

SCHOOL BUSINESS PROFESSIONAL

LEVEL 4

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.

SBPs may work in any school phase (primary, secondary, special) and in different school structures: single academy trusts, multi academy trusts (MATs), local authority maintained schools and federations, etc.

DURATION

18 months.

MANDATORY QUALIFICATIONS

- Apprentices without Level 2 English and maths on entry must achieve this level before taking the end-point assessment.

WHAT DOES THE QUALIFICATION COVER?

A Business Administrator will have knowledge of, be able to understand and apply in practice the following areas of learning:

- Finance
- Procurement
- Human Resources
- Managing Support Services
- Governance and Risk
- Marketing
- Infrastructure
- Ethical Standards
- Financial and Operational Management
- Project Management
- Change Management
- Communication and Relationship Building
- Strategic Management
- Change Catalyst
- Decision Maker
- Negotiator

HOW WILL IT BE DELIVERED?

The apprenticeship can be delivered in a classroom setting to a cohort of learners or on an individual 1-1 basis to meet the needs of the employer and learner. Our blended learning approach supports the inclusion of additional elements of learning relevant to the individuals job role and specific employer requirements

Training will be delivered in line with the agreed Commitment Statement and will include:

- A robust initial assessment covering English and maths.
- Monthly 1-1 meetings between the apprentice and the trainer
- Tri-partite meetings every 12 weeks between the employer, learner and trainer to review progress and review the 'off the job' training elements.



- Learner progress is recorded via our e-learning platform, which gives access to a broad range of online courses and materials.
- The employer can access the learners e-portfolio using their own log in to check on progress.

Once the learner has completed the appropriate functional skills and the employer, learner and trainer agree that the apprentice has reached the required standard in their knowledge, skills and experience, the learner will be put forward for their EPA.

END POINT ASSESSMENT

The end-point assessment is designed to enable apprentices to demonstrate that they are fully conversant in the skills, knowledge and behaviours expected of individuals at this level. It is designed to provide the independent assessor with a holistic view of the apprentice, and allow them to assess to what extent the apprentice meets or exceeds the apprenticeship standard.

The end-point assessment will consist of:

- Simulated task
- Project report & presentation with questions and answers (Q&A)

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