learning and development
introduction

Public services in the UK continue to face unprecedented challenges.

The need to transform the way public services are delivered means that practitioners are sharpening their skills, learning new methodologies and applying their expertise in different and innovative ways.

As the only professional body supporting all aspects of public sector finance, we understand these challenges and are committed to providing you with the best learning and development options.

Our accredited programmes, short courses and e-learning packages encompass technical accounting and finance, commercial and leadership as well as risk, governance and counter fraud skills.

So wherever you are in your career – a recent Chartered Public Finance Accountant (CPFA) graduate or a manager looking to advance your career or develop your team’s skills – you will find what you need in this guide and on our website: www.cipfa.org/training.

And in case we haven’t listed the topic you’re interested in, we can work with you to develop a bespoke programme. We can also help you develop a competency framework and identify any skills gaps through our Training Needs Analysis (TNA) service.

We look forward to working with you.

Rob Whiteman
CIPFA Chief Executive Officer
our areas of expertise
Our areas of expertise

Technical accounting and financial reporting skills

As the international standard setters in public financial management, we are uniquely qualified to provide training in all technical aspects of financial management.

Our accredited programmes, short courses and e-learning packages cover a wide range of subjects including:

- Better Business Cases™ – Five Case Model
- Costing techniques
- Finance Business Partnering
- Finance skills for managers
- Financial services
- Forecasting and budgeting
- International Finance Reporting Standards (IFRS)
- Open book processes (including open book accounting)
- VAT in local authorities
- Visual presentation and reporting of financial information

Browse our full range of technical accounting and financial reporting skills training at: [www.cipfa.org/technicalskills](http://www.cipfa.org/technicalskills)

Or contact us to discuss a bespoke programme at: [inhousetraining@cipfa.org](mailto:inhousetraining@cipfa.org)
Commercial skills

The public sector is becoming more commercial in its outlook and practices. Partnership arrangements, joint ventures, shared services and private sector contracts are now part and parcel of the public sector landscape.

From asset valuation to influencing and negotiation skills, we can give you the commercial acumen needed to achieve best value for money.

Our training covers:
- Alternative service delivery models
- Asset valuation
- Change management
- Contract management and competitive dialogue
- Developing a commercial strategy
- Developing a marketing strategy
- Influencing and negotiation
- Public sector procurement
- PRINCE2® project management

Browse our full range of commercial skills training at: www.cipfa.org/commercialskills

Or contact us to discuss a bespoke programme at: inhousetraining@cipfa.org
Our areas of expertise

Leadership skills

Senior public sector roles are changing, with managers also expected to excel in leadership and people skills. We can help you embrace these responsibilities and in turn drive your organisation forward.

Our training covers:

- Creativity and policy/service innovation
- Financial and operational leadership for schools
- Influencing and personal impact
- Leadership for serving and aspiring CFOs
- Problem solving and decision making

Browse our full range of leadership skills training at: www.cipfa.org/leadershipskills

Or contact us to discuss a bespoke programme at: inhousetraining@cipfa.org
Governance, risk and counter fraud skills

Soaring demand for services, rising demographic pressures, austerity and ever more sophisticated criminals are squeezing budgets as never before.

Our corporate governance, risk management and unequalled range of counter fraud courses are designed to promote good conduct, high ethical standards and boost your counter fraud defences.

Our training covers:
- Corporate governance
- Anti-bribery and corruption
- Anti-money laundering
- Counter fraud investigative practice
- Counter fraud management
- Fraud risk management
- Risk management
- Whistleblowing

Browse our full range of risk, governance and counter fraud skills training at:
www.cipfa.org/govriskcounterfraudskills

Or contact us to discuss a bespoke programme at:
inhousetraining@cipfa.org
our flexible learning options
CPD qualifications

Our CPD qualifications are ideal for boosting your specialist skills or those of your team.

Typically undertaken over a number of days, they often blend face-to-face learning with online elements and independent study.

Many of our courses can lead to 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.

All of our training carries CPD hours (see page 14) and if you don’t see what you need, we can work with you to develop a bespoke programme.

Here are some of our most popular courses:
- Diploma in Finance Business Partnering
- Open Book Processes (including open book accounting)
- Better Business Cases™ – Five Case Model
- Certificate in Asset Valuation
- Diploma in Commercial Skills
- Diploma in Contract Management
- CFO Leadership Academy
- Leadership Development Programme
- Diploma in Corporate Governance
- Certificate in Fraud Risk Management
- Accredited Counter Fraud Specialist
- Accredited Counter Fraud Technician

Browse our full range of accredited courses at: www.cipfa.org/accredited

Or contact us to discuss a bespoke programme at: inhousetraining@cipfa.org

Thanks for what was an enjoyable, taxing, fast paced, highly focused and in-depth course, enhanced considerably by your unparalleled practical experience in this area.

