

Jumpstart your career

**Professional Apprenticeship Program in
Commercial and Contract Management (CCM)**

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About

World Commerce & Contracting

World Commerce & Contracting is a not for profit association that supports private and public sector organizations and professionals in achieving world-class standards in their procurement, contracting and relationship management process and skills, through membership, events, research and training.

World Commerce & Contracting is a recognized global leader for driving innovation in trading relationships and thought-leadership in commercial competencies and commercial models. Today, World Commerce & Contracting represents 70,000 members within more than 20,000 cross-industry organizations across 180 countries.




Since its inception, World Commerce & Contracting has led the way in responding to the challenges of global networked markets.

The association is unique in its coverage of both buy-side and sell-side perspectives, developing and delivering extensive training and continuing professional development programs, as well as benchmarking, and research services in the development of new frameworks and best in class methodologies.

The Professional Apprenticeship Program

The Professional Apprenticeship Program was initiated by World Commerce & Contracting in partnership with universities and corporations across the United States. It stems from an interest to align academic training and preparation with the needs of commercial and contract teams, as well as enable more satisfying transitions and development in the job role. The Program also offers a unique opportunity to leverage cross-industry commercial and contract management experience and expertise to establish professional standards for the discipline.



An organization's ability to fulfill its purpose depends on successful CCM.

Overview

Why a Professional Apprenticeship Program in CCM?

An organization's purpose and its ability to achieve that purpose is dependent on the successful management and fulfillment of the internal and external contractual commitments it has undertaken – with its employees, suppliers, customers and the community. A Professional Apprenticeship in Commercial and Contract Management – a collaboration between World Commerce & Contracting, universities and organizations (public and private) – provides a structure for CCM teams to build the skills and competency required for an organization to achieve its purpose.

Why do individuals, organizations and universities participate?

The Professional Apprenticeship Program in CCM is a one-year post-graduate program that places individuals at organizations across the U.S. and provides a foundation to enable them to effectively manage commercial relationships and advance commercial excellence across the organization.

Through this Program, organizations can recruit strong teams, demonstrate investment in their people and maximize the value extracted from their commercial relationships.

Individuals benefit as they engage in a supportive, structured program, given the tools for success, and finish with exceptional credentials to launch their journey in CCM.

Universities develop strong ties with industry partners, provide their students with opportunities post-graduation, and expand learning opportunities at the University-level that reflect the needs of the industry, and build student resumes.

What does it mean to be on a CCM team?

Being a CCM professional means to sit at the intersection of an organization and work with multiple stakeholders with different interests and backgrounds to ensure that commercial policies and contractual commitments are properly identified, fulfilled and create value for an organization.

It is exciting, because its influence reaches throughout the organization and the role lends itself to continued development and professional growth. As commitments grow, organizations change, and innovation makes processes more effective, CCM professionals are always involved and poised to lead change.

Individual benefits

The Professional Apprenticeship Program in CCM is a 1-year post-graduate competitive placement in a CCM department at a private or public organization across the United States. At the end of the Program participants will have earned a professional designation as an World Commerce & Contracting Practitioner, as well as the following credentials for their resume:

Professional Credential Demonstrating Skills and Competency

World Commerce & Contracting Certification (CCM Practitioner).

Competitive Program Acceptance and Success

Co-branded Certificate of Achievement in the Professional Apprenticeship Program (from World Commerce & Contracting and the partnering organization).

Demonstration of Leadership

Certificate of Participation in World Commerce & Contracting’s competitive ‘World Commerce & Contracting Leaders of the Future’ Program.

Demonstration of Strong Business Acumen

Certificates of Completion for Commercial Awareness for Better Business Outcomes Program, Introduction to Commercial and Contract Management Seminar, and Negotiation Masterclass (Bronze level).

Graduates will be poised for a successful career in, or using, commercial and contract management via the following additional benefits:

- Opportunity to observe organizational culture and determine if it is the best fit for you before making a longer-term commitment;
- Benefit from a structured program investing in you;
- Build strong foundational business acumen that you can carry within and across organizations throughout your career;
- Be part of a group of like-minded candidates and create a strong professional network.



At the end of the Program participants will have earned a professional credential as an World Commerce & Contracting Practitioner

Organizational benefits

Brand strengthening

Be a leader and innovator in your community.

Increase profile

Receive recognition for creating – along with partner organizations – the first Professional Apprenticeship Program in the United States for CCM.

Lead the profession

Participate in the development of a Program that will be used as a model for comparable programs throughout the world.

Shape the profession

Shape the development of a uniform competency framework, skills development plan, and milestones, that will form the bedrock for a uniform developmental plan for the CCM discipline.

Gain insight

Benefit from cross-industry insight shared during the development and administration of the Professional Apprenticeship Program standards and requirements.

Develop the ideal

Develop the next generation of commercial professionals via partnerships with universities. Recruit entry-level graduates that have received World Commerce & Contracting training during their undergraduate studies and are competitively selected into the Program.

