

School Business Professional Level 4



OVERVIEW



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apprenticeships

SCHOOL BUSINESS PROFESSIONAL (SBP) LEVEL 4 APPRENTICESHIP OVERVIEW

The School Business Professional programme is crafted to elevate your skills, enhance your impact on overall school effectiveness and provide a pathway to professional recognition and qualification. SBPs may work in primary, secondary and special schools including local authority maintained schools, single academy trusts, multi-academy trusts and federations.

drafting and monitoring the school budget

Key responsibilities may include:

management of the school site to ensure that it provides a safe and suitable learning environment

ensuring compliance with and implementation of safeguarding and Health & Safety policies

responsibility for managing office and other support staff and for developing and maintaining effective administrative systems

preparation of marketing materials and lead a range of marketing activities to add value and promote the school externally



For more information please contact:
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Elevate your skills, enhance your impact on overall school effectiveness



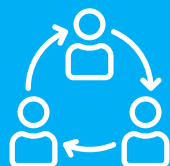
Provide a pathway to professional recognition and qualification.



Enable all students to achieve their potential and to meet the aim of increasing social mobility for children and young people



Perform a unique role, administering and managing the financial, site and support services within the school context.



Work in partnership with the key person, colleagues, parents and/or carers or other professionals

Benefits of the apprenticeship:

This apprenticeship is suitable for:

The Level 4 School Business Professional is an excellent starting point for anyone looking to pursue a career in the educational and business sector.

SBPs may work in primary, secondary and special schools including local authority maintained schools, single academy trusts, multi-academy trusts and federations.

PROGRAMME DELIVERY



Blended Learning:

Remote support: Support is available remotely, giving you the confidence to achieve.

Independent learning: You will be given responsibility to learn independently, for flexible learning that suits you.

Ongoing mentoring, coaching, advice and guidance: Throughout the course we will provide continuous support, when you need it.

Specialist English/maths support (if needed): You will be supported by skilled and knowledgeable staff to guide you through areas of specialism.

Impartial Information, Advice & Guidance: Sector experts will provide industry guidance.

Programme Length

The apprenticeship will take approximately 18 months to complete (plus three months for End Point Assessment).

Delivery Method

The apprenticeship is completely online – apprentices are not required to attend any sessions in person.

PROGRAMME MODULES

There is a list of requirements that will need to be demonstrated in your portfolio. Your role and responsibilities as an SBP will automatically satisfy several competencies.

The competencies are split into 3 sections: knowledge, skills and behaviours (KSBs). There are 19 KSBs that need to be fulfilled in order to pass.


Some examples of each that you need to satisfy (but not limited to) are:

 Finance

 Human Resources

 Ethical standards

 Project Management

 Communication
and relationship
building

 Change management

 Strategic Management

 Decision Making

END POINT ASSESSMENT

- Methodology
- Review of findings
- Next steps
- Appendices if required

The report will be reviewed by the IEPA prior to the EPA session and will inform the Q&A session which follows the workplace project report presentation carried out by the apprentice during the Project report and presentation EPA component.

The Project report and presentation EPA component begins with the apprentice giving a formal presentation covering their workplace project report. The apprentice may use Powerpoint and presentation aides. The report presentation should last between 10-12 minutes and will be followed by 10 minutes of questions on the topic by the IEPA.

This will then be followed by a further Q&A session covering those areas of the standard which have not been covered in the previous components of the EPA. This Q&A session will last between 20-22 minutes.

Please note that the precise timings given are required by the Assessment Plan.

END POINT ASSESSMENT

The EPA can be carried out face to face or via remote media. It is a requirement that the apprentice's identity is verified at the beginning of the EPA session.

The whole EPA session will be video recorded with appropriate written permissions being given prior to the session taken place and verbally at the time of recording.

End Point Assessment Judgements and grading

The IEPA will review evidence from the report, presentations and responses to questions and grade each assessment method separately as Fail, Pass, or Distinction in line with the requirements of the Assessment Plan for the standard.

The final judgement about whether the apprentice has passed and what grade they are given will be made by the IEPA and quality assured by the IQA.

Once the final grade is decided, if the apprentice passed their End Point Assessment, Steadfast EPA will inform the apprentice and the employer of the outcome and apply to the Education and Skills Funding Agency to issue the Apprenticeship Certificate to the apprentice.

Permission to claim the certificate will be obtained as part of the gateway paperwork.

Professional body alignment: Candidates will be eligible to become a Full Member of the Institute of School Business Leadership (ISBL – formerly National Association of School Business Management) upon successful completion of the apprenticeship.

