

**train**  
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TRAINING PROVISION

# School Business Professional

## Level 4 Apprenticeship Standard

Duration of the Apprenticeship - 16 Months

School Business Professionals (SBPs) perform a role which is unique to schools, administering and managing the financial, site and support services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions.

They can work in very different settings with varying numbers of people that they report to including the headteacher.

SBPs interact with all school stakeholders regularly to advise on and manage school business practices effectively. This requires them to understand educational issues as well as business management.

Their work is performed in the context of ensuring that public funds are used effectively. They 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. There is a range of job titles that this occupational profile relates to including a School Business Manager, HR Manager, Finance Manager, Office Manager, School Administrator, Business Support Officer, Bursar, etc.

### Entry requirements

Candidates will be required to undertake initial assessment in maths and English and achieve a minimum initial assessment outcome of 1 as a minimum initial assessment outcome.

### Functional Skills

All apprentices will need to undertake Functional Skills in Maths & English at Level 2 as a mandatory part of their Apprenticeship. Apprentices who have achieved GCSE's or A levels in Maths & English A-C will be exempt from having to complete their functional skills with valid proof of their exemption certificates.

### Industry Qualification

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.

### Progression opportunities

Once achieved, successful individuals will be able to perform the role of the school business professional. The qualification may also be used as a stepping stone for those aspiring to a senior or strategic role in the school business profession.

## Programme Overview

Apprentices will learn New skills, Knowledge and Behaviours as part of their job role. Apprentices will benefit from teaching and learning on the job putting their skills into practice.

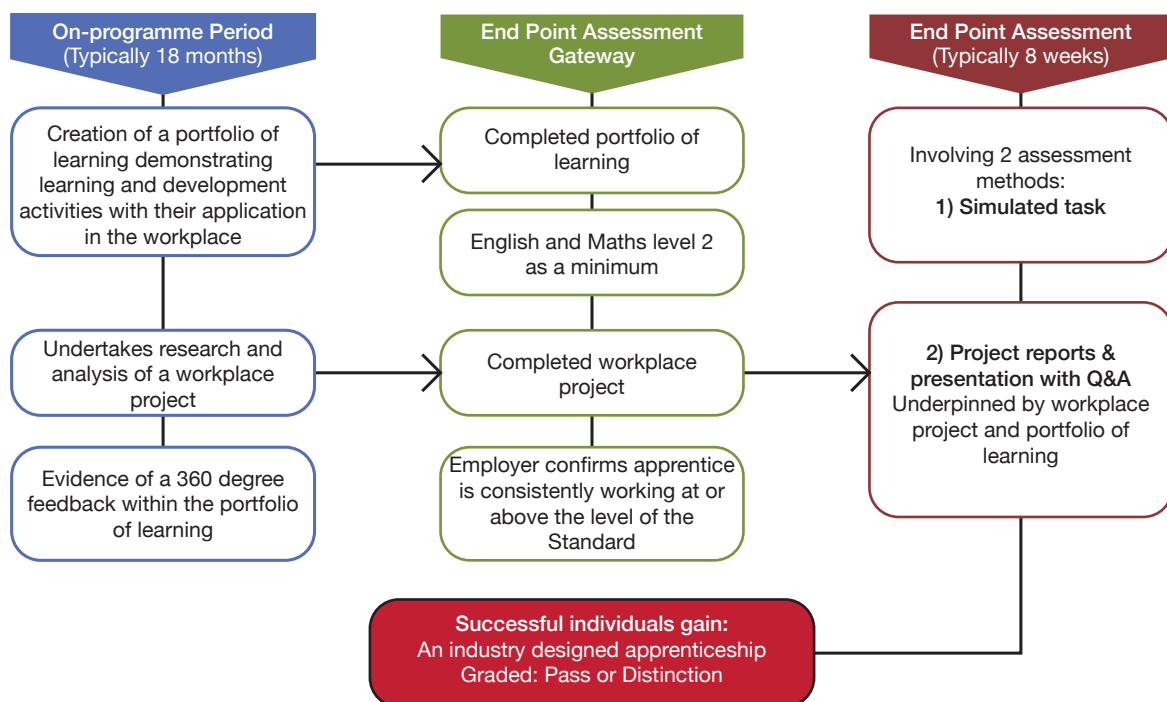
Additionally, apprentices will undertake off the job learning activities and other in work-based duties which will contribute to successful completion of their apprenticeship programme.

Apprentices will receive regular visits from their training assessors and have access to learning resources to support their learning and development on and off the job.

## End Point Assessment

The EPA will test the apprentice against the entire standard. It consists of 2 assessment methods:

- Simulated task. The apprentice will be given a scenario situation, and, in timed controlled conditions, asked to write a short report and make a presentation which will be followed by questions
- Project report & presentation with questions and answers (Q&A). The apprentice will write a formal, detailed structured report on the on-programme workplace project they have completed both the project and the project report must be verified as the apprentice's own work along with confirmation that the project report was completed post-gateway. Verification may be provided by the employer or delivery provider The presentation of this will be followed by questions.



## End-Point Grading

Independent assessors will assess and grade each assessment activity separately and combine the results to determine the EPA and apprenticeship grade.

Each assessment method will be graded fail, pass or distinction using a grading criteria. The distinction criteria builds on the pass criteria. To achieve a pass, apprentices must achieve at least a pass in both assessment methods. A pass represents full competence against the apprenticeship standard. To achieve a distinction, apprentices must achieve a distinction in both assessment methods. There are no caps to grading.

Observation of practice	Workplace report, presentation and questions	Final grade
Distinction	Distinction	Distinction
Pass	Distinction	Distinction
Distinction	Pass	Pass
Pass	Pass	Pass
Pass	Fail	Fail
Fail	Pass	Fail
Fail	Fail	Fail

*Please contact us for more information:*

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