

A man with a beard and glasses is wearing a headset and looking down at a notebook. He is wearing a blue patterned shirt and several beaded bracelets on his left wrist. The background is a plain, light-colored wall. A large, dark blue diagonal shape is overlaid on the right side of the image.

CIPFA\

# Learning and development

Directory of CIPFA's qualifications and  
short courses for the public sector

[cipfa.org/training](https://cipfa.org/training)

The **Chartered Institute of Public Finance and Accountancy (CIPFA)** is the professional body for people in public finance. Our 14,000 members work throughout the public services, in national audit agencies, major accountancy firms and other bodies where public money needs to be effectively and efficiently managed. As the world's only professional accountancy body to specialise in public services, CIPFA's qualifications are the foundation for a career in public finance. We also champion high performance in public services, translating our experience and insight into clear advice and practical services. Globally, CIPFA leads the way in public finance by standing up for sound public financial management and good governance.

# Contents

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Introduction	<b>3</b>
Using this directory	<b>4</b>
Public sector context and needs	<b>5</b>
Technical skills	<b>14</b>
Leading and influencing	<b>30</b>
Increasing public value	<b>34</b>
In-house training	<b>39</b>
About our CPD scheme	<b>40</b>
Quick look	<b>41</b>



# Introduction

Welcome to CIPFA’s directory of qualifications and short courses, all of which are designed to equip you and your teams with the full range of skills and competencies required for a successful public finance career – regardless of whether you are based within the public sector itself or the private sector; are just starting out or have 20 years of experience.

Public services around the world are facing unprecedented change and challenges. And the need to transform the way public services are delivered means that practitioners must sharpen their skills, learn new methodologies and apply their expertise in different and innovative ways.

CIPFA is the only accountancy body in the world exclusively focused on public services. This means we understand the challenges you face, from increasing digitisation through to rising demands and costs, new regulations and the need to be more sustainable and ethical in the way we approach finances.

## GLOSSARY

**CPD hours** – the number of continuing professional development (CPD) hours you can log and accumulate, either for CIPFA’s CPD scheme or for your own professional body’s scheme.\*

**E-learning** – the course content is accessed via CIPFA’s virtual learning environment and can be completed at a time and location convenient to you.

**In-house** – the course can be tailored to your organisation and delivered, either face-to-face or via virtual classroom.

**Network event** – if your organisation is a CIPFA Network member, you may be entitled to discounted or pre-paid places at these events.

**Open course** – the course is run by CIPFA at one or more locations on specific, publicised dates.

**Qualification** – an in-depth course that involves assessment.

**Short course** – normally a one-day or shorter course offering an overview of a particular topic.

**Virtual classroom** – the course is delivered live and online using standard digital platforms.

The courses listed in this directory are just a flavour of our full offering. Visit [cipfa.org/training](https://cipfa.org/training) to find all of our course date and location details and to book your place. Alternatively, phone:

**+44(0)20 7543 5600**

\*One hour of training equates to one CPD hour. The hours shown in this directory, where known, are indicative and may differ from the actual duration of each event or training course. For details on CIPFA’s CPD scheme, see [page 40](#).





# Using this directory

We have listed our short courses and qualifications in two distinct ways, to help you navigate your learning and development options, whether you are seeking courses for yourself or for a team within your organisation.

Firstly, the directory has been divided into four sections. Each section aligns with a theme from this directory's companion document, *Key Competencies for Public Sector Finance Professionals*, which brings together the full range of knowledge, skills and approaches we believe are required by public finance practitioners.

The four competency themes are shown in the diagram to the right and you can download the full document at: [cipfa.org/keycompetencies](https://cipfa.org/keycompetencies)

Secondly, each course has been assigned to at least one additional category, indicated by icons that can be found next to the course description. These refer to the four areas we believe represent the main organisational risks facing public sector bodies:

-  Resilience and risk
-  Governance and trust
-  Leadership and skills
-  Place and planet

If you can't find the topic you're interested in, remember – we can work with you to develop a programme specifically for your organisation. Details on our bespoke and in-house training delivery can be found on [page 39](#).



# Public sector context and needs









Public sector environments are inherently political and value-driven, imposing pressures and risks quite distinct from those seen in the corporate world. Finance practitioners need to understand and respond to this context and ensure they keep the public interest at the heart of decision-making.

## GOVERNANCE AND ETHICS

### Introduction to Professional Ethics in Business

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)








A one-day course examining the key professional ethics expected of public officials, including personal, organisational and corporate standards of behaviour.

CPD hours: 7	Course type: Short course	Open course: 
E-learning: –	In-house: 	Virtual classroom: 
Organisational risks:    	Network event: 	

### Finance Skills: Governance and Accountability

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A one-day course offering an insight into best practice governance principles that can be applied to any public service organisation. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

CPD hours: 7	Course type: Short course	Open course: –
E-learning: 	In-house: 	Virtual classroom: 
Organisational risks:    	Network event: –	

#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Diploma in Corporate Governance

**Book now** [cipfa.org/corpgov](https://cipfa.org/corpgov)

A practical and structured qualification aimed at increasing the knowledge and skills of those charged with making governance work in public bodies. All CIPFA members and employees of organisations that are part of CIPFA's Better Governance Forum are entitled to a 10% discount.

<b>CPD hours:</b> 136	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

## Introduction to the Role of the Company Secretary

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course exploring the core duties and critical role played by the company secretary to ensure legal and governance compliance.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

## Introduction to Setting up a Trading Company

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course on how to set up a trading company, covering all the key stages and including a DIY checklist to assist in future set ups.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

## PUBLIC SECTOR FINANCE

### Introduction to Local Government Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day workshop offering an overview of the complex structure and functions of the local government finance system, including an understanding of the principles underpinning local government budgeting, financial reporting and governance and the impact of the local government financial reform agenda.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

#### Key: organisational risk areas





Risk and resilience	Leadership and skills
Governance and trust	Place and planet



## Finance for Non-Financial Managers

**Book now** [cipfa.org/financefornonfinancialmanager](https://cipfa.org/financefornonfinancialmanager)





An interactive and easy to follow introduction to finance in local government that explains some key elements of council finances and techniques used in managing finances.

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> ✓	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> –

## Diploma in Finance Skills for Public Sector Managers

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

This qualification has been designed specifically for those who have no formal qualifications in finance or accountancy but who, as part of their job roles, need to understand robust governance, budgeting and financial management and best practice in procurement and fraud prevention. All CIPFA members are entitled to a 10% discount.