Alison Weir, Warrington Borough Council
Short courses

If you’re after a succinct overview or perhaps an in-depth exploration of a particular topic, our one and two-day courses can give you the insights you need.

They are designed to bring you right up-to-date on the latest thinking and can lead onto a related accredited programme, if you’re interested in further learning.

All of our training carries CPD hours (see page 14) and if you don’t see the topic you’re interested in, we can work with you to develop content tailored to your needs.

Here are just some of the topics we cover:

- Commercial business skills
- An overview of open book processes (including open book accounting)
- Effective contract management
- An overview of Finance Business Partnering
- An overview of Better Business Cases™ – Five Case Model
- Costing techniques for finance staff
- An overview of alternative service delivery models
- Introduction to fraud investigations
- Anti-money laundering in local government
- Fraud awareness

Browse our full range of short one and two-day courses at: www.cipfa.org/shortcourses

Or contact us to discuss a bespoke programme at: inhousetraining@cipfa.org
In-house training

Training staff in-house, at your location can certainly help save you money on travel and possible accommodation costs.

But it also means content can be tailored to your organisation’s unique needs and context. This ensures learning objectives are met and staff return to their desks with innovative insights and practical solutions that are relevant to their job roles.

All of our accredited and short courses can be run in-house and our approach is inherently flexible. Not only can we create bespoke content but we’ll tailor the training delivery to suit your particular requirements, for example face-to-face, e-learning or a blend of both.

If you’re thinking about what skills and capabilities are needed across a whole team or organisation, the best place to start is our Training Needs Analysis (TNA) service.

This involves developing a framework to identify the competencies your organisation views as critical. We then liaise with staff to identify any skills gaps before recommending the best options to meet your needs.

Contact us to discuss running your training in-house: inhousetraining@cipfa.org

CIPFA’s flexible in-house training programme gave us the ability to offer relevant, cost effective and high quality CPD training across our service. The content and delivery was excellent, we would recommend CIPFA to our public sector colleagues.

Sarah Rapson, Cornwall Council
Open courses

Getting out of the office environment and networking with professionals from other organisations can definitely enhance the learning experience.

For this reason, we host a wide range of our technical accounting and financial reporting, commercial, leadership, risk, governance and counter fraud courses at locations across the country, so that you can pick a time and place that is convenient for you.

All of our open courses are designed to equip you with the necessary skills and knowledge to become a rounded and more commercially insightful public finance professional.

They are led by subject matter experts and include refresher, developmental and advanced courses to support career progression.

Search for our open accredited and short courses: www.cipfa.org/training

“Procurement professionals are in a unique position to detect and prevent procurement fraud but we need the right skills and knowledge. CIPFA’s course delivers this and more. I now understand how fraud investigations work, which means an enhanced service for my clients and I really appreciated the passion and enthusiasm shown by the trainer. I’m already looking forward to the specialist course.”

Declan Rate, Procurement DR Ltd and partner of Forensic Procurement Partnership Ltd
E-learning

If you would like the flexibility of learning where and when you wish, we have an expanding range of on-demand webinars and e-learning packages.

Some are designed specifically for individuals while others can be used to inform and update staff across your whole organisation.

Topics and courses include:
- Excel Online
- Finance for the non-financial manager
- Finance Business Partnering
- Developing a commercial strategy
- Good governance in the public sector
- Better Business Cases™ Foundation level
- Practical understanding of asset management
- VAT in local authorities
- Anti-bribery and corruption awareness
- Whistleblowing
- PRINCE2®

Through our partnership with Intuition Know-How, we also provide access to over 500 online tutorials that support the requirements of MiFID II.

Browse our full range of e-learning programmes at: www.cipfa.org/elearning
Undertaking Continuing Professional Development (CPD) means maintaining and developing skills and knowledge throughout your career.

We define CPD as:
“A systematic and planned approach to the maintenance, enhancement and development of knowledge, skills and expertise that continues throughout a professional’s career and is to the mutual benefit of the individual, employer, the profession and society as a whole.”

Every one of our accredited programmes, short courses and e-learning packages carries CPD hours, which you can log and accumulate either for CIPFA’s CPD scheme or for your own professional body’s scheme.

All CIPFA Chartered Members are required to participate in the CIPFA CPD scheme. It is a practical way to evidence your commitment to providing the highest levels of service to employers, clients and to the wider public and to upholding the Institute’s reputation.

CIPFA’s CPD scheme fully complies with the International Federation of Accountants (IFAC) International Education Standard (IES) 7. CIPFA is also keen to support the work of the European Federation of Accountants (FEE) and the Professional Oversight Board (POB) within the UK.

For full details of the CIPFA CPD scheme visit: www.cipfa.org/cpd
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