Increase appeal

Provide recent graduates with an opportunity to learn with a cohort, share varied experiences and determine their 'right fit'.

Quality recruitment

Recruit apprentices after you have had the opportunity to observe their job performances over the year. Benefit from their cross-industry networking and training received during the Apprenticeship Program and their interest in joining your organization.

Working in CCM

Skills acquired in the Professional Apprenticeship Program are transferable across public and private sector and cross-industries. You can also divert into another area of the business at any level.



World Commerce & Contracting members pursue their career paths as they advance their professional certification and continue to stay active in the community.

What employers look for

Thorough: Strongly detail-oriented and analytical.

Good communicator: Strong listening skills and ability to communicate with internal and external stakeholders across many different services with varying focuses and interests.


Observant: Open-minded towards other business functions and cultures, and able to understand their goals, techniques, methods and cultures.

Collaborative: Encouraging teamwork, networking, responsiveness, ethical, emphatic and social thinking.

Accountable: Outcome-oriented and able to reach compromise between different interests.

Organized: Able to establish the necessary leadership, teams and effective delegation of responsibility.

Strong business acumen: Ability to work in accordance with internal policies and practices and external laws and regulations.



CCM candidates need to be detail-oriented but open-minded.



Eligibility

Students in their final year of study (at undergraduate or post-graduate level) are eligible to apply, provided they enroll in the Pre-Program.

Entry-level employees from partnering organizations may be enrolled into the Program by their employer if they are within 6 months of their start-date at the time the Program begins (and complete the Commercial Awareness for Better Business Outcomes Program).

Recent graduates and veterans may also apply, provided they meet the requirements outlined in the application process.

Applications

Student track

Step 1, Enrollment Students enroll in the Pre-Program (current students only)

Students may be referred by a Professor or administrator within their school to be accepted into the Pre-Program. In lieu of this referral, students may submit a Statement of Interest (no more than 1 page) and a Letter of Recommendation for consideration into the Pre-Program to training@worldcc.com. Students must have a cumulative GPA of 3.0 or higher to be admitted.

Certificates are awarded for the Pre-Program (Part 1 and Part 2), free of charge, before students apply to the Program.

Step 2, Pre-Program Students successfully complete the Pre-Program requirements.

Part 1: Online 2-hour program, Commercial Awareness for Better Business Outcomes.

Part 2: Participation in online Introduction to Commercial and Contract Management Seminar (2 online classes).

Step 3, Application Students apply for the Professional Apprenticeship Program.

Students submit their resume, Certificate of Completion (Commercial Awareness for Better Business Outcomes), final project (completed in the online Seminar) and Statement of Interest to training@worldcc.com

Step 4, Admission The Professional Apprenticeship Council determines the students that are admitted into the Program and forwards the applications of accepted candidates to the participating organizations.

Step 5, Offers sent Organizations send offers to participate in the Professional Apprenticeship Program at their organization (at their discretion). Organizations may request a video-interview before making a final decision to extend an offer.

Step 6, Acceptance and start Candidates decide which offer to accept and begin the one-year Program.

Post-graduate track
*Available to recent graduates
and veterans*

Step 1, Program Candidates successfully complete the online 2-hour program, Commercial Awareness for Better Business Outcomes*

Step 2, Application Candidates apply for the Professional Apprenticeship Program.

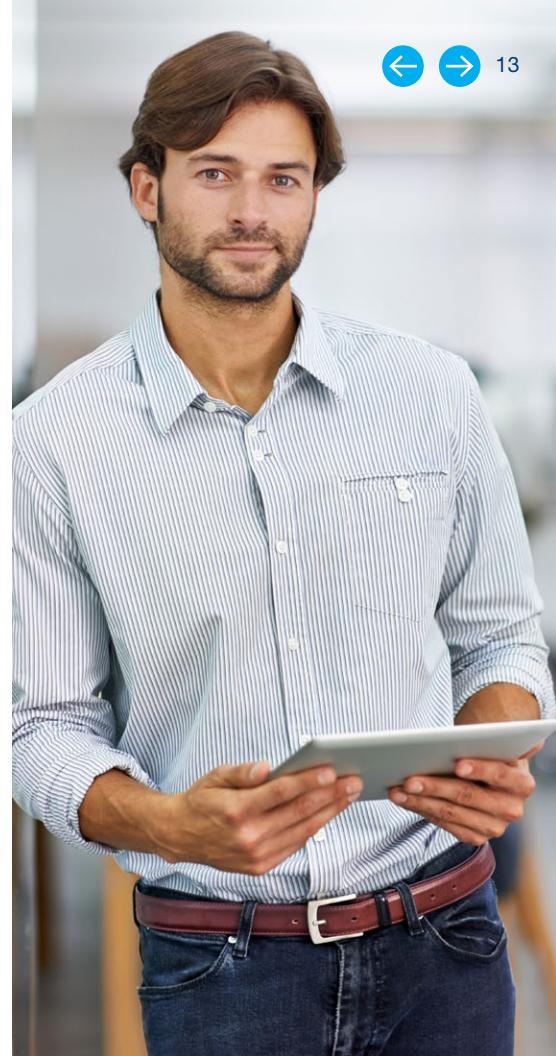
Recent graduates (within 1 year of graduation) and veterans must submit their resume, Certificate of Completion (Commercial Awareness for Better Business Outcomes), 2 letters of recommendation and Statement of Interest (not to exceed more than 1 page) to training@worldcc.com