<b>CPD hours:</b> 119	<b>Course type:</b> Qualification	<b>Open course:</b> ✓
<b>E-learning:</b> ✓	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> –

## LEADERSHIP IN THE PUBLIC SECTOR

### CFO Leadership Academy

**Book now** [cipfa.org/cfoacademy](https://cipfa.org/cfoacademy)





This programme is aimed at serving and aspiring CFOs across the public sector who wish to improve their ability to work with, and influence, senior politicians, senior colleagues, partner organisations, peers and staff. It focuses on the development of personal impact, problem solving and decision-making skills to match the evolving CFO role and career aspirations. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 56	<b>Course type:</b> –	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> –	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> –


### Leadership Development Programme

**Book now** [cipfa.org/ldp](https://cipfa.org/ldp)

This highly practical programme is designed for future leaders and managers who want to develop the ability and confidence to take on more senior roles in their organisation – roles that require effective leadership of others and high levels of collaboration and influence. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 28	<b>Course type:</b> –	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> –








#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## CIPFA NED Certificate

**Book now** [cipfa.org/nedcertificate](https://cipfa.org/nedcertificate)

A three-day course focused on the roles and responsibilities of Non-Executive Directors ('NEDs'), delivered in partnership with the Non-Executive Directors' Association (NEDA) and aimed at aspiring and existing NEDs, as well as those who support them. All CIPFA members are entitled to a discount.









<b>CPD hours:</b> 21	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## SECTOR KNOWLEDGE

### Introduction to Housing Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)









A one-day course examining the housing revenue account (HRA) and its key financial reporting and accounting requirements; the regulatory framework; business planning requirements; and the latest housing finance issues.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> 	

### Introduction to Police Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)









A one-day course offering an overview of policing, its structures and how it is financed, ideal for those who have recently joined a police force or the office of a police and crime commissioner (OPCC).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> 	

### Introduction to Police Budgeting

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course for those working in police forces and offices of police and crime commissioners (OPCCs), exploring how to set, monitor and report on police budgets, how to identify and understand variances within their budget and how to provide more meaningful forecasts and monitoring information.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> 	









#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Introduction to Fire Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)







A one-day course offering an overview of fire and rescue services, their structures and how they are financed, providing a good introduction for anyone who has recently joined a fire and rescue service or authority.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> 

## An Overview of Alternative Service Delivery Models

**Book now** [cipfa.org/asdmoverview](https://cipfa.org/asdmoverview)









Public services do not have to be delivered in traditional ways. This one-day course introduces the alternative service delivery models available and how to choose between them. It covers the drivers for change, legal frameworks, how to establish the models and the associated accounting and management issues.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> –

## Introduction to Education Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)







A one-day course offering insight into education funding and the financial requirements of schools and local authorities.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> 

## Level 7 Certificate in School Financial and Operational Leadership

**Book now** [cipfa.org/schoolleadership](https://cipfa.org/schoolleadership)

Recognised by the Department for Education, this programme was developed by CIPFA and the Institute of School Business Leadership (ISBL) for current and aspiring chief finance and operations officers who want to meet the highest professional standards when it comes to overseeing (among other things) finance, corporate governance, risk management and strategic procurement in schools and academies. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> –	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> –	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> –

### Key: organisational risk areas





Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## AUDIT

### Introduction to Internal Audit

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)





A one-day course exploring the professional standards for internal audit and practical examples of how to undertake an internal audit.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> ✓

### Introduction to the Knowledge and Skills of Local Authority Audit Committees

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)





A one-day course examining the role of the audit committee in local authorities.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> ✓

### Introduction to the Knowledge and Skills of Police Audit Committees

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course aimed at police and crime commissioners and chief constables, exploring the role of the audit committees.





<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> ✓

## COUNTER FRAUD, ANTI-BRIBERY AND CORRUPTION

### Finance Skills: Fraud Awareness

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A comprehensive one-day introduction to fraud covering what fraud is and the different types of fraud, how and why it occurs and how to respond effectively to fraud risk. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> ✓	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    		<b>Network event:</b> –





#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Introduction to Fraud Investigations

**Book now** [cipfa.org/introtointvestigations](https://cipfa.org/introtointvestigations)





A one-day training course that provides expert insight into how to approach and manage an allegation of fraud within the workplace. It is aimed at those interested in a career in counter fraud and at personnel who may be required to respond or contribute to fraud allegations within the workplace.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>	   	<b>Network event:</b> –

## Anti-bribery and Corruption

**Book now** [cipfa.org/learnaboutbribery](https://cipfa.org/learnaboutbribery)





An e-learning package designed to help organisations strengthen their bribery and corruption defences and aimed at those who require a working knowledge of bribery and corruption risks and the requirements of the UK Bribery Act 2010 as part of their job role, and those responsible for staff training.

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> ✓	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>	   	<b>Network event:</b> –

## Whistleblowing

**Book now** [cipfa.org/learnaboutwhistleblowing](https://cipfa.org/learnaboutwhistleblowing)





Developed with the leading whistleblowing charity, Protect (formerly Public Concern at Work) and audit, advisory, accounting and tax specialists Mazars, this is an accessible e-learning course designed for use in organisations, to show all staff how to raise and report concerns at work.

<b>CPD hours:</b> 1	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> ✓	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>	   	<b>Network event:</b> –

## Certificate in Fraud Risk Management

**Book now** [cipfa.org/cfrm](https://cipfa.org/cfrm)

This qualification is aimed at experienced counter fraud specialists, audit professionals and risk and compliance managers. It delivers the in-depth skills and knowledge needed to create an effective fraud risk management framework. Those achieving both this qualification and the Accredited Counter Fraud Specialist will be awarded the CIPFA Diploma in Counter Fraud Management. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 105	<b>Course type:</b> Qualification	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>	   	<b>Network event:</b> –





### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Accredited Counter Fraud Technician

**Book now** [cipfa.org/acftech](https://cipfa.org/acftech)





This qualification is a comprehensive introduction to counter fraud, which examines the impact of fraud in the UK, fraud awareness, how to gather evidence and how to obtain information without prejudicing any later investigation. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 84	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b> 	<b>Network event:</b> –	

