

CPD qualifications

better business cases

Accredited training



about the programme

Better Business Cases™ is an initiative from HM Treasury and Welsh Government that aims to increase the skills of those involved in preparing or reviewing business cases.

Decision-makers at all levels across the public and third sectors as well as their professional advisers can use the framework and tools in the Treasury/Welsh Government guidance on Better Business Cases™, to improve the effectiveness and transparency of their decision-making process.

The Better Business Cases™ training is made up of two parts, the “Foundation” and “Practitioner” levels. They are examined against HM Treasury’s *Green Book Guidance on Public Sector Business Cases Using the Five Case Model*.

You must successfully complete the Foundation level before attempting the Practitioner level.



How to book

For open course dates and location details, visit:
www.cipfa.org/bbcfoundation
www.cipfa.org/bbcpractitioner

For the Foundation e-learning, visit:
www.cipfa.org/ebbc

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

In house delivery

The Foundation and Practitioner levels can be delivered in-house, 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.

We can also tailor the course(s) to the needs of your organisation and for larger or complex projects where the guidance needs careful interpretation. Depending on your requirements, we can remove the assessment/ examination from the programme.

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

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

foundation level

The Better Business Cases™ Foundation level offers a comprehensive introduction to developing a business case using the 'Five Case Model' and HM Treasury's guidance.

Through tips and advice on good practice, pitfalls to avoid, mock exam questions, case studies and examples, you will gain:

- insight into developing an effective business case that has public value at its core
- the ability to better scope and plan investment decisions
- the skills to develop a robust framework for transparent decision-making and quality spending proposals
- a recognised qualification to relevant standards.

Who is the course aimed at?

The Foundation level is aimed at everyone who needs an overall understanding of the process and who will be developing business cases, including:

- decision-makers and Senior Responsible Owners with responsibility for the successful delivery of programmes and projects
- programme and project managers, project team members and their specialist advisers
- those involved in the scrutiny and review of business cases.

This programme carries

14
CPD hours

Course outline

Day 1

- The need for the HM Treasury's guidance
- The Better Business Cases™ Model
- Developing iterative business cases
- Strategic Outline Business Case
- Outline Business Case

Day 2

- Full/Final Business Case
- Examination preparation
- Examination
- Final plenary

Duration

The Foundation level is completed over two days. This includes:

- one hour of pre-course, self-directed learning
- 12 hours of classroom learning
- an examination at the conclusion of the second day.

Assessment

The Foundation level is assessed via a 40 minute closed-book multiple choice examination, administered by CIPFA and externally marked.

Accreditation

On successful completion of the Foundation examination, you will receive an internationally recognised certificate from the accrediting body, APMG.

Pricing

The Foundation level open course costs £880 + VAT.

A 10% discount is available to all CIPFA members.

The course fee includes:

- tuition and all course materials
- examination fee
- assessment marking and moderation.

foundation level e-learning

As an alternative to completing the Foundation level in a classroom environment, we offer an online option, delivered via CIPFA's virtual learning environment.

This covers exactly the same content as the face-to-face option, including tips and advice on good practice, pitfalls to avoid, mock exam questions, case studies and examples.

All the learning materials are accessed through direct links and you have the flexibility of learning anywhere at your own pace and at a time of your choosing.

Duration

The Foundation level e-learning is completed over approximately one and a half days. This includes:

- three to four hours of self-paced learning per e-learning session
- time for reading the associated learning materials, including case studies and examples, and the on-line examination.

Assessment

The Foundation level e-learning is assessed via a 40 minute closed-book multiple choice examination delivered via our virtual learning environment.

Accreditation

On successful completion of the Foundation examination, you will receive an internationally recognised certificate from the accrediting body, APMG.

Pricing

The Foundation level e-learning costs £395.00 +VAT

This includes:

- all course materials
- on-line examination fee
- assessment marking and moderation.

This programme carries

12
CPD hours



practitioner level

The Practitioner level is designed to confirm that you have achieved sufficient understanding of the theory and application of the Five Case Model to allow you to lead the production of a Better Business Case.

You will gain:

- a practical understanding of how to construct a business case using the Five Case Model as a backdrop
- confidence that the approach you use when you return to the workplace is a tried and tested methodology
- the ability to report more effectively to decision-makers to get the best possible value for money
- the industry-leading qualification in business case development.

Who is the course aimed at?

The Practitioner level is an advanced professional qualification aimed at those who will be leading the development of business cases and who need an in-depth understanding of the process, including:

- programme and project managers
- Finance Business Partners, Procurement Business Partners, economists and investment specialists
- those leading the scrutiny and review of business cases and investment decisions.

This
programme carries

14
CPD hours

Course outline

Day 1

- Overview of the Better Business Cases™ Model
- Case studies and classroom discussion:
 - Identifying appropriate application of Better Business Case model tools and approaches
 - Reviewing examples of business cases and drawing out relevant lessons

Day 2

- Examination preparation, examination practice and review
- Overview of Guidance
- Examination

Duration

The Practitioner level is completed over two days.

This includes:

- 10 hours of classroom learning
- an examination at the conclusion of the second day.

Assessment

The Practitioner level is assessed via a two and a half hour closed-book multiple choice examination, administered by CIPFA and externally marked.

Accreditation

On successful completion of the Practitioner examination, you will receive an internationally recognised certificate from the accrediting body, APMG.

Pricing

The Practitioner level open course costs £880 + VAT.

A 10% discount is available to all CIPFA members.

This includes:

- tuition and all course materials
- examination fee
- assessment marking and moderation.

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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