help and Resources** Contact the procurement reform team via: **ProcurementLegislationTeam@gov.wales**
Social Partnership and Public Procurement (Wales) Act 	An online learning package is available to help people learn more about the benefits of social partnership and the Social Partnership and Public Procurement (Wales) Act 2023. The online learning provides access to free, interactive modules to help learn more about social partnership in Wales.	**Social Partnership and Public Procurement (Wales) Act Help and Resources** **SPPA eLearning**
Health Service Procurement (Wales) Act 	Find help and support on the regulations, statutory guidance and related documentation via the link provided. The Health Service Procurement (Wales) Act eLearning is available and can be accessed via the link provided. Individuals will need to register for access.	**Regulations, guidance and documents** **Provider Selection Regime Wales eLearning**

Title	Overview	Navigation
UK Government Knowledge Drops 	This training is for those that have regular interactions with procurement and need some material level of understanding of the new legislation following the introduction of the Procurement Act 2023, including senior leaders at executive level, finance, commissioners of services, etc.	Knowledge Drops and factsheets are on UK Government's 'Transforming Public Procurement' webpages **Knowledge Drops**.
UK Government eLearning **Core training for the Procurement Act 2023** **e-Badge upon full completion** 	This training is for skilled practitioner level commercial and procurement professionals that need to understand the new regime. e.g. operational procurement or commercial staff whose main role is to run tenders, let contracts, or manage suppliers or contracts. Learners may choose to complete some of the modules relevant to them. However, they would not receive certification.	Self-guided learning will be on the Government Commercial College (GCC) website. Learners will need to register with the GCC to access the **material here**. Further details on UKG's training content is **available here**.
Welsh Government eLearning 	This training is for anyone within the Welsh public sector who needs to understand the new procurement legislative landscape in Wales. Focusing on Welsh public sector priorities, this training incorporates requirements under the Procurement Act, the Socially Responsible Procurement duties in the Social Partnership and Public Procurement (Wales) Act, and the Health Service Procurement (Wales) Act.	Self-guided learning will be available on the Learning@Wales website. Learners will need to Register on: **Learning@Wales** to access the **material here**.

ICT training and eProcurement support

Title	Overview	Navigation
Basware 	Basware is the current eInvoicing solution for organisations that signed up for the functionality in October 2023.	Stakeholder licenses are funded by the WG. Consultancy support is self-funded. **Please contact: DigitalProcurementTools @gov.wales** with any queries.
eTenderWales (Sourcing) 	eTenderWales is a software tool for providing an electronic compliant and secure procurement system for tendering. Buyers and Suppliers will need to register to access the portal.	Each organisation has a Division Manager who can manage their users. **Please contact: DigitalProcurementTools @gov.wales** with any queries.
Dun & Bradstreet 	A Finance Analytics reporting tool is available to support procurement activity.	**Please contact: DigitalProcurementTools @gov.wales** to request a licence*. * (Please note licences are limited and will be granted on a case by case basis)
Commerce Decisions AWARD® 	The AWARD® Tool is an evaluation tool to support the evaluation and moderation process for strategic, complex, or high-risk procurements. The tool is fully transparent to justify and protect each decision.	AWARD® Licenses can be provided by e-mailing: **DigitalProcurementTools @gov.wales** Consultancy support is self-funded.
Knowledge Base 	Commerce Decisions provides a range of guidance to support the procurement process via the Knowledge Base.	**Knowledge Base Solutions guidance hub**
Using AWARD® as an evaluator 	Here you will find a video guide that will take you through using AWARD® as an Evaluator.	**Evaluator Guidance**
Commerce Decision Webinars 	Watch back the webinar recordings from the live events.	**Click here to navigate to the recordings via Cyd website**

Procurement Policy Training and Guidance

Users will need to register and search for this eLearning via **learning.nhs.wales** via the search bar on the right-hand side of the screen. Navigate to the Welsh Government tab and search the course catalogue by course title. Users can email the Learning@wales team with any queries at: **eateb@wales.nhs.uk**