## Accredited Counter Fraud Specialist

**Book now** [cipfa.org/acfs](https://cipfa.org/acfs)





This qualification focuses on the necessary practitioner skills and knowledge for the effective end-to-end management of fraud – from prevention and creating an anti-fraud culture to investigation and resolution, all to the highest evidential standards. Those achieving both this qualification and the Certificate in Fraud Risk Management will be awarded the CIPFA Diploma in Counter Fraud Management. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 200	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b> 	<b>Network event:</b> –	

## International Certificate in Financial Crime Investigation

**Book now** [cipfa.org/icfci](https://cipfa.org/icfci)





This qualification offers the knowledge and skills required to lead and manage financial crime investigations in anticipation of legal or other similar proceedings. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 91	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b> 	<b>Network event:</b> –	

## International Diploma in Financial Crime Management

**Book now** [cipfa.org/idfcm](https://cipfa.org/idfcm)

This qualification focuses on the total management of financial crime from prevention and detection through to investigations. It encompasses fraud and embezzlement, bribery and corruption, asset misappropriation and money laundering. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 175	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b> 	<b>Network event:</b> –	

### Key: organisational risk areas






Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS

### IPSAS overview

**Book now** [cipfa/ipsasoverview](https://cipfa.org/ipsasoverview)






This e-learning provides an overview of the main differences between International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS).

<b>CPD hours:</b> 1	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    		<b>Network event:</b> –

### Certificate in IPSAS (Cert IPSAS)

**Book now** [cipfa.org/ipsas](https://cipfa.org/ipsas)






This course provides foundation knowledge of the core International Public Sector Accounting Standards (IPSAS), focusing on the basic technical content of IPSAS and understanding how certain events and transactions to public service organisations should be treated.

<b>CPD hours:</b> 100	<b>Course type:</b> Qualification	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    		<b>Network event:</b> –

### Diploma in IPSAS (Dip IPSAS)

**Book now** [cipfa.org/ipsas](https://cipfa.org/ipsas)

This course builds on the knowledge gained in the Cert IPSAS and provides a comprehensive understanding of the International Public Sector Accounting Standards (IPSAS) and guidance on applying the accruals based IPSAS and cash basis IPSAS.

<b>CPD hours:</b> 100	<b>Course type:</b> Qualification	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    		<b>Network event:</b> –

#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

# Technical skills





Proficiency in areas such as financial accounting, management accounting and audit are the bedrock of a career in public financial management. Practitioners also need to adapt to changing investment environments, keep abreast of new accounting standards and continually refine their use of data and technology.

## LOCAL GOVERNMENT FINANCE

### Introduction to Local Government Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)





A one-day workshop offering an overview of the complex structure and functions of the local government finance system, including an understanding of the principles underpinning local government budgeting, financial reporting and governance and the impact of the local government financial reform agenda.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>	   	<b>Network event:</b> ✓



### Introduction to Collection Fund Accounts

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day introduction to collection fund accounting in England covering the statutory framework for collection fund accounting, the constituent elements of the council tax and business rate control accounts, the subsequent calculation of collection fund surplus/deficits and statement presentation and the implications for the general fund.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>	   	<b>Network event:</b> ✓

#### Key: organisational risk areas

- Risk and resilience 
- Leadership and skills 
- Governance and trust 
- Place and planet 



## Introduction to the Role of the Chief Finance Officer (Section 151 Officer)

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining CIPFA's 'five CFO principles' and the skills required to be an effective CFO.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## Introduction to Local Authority Capital Accounting

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course providing a solid understanding of local authority capital accounting concepts and principles, looking at accounting for capital expenditure and its financing, and drawing in the key elements from the prudential framework, plus an overview of the changes to lease accounting under IFRS 16.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## Introduction to Council Tax

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course covering the basics of council tax and providing a solid foundation in council tax liability, discounts, exemptions and recovery.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## Introduction to Local Authority Accounts and Closedown

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining the Code of Practice on Local Authority Accounting, accounting concepts, financial statements and the accounts closedown process.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Key: organisational risk areas

Risk and resilience	Leadership and skills
Governance and trust	Place and planet

### Introduction to Accounting for Groups and Collaborative Arrangements

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining the process and practicalities of determining the group boundary, through to consolidating subsidiaries, associates and joint ventures into group accounts, incorporating joint operations into single-entity accounts, plus the financial statements and disclosure notes.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Introduction to Budgeting

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course exploring the needs of operational management and how budgeting, planning and forecasting can gain greater buy-in and transparency.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Introduction to Local Authority Financial Statements

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining key local authority financial statements and how to identify and interpret meaningful accounting information and value drivers critical to decision making.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Introduction to National Non-Domestic Rates

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining the basics of business rates – what they are and why they are important – and related issues, including liability, reliefs, exemptions, collection and enforcement.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

**Key: organisational risk areas**

- Risk and resilience
- Governance and trust
- Leadership and skills
- Place and planet

### Introduction to Housing Benefit Overpayments

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course that addresses one of the most complex and important areas of housing benefit decision making – overpayments and their identification, calculation and recovery.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Introduction to Public Sector Treasury Management: Theory and Best Practice

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course focused on understanding the core themes of treasury and capital finance.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## HOUSING FINANCE

### Introduction to Housing Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining the housing revenue account (HRA) and its key financial reporting and accounting requirements; the regulatory framework; business planning requirements; and the latest housing finance issues.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## POLICE FINANCE

### Introduction to Police Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course offering an overview of policing, its structures and how it is financed, ideal for those who have recently joined a police force or the office of a police and crime commissioner (OPCC).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

**Key: organisational risk areas**

- Risk and resilience
- Leadership and skills
- Governance and trust
- Place and planet

## Introduction to Police Budgeting

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course for those working in police forces and offices of police and crime commissioners (OPCCs), exploring how to set, monitor and report on police budgets, how to identify and understand variances within their budget and how to provide more meaningful forecasts and monitoring information.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## FIRE FINANCE

### Introduction to Fire Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course offering an overview of fire and rescue services, their structures and how they are financed, providing a good introduction for anyone who has recently joined a fire and rescue service or authority.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## SOCIAL CARE FINANCE

### Introduction to Adults and Children's Social Care for Finance Practitioners

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course aimed at finance practitioners who are new to either adults' or children's social care and covering the distinctive features of providing financial and business advice to these services.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Introduction to Adults and Children's Social Care Finance for Social Care Practitioners

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course aimed at social care practitioners who are new to managing either adults' or children's social care budgets and covering the distinctive features of managing the finances of these services, often not covered in management training.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

