



## Level 4 School Business Professional

This apprenticeship is designed for individuals that are working within a school and hold a School Business Manager or Office Manager position.

**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. Consequently, they can work in very different

settings with varying numbers of people that they report to including the headteacher or School Business Director (SBD). Within this context, SBPs have a shared number of roles which shape their day-to-day activity to make this a homogeneous role in schools.

### Duration

Typical duration to gateway - 18 months (this does not include EPA period).

## Benefits for Learners

1. Build professionalism and confidence in a working environment
2. Ability to manage their own performance
3. Gain knowledge on School Business Professional theories within the context of their work setting

## Benefit to the Business

1. Productive team members
2. School Business Professional qualified staff
3. Responsible and adaptable team members

## Delivery

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at a local ACL centre. The apprentice will have a dedicated tutor who they will meet (online or face to face) once a month who will guide them through their apprenticeship and prepare them for their End Point Assessment. Reviews of progress are carried out every 12 weeks with the learner, their line manager and the tutor.

Additional workshops and seminars will be available to all learners to support additional learning and the off job learning requirement.

## Commitment

6 hours a week (based on a 30 hour week) of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor.

Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner & employer to ensure successful completion.

## End Point Assessment (EPA)

End Point Assessment (EPA) takes place at the end of the apprenticeship programme and is a comprehensive holistic assessment of the skills, knowledge and behaviours required as laid out in the apprenticeship standard.

The Level 4 School Business Professional EPA is made up of:

**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. The project report and presentation must be started and completed post-gateway. Verification must be provided by the employer confirming that the work produced is that of the apprentice. The presentation of this will be followed by questions.

## Entry Requirements

Applicants must:

- Achieve the required level of Maths and English as part of the apprenticeship if a recognised qualification is not already held
- Be employed in an appropriate job role and have the support of their employer to undertake the programme

## Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes Maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

Employers will:

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member

## Contact

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