

CONTENTS

1.	INTRODUCTION.....	2
2.	PURPOSE	2
3.	BACKGROUND TO THE AUTHORITY	2
4.	SCOPE OF REQUIREMENT	3
5.	SERVICE LEVELS AND PERFORMANCE.....	4
6.	ADDITIONAL REQUIREMENTS	4
7.	LOCATION	4
8.	BUDGET	4

Annex A:

Government Property Profession Standards	5-10
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1. INTRODUCTION

- 1.1 The role of the Cabinet Office is to make government work better and to deliver better services for the public. It is at the forefront of work on improving the skills and capabilities of the civil service as a whole.
- 1.2 The Authority for this requirement is the Cabinet Office; the **Government Property Unit (GPU)** sits within the Cabinet Office.
- 1.3 GPU was established in 2010 (<https://www.gov.uk/government/groups/government-property-unit-gpu>)
- 1.4 GPU has central oversight over all government land and property; it works collaboratively across the Civil Service to:
 - 1.4.1 recreate an effective and efficient government estate;
 - 1.4.2 provide value for money for the taxpayer;
 - 1.4.3 dispose of surplus property in a way that maximises financial return; and
 - 1.4.4 boost growth and create new homes.

2. PURPOSE

- 2.1 This Procurement is for the supply of training to members of the **Government Property Profession (GPP)**.
- 2.2 The **Government Property Profession** encompasses those civil servants whose career anchor is in the strategic and operational management of land and property. It therefore includes all those who have property related qualifications or have substantial experience in property management. The GPP Competency Framework was launched in February 2015.
- 2.3 Its mission is to:
 - 2.3.1 promote professionalism and ensure property expertise influences and informs policy and decision making at the most senior levels of government; and
 - 2.3.2 ensure a high level of capability for all property professionals throughout their career within central government through learning and development opportunities.

3. BACKGROUND TO THE AUTHORITY

- 3.1 There is a drive within the civil service to improve the skills and capability of its staff along the lines of professional functions. The Civil Service Reform initiative has been ongoing since 2010. Functional Leadership is being promoted by the Head of the Civil Service and the Property Function has been established as one of the key Functions across government.
- 3.2 Additionally, in his March 2015 Budget, the Chancellor of the Exchequer set out his requirement for a central property model (New Property Model (NPM)) to manage the government estate during this government's tenure. Work is underway to bring this about and it is likely that this will highlight the need for professional skills and capability from those who take responsibility for commissioning and undertaking work in this new arrangement.

4. SCOPE OF REQUIREMENT

- 4.1 The current size of those working in the Property Function is estimated at 4,500 people across all departments and organisations within government. However, not all of these are property professionals. The GPP represents around 1,900 of the total Function. The target audience for this Procurement is mainly the Facilities Management (FM) community, though not exclusively. The FM community currently comprises around 450 individuals, based on those who have formally signed up as members of the GPP within the FM discipline. Of this total number, 150 are registered as already having a relevant FM qualification.
- 4.2 The general training requirement:
- 4.2.1 Delivery of training to enable participants to achieve BIFM qualifications in the range QCF Levels 3-6. The GPP Standards at Annex A (Annex A to this Service Description) indicate the aspirational professional qualifications required for various levels of property practitioners. These do not set out whether Award, Certificate or Diploma is required at each level. Potential Providers must specify how they would deal with each of these at each Level;
 - 4.2.2 It is assumed that 50 participants will require BIFM Qualification training during the period of the Procurement although the number of the participants cannot be guaranteed. This volume assumption is based on the current membership of the FM discipline, the difference between those who are qualified and non-qualified, and the uncertainty of requirement at this stage of the final structure of the NPM;
 - 4.2.3 Potential Providers must specify their preference for cohort size and how their proposal is dependent on this. Potential Providers must also propose a mechanism for individual participants to sign up at different times throughout the length of the Contract. Efforts will be made by the Authority to create cohorts;
 - 4.2.4 Owing to the UK distribution of PM staff, the Potential Provider is required to consider the most cost effective means of delivering the training, particularly where face-to-face training is necessary. Participants will be expected to make reasonable travel arrangements to attend training venues. Broadly, venue locations should be available in the North and South regions of England. The Authority in some cases may be able to assist in arranging government accommodation for such delivery; this is subject to prior agreement of the Supplier and the Authority prior to a face to face training delivery. Therefore, the Potential Provider is requested to make provision within its Tender Response indicating where venues can be secured and the day rates charged for this element;
 - 4.2.5 All registration and administrative arrangements with the BIFM on behalf of the participants will be the responsibility of the Supplier; The Potential Provider must include such costs in the overall price per student per level providing a cost breakdown;
 - 4.2.6 The Authority will appoint a representative from the GPU as the Contract manager, who will oversee the Supplier's performance the life of the Contract;
 - 4.2.7 The Potential Provider should provide details of how they will deliver training for Levels 3 – 6. Different methods of delivery will be considered (eg on-line only,

