



# PROCUREMENT, MATERIEL MANAGEMENT AND REAL PROPERTY

*Functional Specialists*



*Learning***Roadmap**

V2



Canada School  
of Public Service

École de la fonction  
publique du Canada

Canada 



# CANADA SCHOOL OF PUBLIC SERVICE YOUR SCHOOL

IF YOU ARE A **PROCUREMENT, MATERIEL MANAGEMENT OR  
REAL PROPERTY FUNCTIONAL SPECIALIST...**

THIS **LEARNING ROADMAP** IS FOR YOU.

It will guide the creation of your personal learning plan and help you to achieve your learning goals. It outlines required training, as well as courses for professional development and certification available from the Canada School of Public Service. This roadmap will get you started on the right path and point you in the right direction throughout your career in the Public Service.

YOUR SCHOOL PROVIDES YOU WITH RELEVANT KNOWLEDGE  
THAT YOU CAN APPLY IN YOUR EVERYDAY WORK.

## PROCUREMENT, MATERIEL MANAGEMENT AND REAL PROPERTY

# COMPETENCY PROFILE AND ASSESSMENT TOOL

The Treasury Board of Canada Secretariat Procurement, Materiel Management and Real Property (PMMRP) Community Management Office has developed a core competency profile and an assessment tool for the federal government PMMRP functional communities.

The core competency profile defines the competencies that are common to the three functions and consists of 22 competencies grouped into four clusters:

- **Personal and Interpersonal Competencies**
- **Business Perspective Competencies**
- **Leadership/Management Competencies**
- **Functional Competencies**

The core competency profile and the assessment tool will enable you to identify your knowledge and skills, pinpoint the gaps in your competencies and determine how best to address them in terms of learning activities.

For more information, consult the PMMRP Community Management Office Web site at [www.tbs-sct.gc.ca/pd-pp](http://www.tbs-sct.gc.ca/pd-pp).

