

4

Course code
ST0575

Total Apprenticeship Duration

- 21 Months
 - **On-Programme**
18 months
 - **Assessment Window**
3 months
 - **Day Courses**
4 remote sessions

Recommended EPA Organisation
Steadfast EPA



Apprenticeship Standard **SCHOOL BUSINESS PROFESSIONAL LEVEL 4**

Overview

As part of their unique role, School Business Professionals (SBPs) administer and manage financial, operational and support service within the school context. By implementing the financial and business decisions of school leaders, they provide essential support.

As a result, SBPs have a shared set of roles that shape their day-to-day action, such as drafting and monitoring budgets, establishing financial controls and reporting on performance, whilst maintaining payrolls, maintaining account and corresponding with the Head and Governors.

SBPs must adhere to the principles of

making the best use of school resources to enable all students to achieve their potential and to meet the aim of increasing social mobility for children and young people. SBPs must also understand that their role is of vital importance in relation to school governance and compliance. They must have a good understanding of educational policies and be able to implement change, as SBPs interact with all school stakeholders regularly to advise on and manage school business practices effectively. This required them to understand educational issues as well as business management.

SBPs can work in primary and secondary

schools and in different school structures. Consequently, SBPs can work in very different settings and with varying numbers of people to whom they report, including the Head Teacher or School Business Director.

Upon successful completion of the apprenticeship, candidates will be eligible to become a full member of the Institute of School Business Leaders.

Course content

Knowledge

- Finance
- Procurement
- Human resources
- Management support services
- Governance and risk
- Marketing
- Infrastructure

Skills

- Change catalyst
- Decision-maker
- Skilled negotiator
- Collaborative
- Challenger
- Resilient

Behaviours

- Financial and operational management
- Strategic management
- Project
- Change management
- Communication and relationship building

Entry requirements

Individual employers may set their own entry requirements. The apprentice must already be employed for over 16 hours per week. Candidates must have achieved Maths and English at Level 2 prior to

their training. Those who have not must achieve this prior to taking the end-point assessment and we will support this. Maths & English tests must be taken under exam conditions.



On-programme development & training

Using the **OneFile** online portfolio, candidates will compile evidence that demonstrates occupational skills, knowledge & behaviours; underpinning the confidence and competence gained in all aspects of the standard.

We will support you with one-to-one workplace visits, remote sessions and 4 day courses which are delivered remotely. Candidates are required to complete a workplace project on two of the following areas:

- Procurement

- Human Resources
- Managing Support Services
- Marketing
- Infrastructure

The project will underpin the project report, presentation and Q&A completed during the End-Point Assessment (EPA). The project will need to be agreed with the EPA organisation as well as the employer. All of the above will contribute to the candidate's requirement of off-the-job training. HOET will work with the employer and candidate to

develop a training and development plan that enables the remaining requirements to be met.

Day Courses

The 4 day courses all underpin the knowledge required; one session per term will be delivered by an experienced School Business Manager. These day courses are a great opportunity to share best practice and network with fellow professionals.

Gateway & EPA

Gateway

This is the preparation area for candidates' EPA, and can only be entered once the standard requirements have been met and we are in agreement with both the candidate and the employer that they are ready for EPA. During this time, further mock assessments will be completed. Candidates are also required to complete their project report and presentation based on the workplace project. This has to be submitted to the EPA organisation by week 2 of the Gateway period. There will then be a planning meeting to finalise preparations for the EPA.

End-point assessment

EPA is completed on the date we agree with the candidate and employer; this is usually within 8 weeks of entering Gateway and is finalised once all the required documentation has been submitted. The EPA will be completed face-to-face or remotely and will last 2.5 hours. On the day, candidates will be required to complete a simulated task based on a contextualised scenario and completed under exam conditions. Candidates will give a verbal report and complete Q&A supported by the portfolio of evidence. Candidates will then present their workplace project

presentation and answer related questions, followed by further questioning to ensure skills, knowledge and behaviours are met.

Both elements are graded and combined to give the final grade according to guidance in the assessment plan. This can take up to 2 weeks.

The EPA organisation for this standard is **Steadfast EPA**.



INFORMATION



ADVICE & GUIDANCE



RECRUITMENT SUPPORT



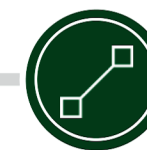
INDUCTION



ON-PROGRAMME LEARNING



EPA PREPARATION



EPA



PROGRESSION ROUTES

“ I found the day courses very helpful and informative, comparing other people's experiences with my own and being able to swap ideas. ”



Employer & learner satisfaction



of Employers would recommend us*



of Apprentices would recommend us*

* From our 2020-2021 Employer & Apprentice Survey