#### Key: organisational risk areas

Risk and resilience	Leadership and skills
Governance and trust	Place and planet

## EDUCATION FINANCE

### Introduction to Education Finance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course offering insight into education funding and the financial requirements of schools and local authorities.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Level 7 Certificate in School Financial and Operational Leadership

**Book now** [cipfa.org/schoolleadership](https://cipfa.org/schoolleadership)

Recognised by the Department for Education, this innovative programme was developed by CIPFA and the Institute of School Business Leadership (ISBL) for current and aspiring chief finance and operations officers who want to meet the highest professional standards when it comes to overseeing (among other things) finance, corporate governance, risk management and strategic procurement in schools and academies. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> –	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b> –	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –

## PUBLIC SECTOR FINANCE

### Introduction to Public Sector Insurance

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining the principles and practices of public sector insurance and including an explanation of key terms and major risk areas; what underwriting is and claims management; guidance on how to procure insurance contracts; and guidance on overseeing or managing the insurance function.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Finance Skills: Risk Management and Assurance

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A one-day course exploring how the various areas of business risk impact on the corporate governance of an organisation. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b>	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –








#### Key: organisational risk areas

- Risk and resilience
- Leadership and skills
- Governance and trust
- Place and planet

## Finance Skills: Budget Management and Control

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A one-day course exploring financial management activities and financial decision-making. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).








<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## BUSINESS CASES

### Finance Skills: Developing a Business Case

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)









A one-day course providing an in-depth understanding of preparing a business case. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

### Better Business Cases™ Foundation

**Book now** [cipfa.org/bbcfoundation](https://cipfa.org/bbcfoundation)








This qualification offers a comprehensive introduction to developing a business case that has public value at its core, using the 'Five Case Model' and HM Treasury's guidance. Those passing the examination will receive an internationally recognised certificate from the accrediting body, APMG. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> From 12	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> 	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

### Better Business Cases™ Practitioner

**Book now** [cipfa.org/bbcpractitioner](https://cipfa.org/bbcpractitioner)

Building on the knowledge gained at the Foundation level, this advanced qualification 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. Those passing the examination will receive an internationally recognised certificate from the accrediting body, APMG. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 14	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## PROCUREMENT AND CONTRACT MANAGEMENT

### Finance Skills: Procurement and Contract Management

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A one-day course exploring how to manage procurement activity in a practical manner to help achieve real value for money. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b>	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –

### Introduction to Public Procurement

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course offering an overview of the role and function of procurement, covering key steps in the procurement process and major procurement legislation and disciplines.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Introduction to Procurement Planning and Developing Effective Specifications

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course offering comprehensive guidance on writing specifications, ideal for staff who are new to the procurement department, experienced staff wanting to update their knowledge and skills and those responsible for making purchasing decisions, tendering or contract management.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### Introduction to the Standard Selection Questionnaire

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course examining how to make correct use of the Standard Selection Questionnaire in above-threshold procurements, ideal for staff who are new to the procurement department, experienced staff wanting to update their knowledge and skills and those responsible for making purchasing decisions, tendering or contract management.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

#### Key: organisational risk areas

Risk and resilience	Leadership and skills
Governance and trust	Place and planet

## Introduction to the Light Touch Regime of Procurement

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course exploring the key stages of managing and designing a compliant Light Touch Regime (LTR) procurement process, ideal for staff who are new to the procurement department, experienced staff wanting to update their knowledge and skills and those responsible for making purchasing decisions, tendering or contract management.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

## Diploma in Contract Management

**Book now** [cipfa.org/contractmanagement](https://cipfa.org/contractmanagement)

A qualification that combines contemporary contract management theory and existing good practice in a structured way to provide the knowledge, understanding and practical skills necessary for managing contracts effectively. All CIPFA members and employees of organisations that are members of our Procurement and Commissioning Network are entitled to a 10% discount.

<b>CPD hours:</b> 136	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –

## ASSET MANAGEMENT AND VALUATION

### Practical Understanding of Asset Management

**Book now** [cipfa.org/introtoassetmanagement](https://cipfa.org/introtoassetmanagement)

This short 30 minute e-learning session covers the essential elements of property asset management, aimed at anyone in the public sector who wants to learn about property asset management or who would like a refresher in this area.

<b>CPD hours:</b> 0.5	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b>	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>		<b>Network event:</b> –

### Introduction to Property Asset Management

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course covering the purpose of asset management plans, performance measurement, linking assets to corporate aims and objectives, maintenance prioritisation and property review, plus Corporate Landlord, working with partners and community asset transfer.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

#### Key: organisational risk areas









- Risk and resilience
- Leadership and skills
- Governance and trust
- Place and planet



## Introduction to Local Authority Property Asset Valuation

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)









A one-day course examining the requirements and processes of undertaking local authority asset valuations for financial statements, aimed at valuers and finance professionals who are new to this area and want to gain a non-technical introduction.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> 

## Introduction to Whole Life Appraisal

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)









A one-day course examining whole life appraisal and how it can be used in practice.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> 

## Introduction to Option Appraisal

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)








A one-day course offering a step-by-step introduction to undertaking option appraisals.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> 

## Certificate in Asset Valuation

**Book now** [cipfa.org/assetvaluation](https://cipfa.org/assetvaluation)

This course focuses on the requirements associated with and process of undertaking local authority asset valuations for financial statements and aims to ensure those responsible for valuations remain compliant with the very latest legislative standards.

<b>CPD hours:</b> 19	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    		<b>Network event:</b> –

### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Diploma in Public Sector Asset Management

**Book now** [cipfa.org/dpsam](http://cipfa.org/dpsam)

This qualification has been developed by CIPFA and the Association of Chief Estates Surveyors (ACES) and is aimed at giving public sector asset management professionals a broad and solid grounding in the areas that make up public sector asset management.

