



# Educ8 Schools Business Professional

Apprenticeship Standard



The Level 4 School Business Professional (SBP) Apprenticeship is a school based higher apprenticeship suitable for school business managers or those in similar business or support roles (Finance Manager, Office Manager, School Administrator, Business Support Officer, Bursar, HR Manager, etc.) in a school or academy based in England. There is no age limit and the majority of school business managers (SBMs) will have already have some experience of the role. All apprenticeship standards are based on the development of Skills, Knowledge and Behaviours and have an externally assesses end point assessment.

## Schools Business Professional

- Completion of the School Business Professional Manager Apprenticeship
- Functional Skills: English and Maths at level 2
- Key knowledge, skills and behaviours to success within this occupational sector

## Operational/Developmental Management

### Knowledge and Skills:

- Operational Management
- Project Management
- Managing people and developing relationships
- Professional effectiveness
- Organisational Performance

### Behaviours:

- Takes Responsibility
- Inclusive
- Agile
- Professional

## Skills

- Project Management
- Change Management
- Communication and Relationship Building
- Strategic Management

## Knowledge

- Finance
- Procurement
- Human Resources
- Managing Support Services
- Governance and Risk
- Marketing
- Infrastructure
- Ethical Standards

## Behaviours

- Change Catalyst
- Decision Maker
- Skilled Negotiator
- Collaborative
- Resilient
- Challenger

# Before you apply.

You might find the following information helpful before making your application.

## Delivery Methods

Flexible, blended learning including regional workshops, on line self-directed study and regular visits in your workplace by a qualified and competent Trainer-Coach to conduct observations of your work and set your tasks and assignments. Trainer-Coach visits last approximately 2 hours per session.

Learners may also be required to attend workshops to cover some of the knowledge units within their qualification

## Recognition of Prior Learning (RPL)

If you have previously completed any work-based qualifications or units, any relevant work (evidenced by copies of certificates) can be mapped across to this qualification to avoid duplication of work. Your allocated Trainer-Coach will go through RPL with you in more depth during your induction.

## E-Portfolio

To help you manage your course we use an online portfolio system called Smart Assessor which allows you to log on and see how you are progressing. Smart Assessor also allows you to upload assignments and interact with your Trainer-Coach in-between visits. You can access Smart Assessor at any time and submit queries, questions or even work for your Trainer-Coach to review.

## Functional Skills

The English government are committed to raising the levels of English, Maths and ICT. Therefore within the funded apprenticeship there will be a requirement to achieve a level 2 qualification. Functional Skills are delivered by an experienced trainer/coach fully embedded and delivered in the workplace.

*\*N.B If you have achieved GCSE grades A - C / Functional Skills Level 2 previously or are able to provide other suitable proxies, you may be exempt from completing these qualifications.*

Our Managers have been undergoing an ILM Level 4 programme with Educ8 for the past few months and feedback has been great. The Tutor is great fun whilst providing lots of food for thought for the guys. Very impressed so far - thanks!

**Gareth Williams** - Commercial Manager at Nuaire Ltd.



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**Get in Touch!**

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