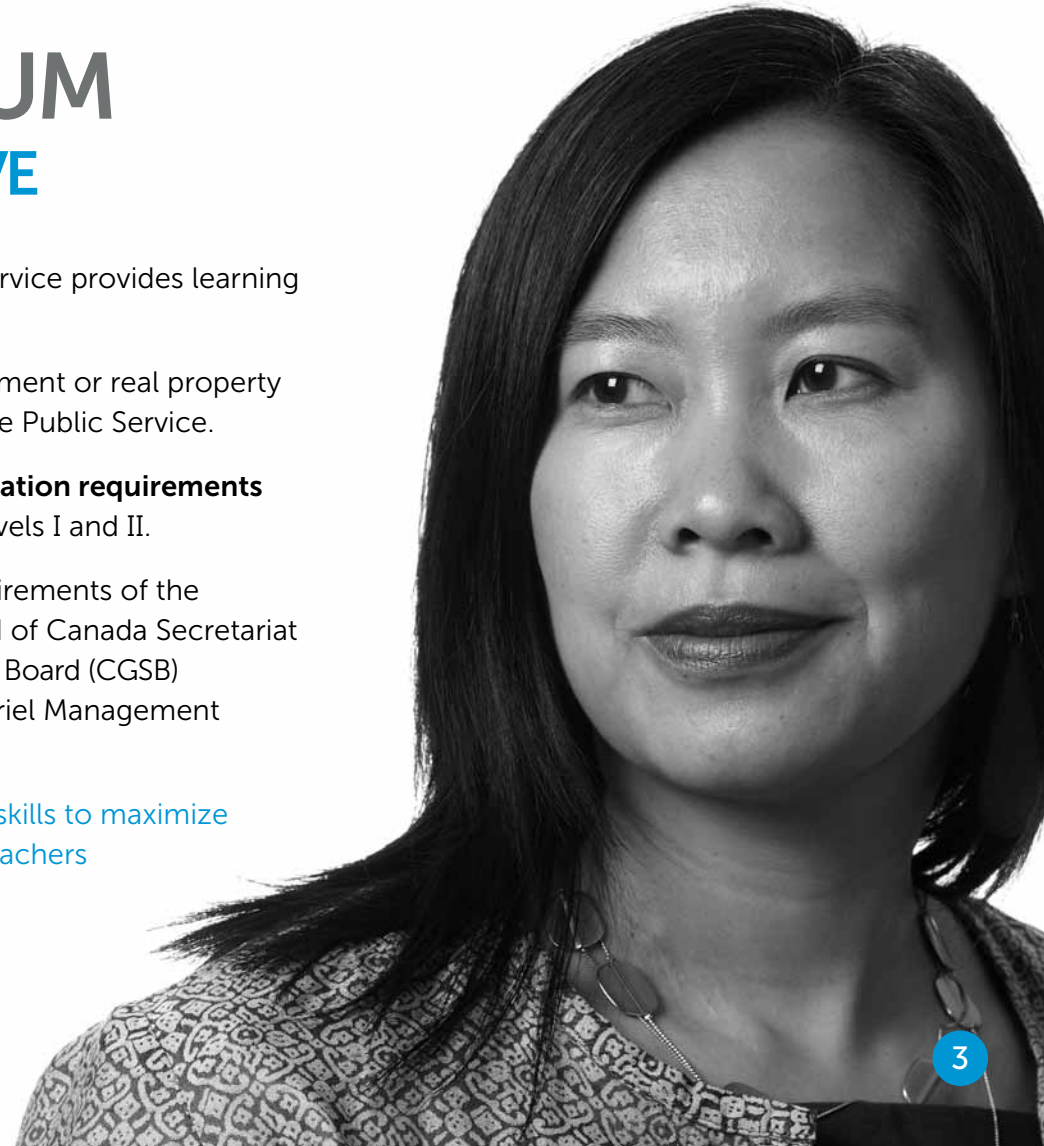
# LEARNING CONTINUUM

## FROM ENTRY LEVEL TO EXECUTIVE

For PMMRP functional specialists, the Canada School of Public Service provides learning products in the following three areas:

- **Required Training** courses in procurement, materiel management or real property for entry level specialists or experienced specialists new to the Public Service.
- Mandatory and optional courses that form part of the **certification requirements for procurement and materiel management specialists** at levels I and II.
- Courses for **professional development** that address the requirements of the **four areas of core competency** laid out in the Treasury Board of Canada Secretariat Core Competency Profile and the Canadian General Standards Board (CGSB) Competencies of the Federal Government Procurement, Materiel Management and Real Property Community.

Your School allows you to develop and perfect your professional skills to maximize your performance in the workplace. Your School's experienced teachers are from the public sector; they have walked in your shoes.



# GETTING STARTED

The Government of Canada's *Policy on Learning, Training and Development* indicates that you are responsible for acquiring and maintaining the knowledge, skills and competencies related to your position and for developing and pursuing a personal learning plan, which may include measures to strengthen your skills in your second official language

## CHECKLIST TO DEVELOP YOUR PERSONAL LEARNING PLAN

**As a PMMRP professional, you should consult the Core Competency Profile and online assessment tool ([www.tbs-sct.gc.ca/pd-pp](http://www.tbs-sct.gc.ca/pd-pp)) to**

- develop a core competency profile for your position;
- assess your current competencies against this profile to identify gaps, determine your learning needs and establish career goals;
- consult the Canada School of Public Service Web site and select the courses that meet your needs;
- record these learning activities in your personal learning plan and determine, with your manager, which courses you can take and when; and
- register for these learning activities with the Canada School of Public Service.



## Online Learning

### OFFICIAL LANGUAGE ACQUISITION AND MAINTENANCE

The Canada School of Public Service facilitates timely access to cost-effective, flexible and quality-assured language learning across Canada. It has also developed the [Language Maintenance and Acquisition Cycle](#), a self-directed online learning product that will guide you in the preparation of a language learning plan.

The School offers access to many learning products in both official languages. These products cover an extensive range of subjects that enable you to deepen your knowledge and improve your skills according to your professional needs and interests. Start your e-learning today by clicking on MyAccount on the School's Web site at [www.myschool-monecole.gc.ca](http://www.myschool-monecole.gc.ca).



# REQUIRED TRAINING FOR FEDERAL GOVERNMENT EMPLOYEES

## ORIENTATION TO THE PUBLIC SERVICE

The Orientation to the Public Service (E131) program focuses on equipping new public service employees with a foundational understanding of government and the values, ethics and responsibilities that they will draw upon throughout their careers in the Public Service of Canada.