<b>CPD hours:</b> 33	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –

## FINANCE BUSINESS PARTNERING

### Introduction to Finance Business Partnering

**Book now** [cipfa.org/introtobp](http://cipfa.org/introtobp)

A one-day course that sets out the thinking behind finance business partnering as well as the practical steps involved in becoming a trusted adviser and how to create real impact on the strategic decisions and direction of the organisation.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b>	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –

### Diploma in Finance Business Partnering

**Book now** [cipfa.org/fbp](http://cipfa.org/fbp)

A qualification focused on the skills and knowledge required to operate effectively as a finance business partner (FBP), using expertise to advise and guide decision makers and support the organisation from both a strategic and operational perspective. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 130	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –

## OPEN BOOK ACCOUNTING

### An Overview of Open Book Accounting

**Book now** [cipfa.org/obaoverview](http://cipfa.org/obaoverview)

Open book accounting is about smarter procurement and contract management processes. This one-day course offers a good grounding in the basic principles and concepts of open book accounting plus practical tips on its application in managing the operation of contracts.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b> –








#### Key: organisational risk areas

Risk and resilience	Leadership and skills
Governance and trust	Place and planet

## Open Book Processes

**Book now** [cipfa.org/obp](https://cipfa.org/obp)

This course is focused on developing an understanding of and a strategy for implementing open book systems and processes, which are effective mechanisms for generating cost savings and improving value for money. All CIPFA members are entitled to a 10% discount.








<b>CPD hours:</b> 21	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## COUNTER FRAUD, ANTI-BRIBERY AND CORRUPTION

### Finance Skills: Fraud Awareness

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)







A comprehensive one-day introduction to fraud covering what fraud is and the different types of fraud, how and why it occurs and how to respond effectively to fraud risk. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

### Introduction to Fraud Investigations

**Book now** [cipfa.org/introtoinvestigations](https://cipfa.org/introtoinvestigations)






A one-day training course that provides expert insight into how to approach and manage an allegation of fraud within the workplace. It is aimed at those interested in a career in counter fraud and at personnel who may be required to respond or contribute to fraud allegations within the workplace.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

### Anti-bribery and Corruption

**Book now** [cipfa.org/learnaboutbribery](https://cipfa.org/learnaboutbribery)

An e-learning package designed to help organisations strengthen their bribery and corruption defences and aimed at those who require a working knowledge of bribery and corruption risks and the requirements of the UK Bribery Act 2010 as part of their job role, and those responsible for staff training.

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    	<b>Network event:</b> –	








#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Certificate in Fraud Risk Management

**Book now** [cipfa.org/cfrm](https://cipfa.org/cfrm)








This qualification is aimed at experienced counter fraud specialists, audit professionals and risk and compliance managers. It delivers the in-depth skills and knowledge needed to create an effective fraud risk management framework. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 105	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## Accredited Counter Fraud Technician

**Book now** [cipfa.org/acftch](https://cipfa.org/acftch)








This qualification is a comprehensive introduction to counter fraud, which examines the impact of fraud in the UK, fraud awareness, how to gather evidence and how to obtain information without prejudicing any later investigation. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 84	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## Accredited Counter Fraud Specialist

**Book now** [cipfa.org/acfs](https://cipfa.org/acfs)








This qualification focuses on the necessary practitioner skills and knowledge for the effective end-to-end management of fraud – from prevention and creating an anti-fraud culture to investigation and resolution to the highest evidential standards. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 200	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## International Certificate in Financial Crime Investigation

**Book now** [cipfa.org/icfci](https://cipfa.org/icfci)

This qualification offers the knowledge and skills required to lead and manage financial crime investigations in anticipation of legal or other similar proceedings. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 91	<b>Course type:</b> Qualification	<b>Open course:</b> 
<b>E-learning:</b> –	<b>In-house:</b> 	<b>Virtual classroom:</b> 
<b>Organisational risks:</b>    	<b>Network event:</b> –	

### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## International Diploma in Financial Crime Management

**Book now** [cipfa.org/dfcm](http://cipfa.org/dfcm)

This qualification focuses on the total management of financial crime from prevention and detection through to investigations. It encompasses fraud and embezzlement, bribery and corruption, asset misappropriation and money laundering. All CIPFA members and employees of organisations that subscribe to the Counter Fraud Centre are entitled to a 10% discount.

<b>CPD hours:</b> 175	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

## AUDIT

### Introduction to the Knowledge and Skills of Local Authority Audit Committees

**Book now** [cipfa.org/training/essentials](http://cipfa.org/training/essentials)

A one-day course examining the role of the audit committee in local authorities.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

### Introduction to Internal Audit

**Book now** [cipfa.org/training/essentials](http://cipfa.org/training/essentials)

A one-day course exploring the professional standards for internal audit and practical examples of how to undertake an internal audit.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

### Introduction to the Knowledge and Skills of Police Audit Committees

**Book now** [cipfa.org/training/essentials](http://cipfa.org/training/essentials)

A one-day course aimed at police and crime commissioners and chief constables, exploring the role of the audit committees.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

#### Key: organisational risk areas






- Risk and resilience
- Leadership and skills
- Governance and trust
- Place and planet

## INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS

### IPSAS overview

**Book now** [cipfa.org/ipsasoverview](https://cipfa.org/ipsasoverview)






This e-learning provides an overview of the main differences between International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS).

<b>CPD hours:</b> 1	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>	   	<b>Network event:</b> –

### Certificate in IPSAS (Cert IPSAS)

**Book now** [cipfa.org/ipsas](https://cipfa.org/ipsas)






This course provides foundation knowledge of the core International Public Sector Accounting Standards (IPSAS), focusing on the basic technical content of IPSAS and understanding how certain events and transactions to public service organisations should be treated.

<b>CPD hours:</b> 100	<b>Course type:</b> Qualification	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>	   	<b>Network event:</b> –

### Diploma in IPSAS (Dip IPSAS)

**Book now** [cipfa.org/ipsas](https://cipfa.org/ipsas)

This course builds on the knowledge gained in the Cert IPSAS and provides a comprehensive understanding of the International Public Sector Accounting Standards (IPSAS) and guidance on applying the accruals based IPSAS and cash basis IPSAS.






<b>CPD hours:</b> 100	<b>Course type:</b> Qualification	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>	   	<b>Network event:</b> –

## DATA ANALYSIS



### Excel Online

**Book now** [cipfa.org/excelonline](https://cipfa.org/excelonline)

A flexible training programme that creates wholly personalised Excel training packages, based on existing Excel knowledge and job role.

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>	   	<b>Network event:</b> –

#### Key: organisational risk areas






Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## PROJECT MANAGEMENT

### Prince2 Foundation

**Book now** [cipfa.org/prince2](https://cipfa.org/prince2)






The Foundation level offers a solid grounding in project management, from project preparation to closure. It consists of 15 self-paced interactive video lessons, covering the full Foundation syllabus.