Title	Overview
Code of Practice: Ethical employment in supply chains 	The commitments in the Code help ensure that workers in our supply chains are employed fairly. The code commits public, private and third sector organisations to a set of actions that tackle illegal and unfair employment practices. **This eLearning will help you with:** · The 4 Topics. · The 12 Commitments. · The Toolkit.
Joint Bidding Guide 	The Joint Bidding Buyers' Guide is aimed to support public sector procurement leaders and practitioners who plan, commission, and procure a wide range of categories. It is structured to mirror the four stages of the procurement pathway. · Plan · Define · Procure · Manage The guidance is available **here**.
Community Benefits 	Community Benefits (CB) are contractual requirements linked to public sector contracts designed to deliver social, economic and environmental benefits while securing the goods, services or works required by the public sector in Wales. **This eLearning will give you:** · An understanding of Community Benefits policy. · An understanding of how implementing Community Benefits policy contributes to the delivery of the Well-Being Goals. · How to identify Community Benefits opportunities and plan CB objectives in your procurement. · An overview of contract management of Community Benefits.
TOMs System for Wales 	The Social Value TOM System™ is a social value measurement framework designed to help organisations track, report and improve the value they deliver across key areas, including jobs, growth, sustainability, community and innovation. · Spreadsheet Based · Themes, Outputs and Measures · Target Guidance · Target Definitions · Proximity Mapping to the WBFGA 7 Goals. **The open Access TOM System for Wales | Social Value Portal is available here**. Password: Cymruambyth

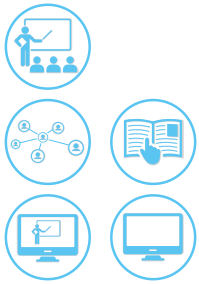
Commercial and Procurement policy

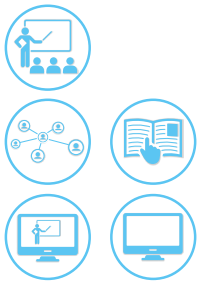
Title	Overview	Navigation
Commercial Policy	Advice, guidance and queries for Welsh public procurement.	Email the Commercial Policy team at: **CommercialPolicy@gov.wales**

Chartered Institute of Procurement and Supply (CIPS): Knowledge, expertise and support available from the professional body

Title	Overview	Navigation
Chartered Institute of Procurement and Supply (CIPS) 	CIPS is the world's largest professional body serving Procurement and Supply. CIPS offer a wealth of training, support and guidance via the CIPS website to members including access to professional qualifications, programme support across key themes for employers and students, events and networking opportunities, alongside a refreshed website and an Intelligence Hub. Find your nearest CIPS Welsh study centre via the link provided.	**www.cips.org** **Welsh CIPS study centres**
CIPS Branch Events 	CIPS branch events are hosted and delivered on a regional basis delivering face to face sessions to share knowledge and best practice for its members. Three branches operate across Wales, and programmes are advertised via the CIPS website.	**West Wales Branch** **South Wales Branch** **Cheshire and North Wales Branch**

CIPS: Funded routes toward becoming a Member of the Chartered Institute of Procurement and Supply (MCIPS)

Title	Overview	Navigation
Chartered Institute of Procurement and Supply **Corporate Award Programme (CAP)***  * The Welsh Government supported programme is currently under review (2026)	The CAP is an applied learning route to achieve MCIPS which is delivered by the professional body. It is financially supported by the Welsh Government but places are subject to eligibility criteria. Employers can also fund this route directly. The corporate award is delivered as part of the Welsh Government's Commercial and Procurement Capability programme. The programme aims to ensure that the skill levels of existing Welsh Public Sector staff meet the needs of today, create professionals of the future, and raises the status of the procurement profession.	**CIPS Corporate Award Programme**
CIPS Level 4 Diploma in Procurement and Supply Operations **CIPS Level 5 Advanced Diploma in Procurement and Supply via a Personal Learning Account** 	The Chartered Institute of Procurement and Supply is an internationally recognised professional qualification, up to Honours Degree Level, which is strongly pragmatic and applies equally to both the public and private sectors. Funding for Levels 4 and Level 5 is available via the Welsh Government Personal Learning Account Programme for individuals who meet key criteria.	**www.gllm.ac.uk/personal-learning-account**

Title	Overview	Navigation
The Welsh Commercial, Procurement and Supply Apprenticeship Level 3 **Level 4** 	The apprenticeship is ideal for new and existing procurement processionals looking to develop essential knowledge and competencies to thrive in the procurement sector. The apprenticeship is underpinned by two key qualifications: · The Chartered Institute of Procurements Level 3 Advanced Certificate in Procurement and Supply Operations and Level 4 Diploma in Procurement and Supply. · The apprenticeship is a competency qualification that ensures those studying develop the competence and confidence for an exciting career in procurement.	**Medr.cymru/en/apprenticeships/** **Welsh Commercial, Procurement and Supply Apprenticeship: Shape the Future of Procurement in Wales | GOV.WALES**

UK Government Training

Opportunities to engage with UK Government commercial training programmes and networking

Title	Overview	Navigation
Government Commercial College 	The Government Commercial College provides key commercial and contract management learning for civil servants and the wider public sector. The courses cover a range of topics, and are designed to support those in both commercial and non-commercial roles to develop their skills and achieve a baseline of professional excellence. Here you can access the Contract Management Foundation and Beyond Foundation, Practitioner and Expert coaching sessions alongside other opportunities. To find out more about the Contract Management training please email: **commercialcapability@gov.wales**	**Government Commercial College**

Government Commercial College wider public sector opportunities**






Commercial opportunities

- Information, guidance and resources for Commercial Senior Executive Officers.
- The Sourcing Playbooks.

eLearning modules: Contract management opportunities

- Contract management Foundation.
- Contract management Beyond Foundation – eLearning module.
- SRO Module 1 – Introduction to contract management for senior responsible / business owners.