blended learning) so that to Potential Providers have the opportunity offer alternative approaches at different levels if they are able to do so.

- 4.2.8 Potential Providers should indicate whether they are able to provide CPD certificates for those attending courses. This should include others attending who are not part of the formal cohort but would benefit from taking part in a specific learning event.

5. SERVICE LEVELS AND PERFORMANCE

- 5.1 The Authority request that Potential Providers specify and address the following elements in their Tender response to be measured for quality and suitability:
- 5.1.1 UK National reach, eg locational flexibility
 - 5.1.2 Description of the scope of Training Delivery (eg on-line only, a mixture of classroom based and on-line etc)
 - 5.1.3 Number of tutors available to deliver each Level
 - 5.1.4 Experience (CVs) of tutors
 - 5.1.5 Administrative processes (registration/payment/account management)
 - 5.1.6 Learning support (management of issues/escalation process)
 - 5.1.7 Percentage rates of successful student accreditations over the last 5 years
 - 5.1.8 Cost of training per student per Level of qualification
 - 5.1.9 Minimum group size for face to face training where applicable
 - 5.1.10 Cost of venue where this is responsibility of Supplier (refer to point 7 herein)

6. ADDITIONAL REQUIREMENTS

- 6.1 Participants, funded through sponsoring departments, will be responsible for the training charges payable to the Supplier. The Potential Provider is required to specify a mechanism to ensure payment by participant at point of registration. The GPU will not be responsible for payment.
- 6.2 All registration and administrative arrangements with the BIFM on behalf of the participants will be the responsibility of the Supplier (refer para 4.2 herein);

7. LOCATION

- 7.1 Face to face training will be carried out in locations in the North and South Regions of England (refer para 4.2 herein).

8. BUDGET

- 8.1 Prices should be inclusive of expenses and exclusive of VAT.

ANNEX A to Appendix B

Government Property Profession Standards Framework

August 2015

Level Descriptions

Professional Level	Foundation Practitioner	Practitioner	Senior Practitioner	Senior Leader
<p>Level description</p>	<p>A foundation practitioner is typically someone who is gaining the necessary experience over time, both in terms of professional/technical skills and in managerial/leadership skills, to advance to Practitioner status.</p>	<p>A practitioner is typically someone who has a high level of sector-specific knowledge and skills and for this reason may work independently or be the manager of a small team. Their line manager will normally be at senior practitioner level.</p>	<p>A senior practitioner typically will be in a leadership role and may have management of substantial resources, both financial and personnel. He/she will have the requisite sector knowledge, skills, qualifications and experience to provide guidance and advice to the senior management of the organisation on major decisions.</p>	<p>A senior leader will typically be in a COO, director or deputy director role with significant budgetary responsibility for property assets and/or associated staff and is recognised by the organisation for their professional authority as part of strategic decisionmaking.</p>

**L0951 – BIFM Qualification Training
Appendix B – Service Description**

Level	Civil Service Grade	Proposed minimum qualification on entry	Professional bodies	Proposed qualification routes to advancement
Practitioner	SEO	Full membership of relevant professional body with an appropriate level of experience within a property profession discipline.	<ul style="list-style-type: none"> • RICS (MRICS/FRICS) • IRRV (Cert Valuation route only) • BIFM (QCF Levels 6-7) • CIPS (NVQ Level 6) • IOSH (Chartered Member) • RIBA (Chartered Member) • CIBSE (Chartered Member or Fellow) • IET (Chartered Member or Fellow) Or equivalent qualifications (see guidance notes)	GPP Senior Practitioner level members are expected to have obtained an appropriate professional qualification and will maintain this qualification with appropriate additional studies and/or Continuous Professional Development.
At HEO and below, membership and qualifications is an aspiration for the profession rather than the current norm.	HEO	Associate membership or progression (advanced student) membership of relevant professional body (with cognate degree if appropriate) and with an appropriate level of experience within a property profession discipline.	<ul style="list-style-type: none"> • AssocRICS • IRRV (Tech) • AssocCIOB or IncorpCIOB • BIFM (QCF Levels 4-5) • CIPS (NVQ Level 4) • IOSH (Associate or Technical Member) • CIHCM 	