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    		<b>Network event:</b> –

### Prince2 Practitioner

**Book now** [cipfa.org/prince2](https://cipfa.org/prince2)

The Practitioner level builds on the knowledge and skills gained at the Foundation level and focuses on practical application. It consists of 19 self-paced interactive video lessons, covering the full Practitioner syllabus.






<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    		<b>Network event:</b> –

## MiFID II


### Financial Services from Intuition Know-How

**Book now** [cipfa.org/fse](https://cipfa.org/fse)

A comprehensive range of e-learning courses on investment and financial services that is designed to help local authorities comply with the requirements of MiFID II (Markets in Financial Instruments Directive).

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> 	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    		<b>Network event:</b> –

#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

# Leading and influencing





Collaborating, influencing, inspiring and challenging: strong financial leadership is as much about working with people as working with numbers. Practitioners need to win trust, create impact, and foster a positive and ethical values-driven culture, as well as developing an approachable and supportive management style.

## LEADERSHIP SKILLS

### CFO Leadership Academy

**Book now** [cipfa.org/cfoacademy](http://cipfa.org/cfoacademy)





This programme is aimed at serving and aspiring CFOs across the public sector who want to improve their ability to work with, and influence, senior politicians, senior colleagues, partner organisations, peers and staff. It focuses on the development of personal impact, problem solving and decision-making skills to match the evolving CFO role and career aspirations. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 56	<b>Course type:</b> –	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> –	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>	   	<b>Network event:</b> –



### Leadership Development Programme

**Book now** [cipfa.org/ldp](http://cipfa.org/ldp)

This highly practical programme is designed for future leaders and managers who want to develop the ability and confidence to take on more senior roles in their organisation – roles that require effective leadership of others and high levels of collaboration and influence. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 28	<b>Course type:</b> –	<b>Open course:</b> ✓
<b>E-learning:</b> –	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>	   	<b>Network event:</b> –

#### Key: organisational risk areas

- Risk and resilience 
- Leadership and skills 
- Governance and trust 
- Place and planet 







## LEADERSHIP RESPONSIBILITIES

### Introduction to Finance Business Partnering

**Book now** [cipfa.org/introtofbp](https://cipfa.org/introtofbp)





A one-day course that sets out the thinking behind finance business partnering as well as the practical steps involved in becoming a trusted adviser and how to create real impact on the strategic decisions and direction of the organisation.

CPD hours: 7	Course type: Short course	Open course: <input checked="" type="checkbox"/>
E-learning: <input checked="" type="checkbox"/>	In-house: <input checked="" type="checkbox"/>	Virtual classroom: <input checked="" type="checkbox"/>
Organisational risks:    	Network event: –	

### Diploma in Finance Business Partnering

**Book now** [cipfa.org/fbp](https://cipfa.org/fbp)





A qualification focused on the skills and knowledge required to operate effectively as a finance business partner (FBP), using expertise to advise and guide decision makers and support the organisation from both a strategic and operational perspective. All CIPFA members are entitled to a 10% discount.

CPD hours: 130	Course type: Qualification	Open course: <input checked="" type="checkbox"/>
E-learning: –	In-house: <input checked="" type="checkbox"/>	Virtual classroom: <input checked="" type="checkbox"/>
Organisational risks:    	Network event: –	

### Introduction to Professional Ethics in Business

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)





A one-day course examining the key professional ethics expected of public officials, including personal, organisational and corporate standards of behaviour.

CPD hours: 7	Course type: Short course	Open course: <input checked="" type="checkbox"/>
E-learning: <input checked="" type="checkbox"/>	In-house: <input checked="" type="checkbox"/>	Virtual classroom: <input checked="" type="checkbox"/>
Organisational risks:    	Network event: <input checked="" type="checkbox"/>	


### Finance Skills: Governance and Accountability

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A one day course offering an insight into best practice governance principles that can be applied to any public service organisation. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

CPD hours: 7	Course type: Short course	Open course: –
E-learning: <input checked="" type="checkbox"/>	In-house: <input checked="" type="checkbox"/>	Virtual classroom: <input checked="" type="checkbox"/>
Organisational risks:    	Network event: –	

#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

### Diploma in Corporate Governance

**Book now** [cipfa.org/corpgov](http://cipfa.org/corpgov)

A practical and structured qualification aimed at increasing the knowledge and skills of those charged with making governance work in public bodies. All CIPFA members and employees of organisations that are part of CIPFA's Better Governance Forum are entitled to a 10% discount.

<b>CPD hours:</b> 136	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

### Level 7 Certificate in School Financial and Operational Leadership

**Book now** [cipfa.org/schoolleadership](http://cipfa.org/schoolleadership)

Recognised by the Department for Education, this innovative programme was developed by CIPFA and the Institute of School Business Leadership (ISBL) for current and aspiring chief finance and operations officers who want to meet the highest professional standards when it comes to overseeing (among other things) finance, corporate governance, risk management and strategic procurement in schools and academies. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> –	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b> –	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

### Introduction to the Role of the Chief Finance Officer (Section 151 Officer)

**Book now** [cipfa.org/training/essentials](http://cipfa.org/training/essentials)

A one-day workshop examining CIPFA's 'five CFO principles' and the skills required to be an effective CFO.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

### CIPFA NED Certificate

**Book now** [cipfa.org/nedcertificate](http://cipfa.org/nedcertificate)

A three-day course focused on the roles and responsibilities of Non-Executive Directors (NEDs), delivered in partnership with the Non-Executive Directors' Association (NEDA) and aimed at aspiring and existing NEDs, as well as those who support them. All CIPFA members are entitled to a discount.

<b>CPD hours:</b> 21	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

**Key: organisational risk areas**

- Risk and resilience
- Leadership and skills
- Governance and trust
- Place and planet

### Introduction to the Role of the Company Secretary

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course exploring the core duties and critical role played by the company secretary to ensure legal and governance compliance.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>		<b>Network event:</b>

### MiFID II

#### Financial Services from Intuition Know-How

**Book now** [cipfa.org/fse](https://cipfa.org/fse)

A comprehensive range of e-learning courses on investment and financial services that is designed to help local authorities comply with the requirements of MiFID II (Markets in Financial Instruments Directive).

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b>	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>		<b>Network event:</b> –

**Key: organisational risk areas**

- Risk and resilience
- Governance and trust
- Leadership and skills
- Place and planet

# Increasing public value





Delivering value for money to the public requires practitioners to challenge themselves and embrace innovation, including digitisation, regulatory reform and commercial challenges. That means being able to think differently, understand and manage risk and reward, develop and evaluate business cases and strike productive commercial partnerships.