## PROCUREMENT, MATERIEL MANAGEMENT AND REAL PROPERTY

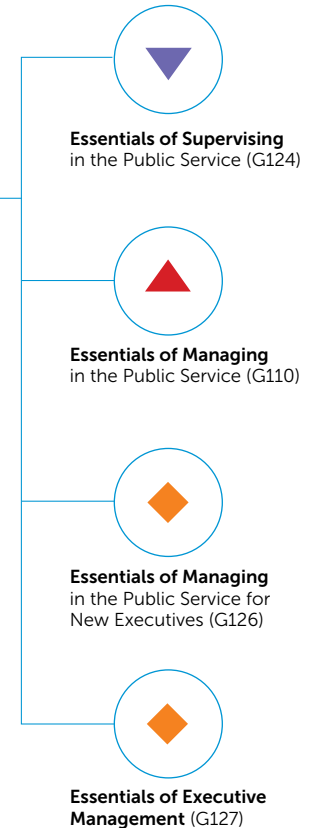
Newly appointed specialists in procurement, materiel management or real property benefit from an overview of the policies and accountabilities governing their activities, roles and responsibilities. The aim of the Required Training is to provide functional specialists with the essentials of life cycle asset management. Participants

will learn to manage risk, prevent problems and fulfill their individual and departmental responsibilities effectively and with accountability.

## AUTHORITY DELEGATION TRAINING

Newly appointed supervisors, managers and senior managers at all levels can benefit from an overview of the policies and accountabilities governing their activities, roles and responsibilities. The aim of Authority Delegation Training is to provide leaders with the essentials of the human resources, finance, procurement, information management and related fields.

**For further information on these programs, please contact your departmental Required Training Coordinator or the Canada School of Public Service Client Contact Centre.**













Procurement, Materiel Management and Real Property Functional Specialists are recognized as knowledge-based professionals. As such, you are called on to provide strategic advice in the planning, acquisition, operation and maintenance, and disposal of acquired services and assets. In order to safeguard the public interest, in today's rapidly changing environment, it is essential that you are able to acquire all the knowledge and skills required to function effectively and efficiently.

— Marc O'Sullivan, Assistant Comptroller General, Treasury Board of Canada Secretariat, and Champion of the PMMRP Community

# REQUIRED TRAINING FOR PMMRP

A PMMRP functional specialist working in any of the three streams may request an equivalency for the Fundamentals 1 courses below. For more information about your eligibility or about equivalencies for Required Training, consult the PMMRP Community Management Office Web site at [www.tbs-sct.gc.ca/pd-pp](http://www.tbs-sct.gc.ca/pd-pp).

SPECIALISTS ▶	Procurement	Materiel Management	Real Property
Fundamentals 1	Introduction to Procurement (M718)	Introduction to Materiel Management (M704)	Introduction to Real Property Management (M721)
	Overview of Materiel Management (C233E) 	Overview of Procurement (C235E) 	Overview of Materiel Management (C233E) 
	Overview of Real Property Management (C234E) 	Overview of Real Property Management (C234E) 	Overview of Procurement (C235E) 
Fundamentals 2	<div> <div>+</div> <div> PMMRP Knowledge Tool and Job Aid (C137E) <div>Please note: this online course is a prerequisite to Fundamentals 2 (M714).</div> </div> </div>		
	<div> <div>+</div> <div>Legal and Policy Environment for Procurement, Materiel Management and Real Property (M714)</div> </div>		
Fundamentals 3	<div> <div>+</div> <div>The Machinery of Government and Life Cycle Asset Management (M716)</div> </div>		

## CERTIFICATION IN PROCUREMENT OR MATERIEL MANAGEMENT

The Certification Program provides professional recognition of the advanced knowledge and skills required to function effectively and efficiently as a federal Procurement and Materiel Management Specialist.

Specialists can acquire the following certifications:

- Certified Federal Specialist in Procurement (CFSP)
- Certified Federal Specialist in Materiel Management (CFSMM)

CFSP and CFSMM designations are based on the Canadian General Standards Board Standard for Competencies of the Federal Government Procurement, Materiel Management and Real Property Community (CGSB-192.1-2005).

To obtain your certification, you must complete all applicable Fundamentals 1, 2 and 3 courses listed under Required Training on page 8.

The courses presented on the following pages are required for specialists who wish to obtain Procurement and/or Materiel Management Certification at Level I or II.

The order of the courses forms a suggested learning path; however courses may be taken in any order based on availability and individual needs.

For more details, please visit the Canada School of Public Service Web site at [www.myschool-monecole.gc.ca](http://www.myschool-monecole.gc.ca).