Other

- Commercial Learning and Development Managing through Change Webinars.
- Grant Management Awareness Training.
- PFI e-Learning series.
- Social value e-Learning.
- D&I masterclass.
- Public Sector Commercial Standards Masterclasses.
- Transforming Public Procurement.

Self-funded opportunities

- Commercial Learning and Development courses.
- Contract Management – Practitioner / Expert.

Click here for the Government Commercial College website or visit:
www.govcommercialcollege.co.uk

Opportunities to engage with UK Government commercial training programmes and networking

Title	Overview	Navigation
Knowledge Hub 1. Welsh Public Services Community	This platform provides an online interactive community for colleagues to post questions, share knowledge, insight and best practice and learn from colleagues experiences. It is used extensively in central and local government, health, education, housing, police and fire services.	**Welsh Public Services Community Group**
2. Calendar of Events*  * Some calendar events may incur a fee to attend.	This calendar provides an opportunity to access commercial events which are available for booking. Users will be required to register for access and submit Individual requests to join the community groups*.	**GCC Community of Practice Events**

**Resources may contain policy divergence in some areas.

Welsh Government Wider Partners

Supporting the commercial and procurement community

Title	Overview	Navigation
Academi Wales  *Some calendar events may incur a fee to attend.	Here you will find a range of learning resources, courses and events and networks aimed at leaders and managers*.	**academiwales.gov.wales**
Cyd Events / Resources / Blogs 	Cyd is the centre of excellence where procurement and commercial communities can learn and support each other. It has been developed to support commercial and procurement professionals to implement Welsh Procurement Policies in their day-to-day work. Here you will find the Procurement Journey, Case Studies, Events, Resources (Toolkits) and Blogs available to support the wider procurement community. Through the Cyd website, you can access the Procurement Journey, case studies, events, resources (toolkits) and news designed to support the wider procurement and commercial community. Cyd is also home to Cydweithio, Cyd's Community of Practice, which brings together procurement and commercial professionals to connect with peers, share knowledge and experiences, learn from subject matter experts, and participate in regular community sessions on key procurement and commercial topics.	**cyd.cymru**

Foundational Economy

An insight into the Foundational Economy, resources and Cynnal Cymru

Title	Overview	Navigation
Foundational Economy 	What is the Foundational Economy (FE)? The part of the economy providing the basic goods and services on which every citizen rellies and which keep us safe sound and civilised. It's a Programme for Government priority and a key part of Welsh Government's Economic Resilience and Reconstruction Mission. The FE accounts for 4 in 10 jobs and one in every £3 that we spend. You can find out more by visiting the Cynnal Cymru website.	**Foundational Economy eLearning module** **Cynnalcymru.com**

Sell2Wales Support

Section overview: Sell2Wales support, help and resources for the Welsh public sector procurement community

For more information visit: www.sell2wales.gov.wales

What is Sell2Wales? (S2W)

Managed by the Welsh Government, the Sell2Wales.gov.wales website provides a free and secure environment for advertising contract and tender opportunities.

Each year, contract opportunities worth on average over 7 billion pounds for public sector goods and services are advertised through this site.

Approximately, 80% are smaller opportunities, so there are contracts out there for businesses of all types and sizes.

We aim to help:

- public sector buyers to advertise and manage tender opportunities.
- businesses promote their services.
- businesses find contract opportunities.



Quick Quote **Click here**	**Public Profile – Supplier Finder** **Click here**
Sub-contract Facility **Click here**	**Single Procurement Document (SPD)** **Click here**
Supply Chain Support **Click here**	**Sell2Wales Project Pages** **Click here**
Help and Resources for Buyers **Click here**	S2W FAQ's **Click here**
S2W Postbox **Click here**	Contracts Finder **Click here**
Stage 2 Notice **Click here**	Contract Award Notice (Non-registered Buyers) **Click here**