## BUSINESS CASES

### Finance Skills: Developing a Business Case

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)





A one-day course providing an in-depth understanding of preparing a business case. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> ✓	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    	<b>Network event:</b> –	




### Better Business Cases™ Foundation

**Book now** [cipfa.org/bbcfoundation](https://cipfa.org/bbcfoundation)

This qualification offers a comprehensive introduction to developing a business case that has public value at its core, using the 'Five Case Model' and HM Treasury's guidance. Those passing the examination will receive an internationally recognised certificate from the accrediting body, APMG. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> From 12	<b>Course type:</b> Qualification	<b>Open course:</b> ✓
<b>E-learning:</b> ✓	<b>In-house:</b> ✓	<b>Virtual classroom:</b> ✓
<b>Organisational risks:</b>    	<b>Network event:</b> –	

#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Better Business Cases™ Practitioner

**Book now** [cipfa.org/bbcpractitioner](https://cipfa.org/bbcpractitioner)

Building on the knowledge gained at the Foundation level, this advanced qualification 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. Those passing the examination will receive an internationally recognised certificate from the accrediting body, APMG. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 14	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

## PROCUREMENT AND CONTRACT MANAGEMENT

### Finance Skills: Procurement and Contract Management

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A one-day course exploring how to manage procurement activity in a practical manner to help achieve real value for money. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b>	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

### Introduction to Public Procurement

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course offering an overview of the role and function of procurement, covering key steps in the procurement process and major procurement legislation and disciplines.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

### Introduction to Procurement Planning and Developing Effective Specifications

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course offering comprehensive guidance on writing specifications, ideal for staff who are new to the procurement department, experienced staff wanting to update their knowledge and skills and those responsible for making purchasing decisions, tendering or contract management.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	





**Key: organisational risk areas**

- Risk and resilience
- Leadership and skills
- Governance and trust
- Place and planet

## Introduction to the Light Touch Regime of Procurement

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)





A one-day course exploring the key stages of managing and designing a compliant Light Touch Regime (LTR) procurement process, ideal for staff who are new to the procurement department, experienced staff wanting to update their knowledge and skills and those responsible for making purchasing decisions, tendering or contract management.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> <input checked="" type="checkbox"/>
<b>E-learning:</b> –	<b>In-house:</b> <input checked="" type="checkbox"/>	<b>Virtual classroom:</b> <input checked="" type="checkbox"/>
<b>Organisational risks:</b>    		<b>Network event:</b> <input checked="" type="checkbox"/>

## Introduction to the Standard Selection Questionnaire

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)





A one-day course examining how to make correct use of the Standard Selection Questionnaire in above threshold procurements, ideal for staff who are new to the procurement department, experienced staff wanting to update their knowledge and skills and those responsible for making purchasing decisions, tendering or contract management.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> <input checked="" type="checkbox"/>
<b>E-learning:</b> –	<b>In-house:</b> <input checked="" type="checkbox"/>	<b>Virtual classroom:</b> <input checked="" type="checkbox"/>
<b>Organisational risks:</b>    		<b>Network event:</b> <input checked="" type="checkbox"/>

## Diploma in Contract Management

**Book now** [cipfa.org/contractmanagement](https://cipfa.org/contractmanagement)

A qualification that combines contemporary contract management theory and existing good practice in a structured way to provide the knowledge, understanding and practical skills necessary for managing contracts effectively. All CIPFA members and employees of organisations that are members of our Procurement and Commissioning Network are entitled to a 10% discount.





<b>CPD hours:</b> 136	<b>Course type:</b> Qualification	<b>Open course:</b> <input checked="" type="checkbox"/>
<b>E-learning:</b> –	<b>In-house:</b> <input checked="" type="checkbox"/>	<b>Virtual classroom:</b> <input checked="" type="checkbox"/>
<b>Organisational risks:</b>    		<b>Network event:</b> –

## COMMERCIAL SKILLS

### Finance Skills: Commercial Awareness

**Book now** [cipfa.org/financeskillsformanagers](https://cipfa.org/financeskillsformanagers)

A one-day course offering essential guidance to support the decision making process around commerciality of public services. It can be completed as a stand-alone course or as part of the Diploma in Finance Skills for Public Sector Managers (see page 7).

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> <input checked="" type="checkbox"/>	<b>In-house:</b> <input checked="" type="checkbox"/>	<b>Virtual classroom:</b> <input checked="" type="checkbox"/>
<b>Organisational risks:</b>    		<b>Network event:</b> –

#### Key: organisational risk areas

Risk and resilience 	Leadership and skills 
Governance and trust 	Place and planet 

## Diploma in Commercial Skills

**Book now** [cipfa.org/commercialskillsdiploma](https://cipfa.org/commercialskillsdiploma)

Formerly known as the Commercial Mini MBA, this qualification focuses on developing a commercial approach to planning, designing and delivering services while retaining a public sector ethos. All CIPFA members are entitled to a 10% discount.

<b>CPD hours:</b> 85	<b>Course type:</b> Qualification	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

## An Overview of Alternative Service Delivery Models

**Book now** [cipfa.org/asdmoverview](https://cipfa.org/asdmoverview)

Public services do not have to be delivered in traditional ways. This one-day course introduces the alternative service delivery models available and how to choose between them. It covers the drivers for change, legal frameworks, how to establish the models and the associated accounting and management issues.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	

## Introduction to Setting up a Trading Company

**Book now** [cipfa.org/training/essentials](https://cipfa.org/training/essentials)

A one-day course on how to set up a trading company, covering all the key stages and including a DIY checklist to assist in future set ups.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b> –	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b>	

## FINANCE BUSINESS PARTNERING

### Introduction to Finance Business Partnering

**Book now** [cipfa.org/introtobfp](https://cipfa.org/introtobfp)

A one-day course that sets out the thinking behind finance business partnering as well as the practical steps involved in becoming a trusted adviser and how to create real impact on the strategic decisions and direction of the organisation.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b>
<b>E-learning:</b>	<b>In-house:</b>	<b>Virtual classroom:</b>
<b>Organisational risks:</b>	<b>Network event:</b> –	





### Key: organisational risk areas

Risk and resilience	Leadership and skills
Governance and trust	Place and planet

## Diploma in Finance Business Partnering

**Book now** [cipfa.org/fbp](http://cipfa.org/fbp)

A qualification focused on the skills and knowledge required to operate effectively as a finance business partner (FBP), using expertise to advise and guide decision makers and support the organisation from both a strategic and operational perspective. All CIPFA members are entitled to a 10% discount.