For information and updates to the Certification Program, please consult the Canadian General Standards Board Web site at [www.tpsgc-pwgsc.gc.ca/cgsb](http://www.tpsgc-pwgsc.gc.ca/cgsb).

# PROCUREMENT CERTIFICATION

## FIRST AND SECOND YEARS

Developing a Statement of Work and Selection Criteria (M711)

LEVEL

+

Paving the Way:  
Values and Ethics  
Foundations for  
Employees (C255E-2)



Values and Ethics  
in Public Sector  
Governance (D102)

OR

a departmental  
equivalent

## THIRD YEAR

Introduction to Commodity Management (C279)

Contract Management (M720)

\*Introduction to Risk Management (C210)

Writing in Clear and Concise Language (T008)

Bid Evaluation and Contractor Selection Methodology (PWGSC-6201)

Green Procurement (C215E)

+

Aboriginal Considerations  
in Procurement (C223E)



OR

Disposal of Surplus Moveable Crown  
Assets and Investment Recovery (M715)

LEVEL

Fundamentals of Budget Formulation  
and Control (F002)

Managing Public Funds (G243)

Negotiating Skills (T006)

Preparing a Business Case (C220)

Project Management (R901)

+

Contracting  
for Services  
(PWGSC-6081)

OR

Complex  
Procurement  
(PWGSC-02225)



# MATERIEL MANAGEMENT CERTIFICATION

## FIRST AND SECOND YEARS

Disposal of Surplus Moveable Crown Assets and Investment Recovery (M715)

LEVEL



Paving the Way:  
Values and Ethics  
Foundations for  
Employees (C255E-2)



OR

Values and Ethics  
in Public Sector  
Governance (D102)

OR

a departmental  
equivalent







Introduction to Fleet  
Management (C281)



OR

\*Training/Experience in Logistics  
or Inventory Management  
or Warehousing

## THIRD YEAR

Introduction to Commodity Management (C279)   
Developing a Statement of Work and Selection Criteria (M711)  
\*\*Introduction to Risk Management (C210)   
Writing in Clear and Concise Language (T008)  
Aboriginal Considerations in Procurement (C223E)   
Green Procurement (C215E) 

LEVEL

Fundamentals of Budget Formulation  
and Control (F002)  
Managing Public Funds (G243)  
Negotiating Skills (T006)  
Preparing a Business Case (C220)  
Project Management (R901)



Contract  
Management  
(M720)

OR

Contracting  
for Services  
(PWGSC-6081)

\*For more details, please refer to the CGSB Web site at [www.tpsgc-pwgsc.gc.ca/cgsb](http://www.tpsgc-pwgsc.gc.ca/cgsb).

\*\*Please visit the School's Web site to confirm availability of this course.



Online course

# IT'S YOUR FUTURE!

The Canada School of Public Service offers PMMRP functional specialists other tools and practical approaches to enhance skills and core competencies. It offers flexible learning approaches beyond the classroom to accommodate a wide range of learning styles in a variety of settings such as Armchair Discussions, events, forums, workshops, seminars and more.

For a complete listing of learning products and availabilities, visit:

[www.myschool-monecole.gc.ca](http://www.myschool-monecole.gc.ca)

## CONTACT US

If you have any questions about the Canada School of Public Service or its products or services, please contact our Client Contact Centre:

<b>Telephone (toll-free)</b>	<b>1-866-703-9598</b>
<b>Telephone (NCR)</b>	<b>819-953-5400</b>
<b>Teletype (TTY)</b>	<b>819-934-6194</b>
<b>Fax (toll-free)</b>	<b>1-866-944-0454</b>
<b>Fax (NCR)</b>	<b>819-953-7953</b>
<b>E-mail</b>	<b><a href="mailto:info@cspcs-efpc.gc.ca">info@cspcs-efpc.gc.ca</a></b>

To reach the Canada School of Public Service in your region:

Alberta	780-495-8232
British Columbia	604-666-2183
Manitoba	204-983-2635
New Brunswick	506-851-6775
Newfoundland and Labrador	709-772-3736
Northwest Territories	867-669-2449
Nova Scotia	902-426-2682
Nunavut	780-495-8232
Ontario	416-954-3048
Prince Edward Island	902-566-8230
Québec	514-496-6401
Saskatchewan	306-780-8290
Yukon	867-393-6810