Welsh Government Useful Resources

Useful Resources and signposting

Wales Procurement Policy Statement 2021	Sets out the strategic vision for public sector procurement in Wales.	**WPPS 2021**
Wales Procurement Policy Statement 2021: Welsh Government's action plan	Sets out how the Welsh Government will observe the Wales Procurement Policy Statement in its own procurement.	**WPPS 2021 Action Plan**
Welsh Procurement Policy Notes	This collection brings together Welsh Procurement Policy Notes (WPPNs) and UK government Procurement Policy Notes (PPNs), providing advice for public sector bodies in Wales.	**Policy Notes**
Well-being of Future Generations (Wales) Act 2015	The Well-being of Future Generations Act gives us the ambition, permission and legal obligation to improve our social, cultural, environmental and economic well-being.	**WBFGA 2015**
Welsh public sector procurement guidance and services	Host website for all Welsh procurement policy advice and guidance.	**WPS procurement guidance and services**

Best practice and lessons learnt in public sector procurement. Visit the library of case studies at: www.gov.wales/procurement-case-studies

Swansea leads the way in prompt energy payments	Like other schools across Wales, schools in Swansea have historically paid their energy bills by cheque.	**Click here for the full case study**
Electric vehicle purchase collaborative procurement	Savings made through an innovative collaborative agreement to help Welsh local authorities transition their fleets to Net Zero.	**Click here for the full case study**
New liner service supports a greener Wales	PHS pioneers an eco-friendly liner service which reduces carbon emissions and saves water.	**Click here for the full case study**
Future proofing the procurement profession in Wales	Students go from strength to strength supported by the Welsh Government's procurement placement programme through collaboration with public sector partners.	**Click here for the full case study**
Framework for the provision of supply teachers	The Welsh Government Commercial Delivery Team procured a framework for supply teachers employed across Wales to increase transparency of agency fees and improve pay and working conditions for supply teachers.	**Click here for the full case study**
Sophie adds a touch of style to procurement	Sophie Stacey started her procurement journey working as a buyer for a family run business.	**Click here for the full case study**
Brian's story – the path to a positive future	This film showcases how a commercial procurement model gave Brian the opportunity to rebuild his future and give back to the community.	**Click here for the full case study**
Delivering social value through collaborative commercial activity	This film showcases best practice in relation to the delivery of Social Value through the procurement of a major infrastructure project, The South Wales Metro.	**Click here for the full case study**

Innovative procurement initiative makes a noise	Carbon neutral musical instruments will be given to all 7-year-old pupils in Wales thanks to Welsh Government funding and an innovative purchasing route.	**Click here for the full case study**
Social enterprise delivers green hybrid work hubs	In Autumn 2021, Wales Council for Voluntary Action (WCVA), The National Lottery Community Fund (TNLCF), Welsh Local Government Association (WLGA)and Data Cymru relocated to a new shared workspace in Cardiff.	**Click here for the full case study**
Welsh Government continues to invest in the future of procurement professionals	Over 60 funded spaces allocated for the corporate Award Programme are due to commence in autumn/winter 2022 to 2023.	**Click here for the full case study**
Ministry of Furniture awarded contract to supply Caerphilly County Borough Council	Caerphilly County Borough Council are working with Welsh manufacturers to sustainably source furniture and support circular economy objectives.	**Click here for the full case study**
Visitor pods secured for care homes across Wales	Helping people maintain contact with their families and friends where routine visits have not been possible due to COVID-19 restrictions.	**Click here for the full case study**
Barclaycard ePayments Service provides continuity for the Welsh public sector	The Barclaycard ePayments Service for the Welsh public sector has been in operation since 2014 and is currently used by over 110 organisations.	**Click here for the full case study**
Digital signatures provide agility and continuity for public procurement in Wales	The Welsh Government Digital and ICT Procurement team recently implemented the DocuSign digital signature functionality into its sourcing and tendering portal, eTenderWales, delivered by the service provider, JAGGAER.	**Click here for the full case study**

Welsh Government Direct Support

Commercial and Procurement generic mailbox support



Data Team
CommercialProcurement.BusinessIntelligence@gov.wales

Commercial Capability
CommercialCapability@gov.wales

Commercial Delivery
CPDProcurementAdvice@gov.wales

Commercial Policy (Legislation)
ProcurementLegislationTeam@gov.wales

Commercial Policy
CommercialPolicy@gov.wales

Digital Procurement
DigitalProcurementTools@gov.wales

Health Service Procurement (Wales) Act
HealthCareProcurementReform@gov.wales

Social Partnership Act
spefw@gov.wales

Procurement legislation
ProcurementLegislationTeam@gov.wales

Cyd Cymru
cyd@gov.wales

Wales Procurement Review Unit (WPRU)
WalesPRU@gov.wales

If you have any questions on this prospectus or would like further information please contact: CommercialCapability@gov.wales

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Mae'r ddogfen hon ar gael yn Gymraeg hefyd /This document is also available in Welsh.
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg / We welcome correspondence and telephone calls in Welsh.