<b>CPD hours:</b> 130	<b>Course type:</b> Qualification	<b>Open course:</b> <input checked="" type="checkbox"/>
<b>E-learning:</b> –	<b>In-house:</b> <input checked="" type="checkbox"/>	<b>Virtual classroom:</b> <input checked="" type="checkbox"/>
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## OPEN BOOK ACCOUNTING

### An Overview of Open Book Accounting

**Book now** [cipfa.org/obaoverview](http://cipfa.org/obaoverview)





Open book accounting is about smarter procurement and contract management processes. This one-day course offers a good grounding in the basic principles and concepts of open book accounting plus practical tips on its application in managing the operation of contracts.

<b>CPD hours:</b> 7	<b>Course type:</b> Short course	<b>Open course:</b> <input checked="" type="checkbox"/>
<b>E-learning:</b> –	<b>In-house:</b> <input checked="" type="checkbox"/>	<b>Virtual classroom:</b> <input checked="" type="checkbox"/>
<b>Organisational risks:</b>    	<b>Network event:</b> –	

### Open Book Processes

**Book now** [cipfa.org/obp](http://cipfa.org/obp)

This course is focused on developing an understanding of and a strategy for implementing open book systems and processes, which are effective mechanisms for generating cost savings and improving value for money. All CIPFA members are entitled to a 10% discount.





<b>CPD hours:</b> 21	<b>Course type:</b> Qualification	<b>Open course:</b> <input checked="" type="checkbox"/>
<b>E-learning:</b> –	<b>In-house:</b> <input checked="" type="checkbox"/>	<b>Virtual classroom:</b> <input checked="" type="checkbox"/>
<b>Organisational risks:</b>    	<b>Network event:</b> –	

## MiFID II

### Financial Services from Intuition Know-How

**Book now** [cipfa.org/fse](http://cipfa.org/fse)

A comprehensive range of e-learning courses on investment and financial services that is designed to help local authorities comply with the requirements of MiFID II (Markets in Financial Instruments Directive).

<b>CPD hours:</b> –	<b>Course type:</b> Short course	<b>Open course:</b> –
<b>E-learning:</b> <input checked="" type="checkbox"/>	<b>In-house:</b> –	<b>Virtual classroom:</b> –
<b>Organisational risks:</b>    	<b>Network event:</b> –	

#### Key: organisational risk areas

- Risk and resilience 
- Leadership and skills 
- Governance and trust 
- Place and planet 



# In-house training

Training staff in-house means we can tailor content 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 specific job roles.

All of our continuing professional development (CPD) qualifications 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, virtual classroom 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](mailto:inhousetraining@cipfa.org)

# About our CPD scheme

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 qualifications and short courses 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: [cipfa.org/cpd](https://cipfa.org/cpd)

# Quick look

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## E-LEARNING

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Finance for Non-Financial Managers

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Anti-bribery and Corruption

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Whistleblowing

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Finance Skills: Governance and Accountability

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Finance Skills: Budget Management and Control

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Finance Skills: Developing a Business Case

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Finance Skills: Risk Management and Assurance

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Finance Skills: Fraud Awareness

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Finance Skills: Procurement and Contract Management

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Finance Skills: Commercial Awareness

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Diploma in Finance Skills for Public Sector Managers

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Excel Online

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Prince2 Foundation level

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Prince2 Practitioner level

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Intuition Know-How - Financial Services

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IPSAS overview

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Certificate in IPSAS

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Diploma in IPSAS

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Practical Understanding of Asset Management

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Better Business Cases™ Foundation

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Introduction to Finance Business Partnering

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Introduction to Professional Ethics in Business

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## SHORT COURSES

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Introduction to Fraud Investigations

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Introduction to Finance Business Partnering

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An Overview of Open Book Accounting

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An Overview of Alternative Service Delivery Models

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Introduction to Collection Fund Accounts

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Introduction to Role of the Chief Finance Officer (Section 151 Officer)

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Introduction to Local Government Finance

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Introduction to Local Authority Capital Accounting

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Introduction to Council Tax

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Introduction to Local Authority Accounts and Closedown

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Introduction to Accounting for Groups and Collaborative Arrangements

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Introduction to Budgeting

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Introduction to Local Authority Financial Statements

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Introduction to National Non-Domestic Rates

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Introduction to Housing Benefit Overpayments

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Introduction to Public Sector Treasury Management: Theory and Best Practice

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Introduction to Education Finance

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Introduction to Housing Finance

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Introduction to Police Finance

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Introduction to Police Budgeting

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## SHORT COURSES

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Introduction to Fire Finance

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Introduction to Adults and Children's Social Care for Finance Practitioners

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Introduction to Adults and Children's Social Care Finance for Social Care Practitioners

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Introduction to Public Procurement

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Introduction to Setting up a Trading Company

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Introduction to the Role of the Company Secretary

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Introduction to Public Sector Insurance

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Introduction to Procurement Planning and Developing Effective Specifications

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Introduction to the New Standard Selection Questionnaire

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Introduction to the Light Touch Regime of Procurement

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Introduction to Professional Ethics in Business

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Introduction to the Knowledge and Skills of Local Authority Audit Committees

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Introduction to Internal Audit

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Introduction to the Knowledge and Skills of Police Audit Committees

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Introduction to Local Authority Property Asset Valuation

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Introduction to Property Asset Management

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Introduction to Whole Life Appraisal

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Introduction to Option Appraisal

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## QUALIFICATIONS

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Diploma in Commercial Skills

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Diploma in Finance Business Partnering

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Diploma in Corporate Governance

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Diploma in Finance Skills for Public Sector Managers

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Certificate in IPSAS

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Diploma in IPSAS

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Better Business Cases™ Foundation

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Better Business Cases™ Practitioner

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Diploma in Contract Management

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Open Book Processes

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Level 7 Certificate in School Financial and Operational Leadership

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CIPFA NED Certificate

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Certificate in Fraud Risk Management

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Accredited Counter Fraud Technician

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Accredited Counter Fraud Specialist

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International Certificate in Financial Crime Investigation

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International Diploma in Financial Crime Management

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Certificate in Asset Valuation

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Diploma in Public Sector Asset Management

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CFO Leadership Academy

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Leadership Development Programme

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