*Candidates are responsible for the cost of this program. Participation does not guarantee admission into the Apprenticeship Program.

Step 3, Admission The Professional Apprenticeship Council determines the candidates that are admitted into the Program and forwards the applications of accepted candidates to the participating organizations.

Step 4, Offers sent Organizations send offers to participate in the Professional Apprenticeship Program. Organizations may request a video-interview before making a final decision to extend an offer.

Step 5, Acceptance and start Candidates decide which offer to accept and begin the 1-year Program.



Program timeline 2020

April 3rd-11th Online Seminar Introduction to Commercial and Contract Management.

Interactive 1-hour online seminar led by guest academics and senior practitioners. Students are also enrolled in online program Commercial Awareness for Better Business Outcomes (2-hour online program).

November 7th Deadline to submit application for participation in the Pre-Program.

November 13th 3-hour interactive online course with students from University partners.

Topics include: contracting lifecycle, contract drafting (including SOWs), stakeholder management, negotiation.

November 21st 4-hour interactive online course with students from University partners.

Topics include: negotiation (continued), contract management, risk management, change management.

November 21st Negotiation (final project) due.

November 30th Deadline to complete Commercial Awareness for Better Business Outcomes Program.

January 29th Applications due.

February 1st-14th Professional Apprenticeship Council reviews applications.

February-April Offers extended (offer details, annual salary, etc., will be set by offering organization and may vary by organization).

August 1-year Professional Apprenticeship Program begins.

Program features:

- Full-time placement at partner organization
- Enrollment in World Commerce & Contracting CCM Certification Program (Practitioner level)
- Participate in online Negotiation Masterclass (Bronze level)
- Participation in quarterly online luncheon series
- Attendance at the World Commerce & Contracting Annual Summit / Conference (with Apprenticeship-specific events)
- Participation in Leaders of the Future
- Assigned a mentor
- Assigned an apprentice-peer
- Participate in industry-specific World Commerce & Contracting Networks
- Mid-year and end-year review by Apprenticeship Council to determine milestone completion.

World Commerce & Contracting Apprenticeship Council and Partners

About the Professional Apprenticeship Council

The Professional Apprenticeship Council is comprised of a group of distinguished practitioners and academics from the CCM community. They convene to create and update professional standards, review applications, review progress and completion of apprentices in the Program. Council members include:

Bernard Dakar CCM Leader, Global Strategy and Programs, Microsoft Corporation

Bruce Ellis Global Director, Contract Management, Air Liquide

Kristie Hamilton Global Director GBS Purchasing and Manufacturing Services, General Motors

Kim Miller Director, Supply Chain Digital Transformation, Boeing

May Mowzoon Associate Director, Intel

Vikki Rogers VP and Global Head, Learning, Development and Research, World Commerce & Contracting

Jerome Silber Deputy General Counsel, Verizon

Kate Vitasek Faculty, Graduate and Executive Education, Haslam College of Business Administration, University of Tennessee

Partner universities

Students from the following universities have the exclusive opportunity to apply for the Pre-Program and Professional Apprenticeship Program:

**Kelley School of Business,
Indiana University**

**Poole College of Management,
North Carolina State University**

School of Law, Texas A&M University

**School of Business,
George Mason University**

**Haslam College of Business,
The University of Tennessee**

**Sandra Day O'Connor College of Law,
Arizona State University**

Southern University Law Center

**Division of Continuing Education,
University of California, Irvine**

Participating organizations

The following is a non-exhaustive list of organizations that will consider candidates accepted by the Professional Apprenticeship Council for 1-year placement into the Apprenticeship Program at their organization:

AirLiquide

Boeing

BT

General Motors

GKN

Kronos Inc.

Intel

Philips Healthcare

Microsoft

Verizon

W. L. Gore & Associates

About World Commerce & Contracting

World Commerce & Contracting is a not for profit association active in 180 different countries, with a mission to improve the quality and integrity of trading relationships. With 70,000 members representing over 20,000 organizations, World Commerce & Contracting is dedicated to raising individual, organizational and institutional capabilities in contracting and commercial management. It achieves this by providing research, benchmarking, learning, certification and advisory services to a worldwide, cross-industry audience of practitioners, executives and government.



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