**L0951 – BIFM Qualification Training
Appendix B – Service Description**

Level	Civil Service Grade	Proposed minimum qualification on entry	Professional bodies	Proposed qualification routes to advancement
Senior Practitioner	G6/G7	Full membership of relevant professional body and with 5+ years of appropriate experience (pre or post qualification) within a property profession discipline.	<ul style="list-style-type: none"> • RICS (MRICS/FRICS) • IRRV (Cert Valuation route only) • BIFM (QCF Levels 6-7) • CIPS (NVQ Level 6) • IOSH (Chartered Member) • RIBA (Chartered Member) • CIBSE (Chartered Member or Fellow) • IET (Chartered Member or Fellow) <p>Or equivalent qualifications (see guidance notes)</p>	GPP Senior Practitioner level members are expected to have obtained an appropriate professional qualification and will maintain this qualification with appropriate additional studies and/or Continuous Professional Development..

**L0951 – BIFM Qualification Training
Appendix B – Service Description**

Level	Civil Service Grade	Proposed minimum qualification on entry	Professional bodies	Proposed qualification routes to advancement
Senior Leader	SCS	Advanced-level full membership of relevant professional body and with 10+ years of appropriate experience (pre or post qualification) within a property profession discipline.	<ul style="list-style-type: none"> • RICS (MRICS/FRICS) • IRRV (Cert Valuation route only) • BIFM (QCF Levels 6-7) • CIPS (NVQ Level 6) • IOSH (Chartered Member) • RIBA (Chartered Member) • CIBSE (Chartered Member or Fellow) • IET (Chartered Member or Fellow) <p>Or equivalent qualifications (see guidance notes)</p>	<p>GPP Senior Leader level members will usually be professionally qualified staff of some longstanding, maintaining their professional qualification with appropriate additional study. Senior Leaders are encouraged to obtain 'senior qualification status' within their relevant professional body (where they meet the requirements) and provide an appropriate level of 'professional progression mentoring' to staff.</p> <p>These qualifications provide eligibility for RICS APC and Senior Professional Assessment.</p>

Government Property Profession Standards Guidance

Context

The Government Property Profession (GPP) Competency Framework was launched in February 2015.

<https://www.gov.uk/government/publications/government-property-profession-competencyframework>

The framework outlines the typical responsibilities and accountabilities that property practitioners will be expected to have at the following levels:

- Senior Leader: Senior Civil Service Pay Bands
- Senior Practitioner: Grade 7 and Grade 6 or equivalent
- Practitioner: Higher Executive Officer (HEO) and Senior Executive Officer (SEO) or equivalent
- Foundation Practitioner: Executive Officer (EO) or equivalent, Administrative Assistant (AA) and Administrative Officer (AO) or equivalent

Standards

The GPP standards set out the minimum qualifications for entry into and progression within the profession at all levels. Achievement of a professional qualification, along with membership of a relevant professional body, provides the assurance that an individual has reached the required level of competence.

The setting of minimum qualifications at different levels provides clear career paths and development opportunities to address recruitment and retention issues. For many roles within the Government Property Profession (GPP) qualifications are already mandatory and the standards ensure consistency across the profession and clear career paths for those who aspire to join or progress within the profession.

The GPP Standards should be used together with the GPP Competency Framework and the Civil Service Competency Framework for recruitment, training, continuous professional development, appraisal and capability planning across all GPP roles.

The GPP is a very diverse profession and it is recognised that there may be specialist roles which require alternative qualifications at an equivalent level or membership of another professional body. There are also roles for which relevant experience may be more appropriate than a professional qualification. These will be treated as exceptions and prior approval must be sought from the Head of Profession in such circumstances.

July 2015