

Are you interested in working as a School Business Manager?

Aspiring School Business Manager Course

Delivered by the School Business Management (SBM) Partnership

- ✓ Includes the Institute of Leadership & Management (ILM) accredited 'Managing School Finance' unit
- ✓ Study online with access to group study forum, webinar sessions and tutor
- ✓ 2 days face-to-face workshop and 10 weeks of supported distance learning
- ✓ Access the SBM Partnership's Virtual School

To equip Service leavers planning a career in School Business Management, CTP offers the SBM Partnership's 'Aspiring School Business Manager' course, combined with the 'Managing School Finance' unit from the Institute of Leadership & Management's Level 4 Diploma in School Business Management.

Who is the course for?

- ◆ This course is for anyone interested in becoming a School Business Manager or Bursar in a school in either the public or private sector, primary or secondary.
- ◆ Attendees applying for the course do not need any particular pre-requisites but must be numerate and literate to at least level 3 and be able to work independently to complete the assignment.



Programme Structure

The programme mainly involves self-study completed in your own time, and only uses 2 days of your IRTC grant.

Weeks 1 - 10 Individual online study – 'Managing School Finance' unit

- ◆ Online diagnostic to identify aspects of the unit the participant needs to concentrate their studies on.
- ◆ Participants are required to complete an assignment at the end of the unit.
- ◆ A series of tasks to stimulate thinking of the subject matter and encourage participants to engage with appropriate concepts and techniques as well as prepare them for the final assignment.
- ◆ As participants may not be in a position to spend time at a local school, they will access the SBM Partnership's Virtual School which will provide the support material required to successfully complete their assignment for this unit.

Within the ten week period of this course you will be required to participate in the following elements at the timescales shown below:

'Aspiring School Business Manager' - 2 days in week 1

2 consecutive days face-to-face workshop at the Resettlement Training Centre in Aldershot

Find out more about the role of the SBM and the SBM profession

Feedback on draft assignment - during week 5

The tutor provides written formative feedback on a draft section of the assignment, followed by a webinar with additional guidance on completion of the assignment.

Webinar - meet the graduates - during week 7

Meet former graduates of the SBM programmes who also come from a military background.

End of Week 10 - Assignment submission

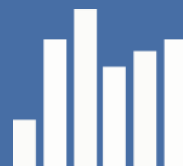
Managing School Finance Unit

Ideally, schools require their Business Managers to have, or be working towards, the entire Level 4 Diploma in School Business Management, but as this requires up to 1 year of study, this option is not available as a resettlement course.

The 'Managing School Finance' unit of the Diploma has therefore been chosen because this is one of the mandatory units. Completion of this key unit will give participants greater credibility when applying for SBM roles. **Participants who then elect to complete the full CSBM qualification will only have to complete a further 5 units in their own time.**

Over 90% of Headteachers asked to evaluate the programme consider the Finance unit to be the key unit of the programme and over 75% said that they would not employ an SBM without this unit qualification.

Participants who successfully complete the 'Managing School Finance' Unit can gain accreditation from the ILM (at an additional cost).



What support will I receive?

Support is provided throughout the programme by the tutor who will answer questions through the group study forum, review draft assignments and provide feedback, lead webinar sessions. Participants also support each other in their studies through their study forum.

Further Study – Level 4 Diploma in SBM (CSBM)

- ◆ Attendees may go on to complete the full ILM accredited CSBM programme.
- ◆ This is a level 4 programme on the Qualifications and Credit Framework (QCF).
- ◆ Both the units and full programme are recognised by many Higher Education Institutes as eligible prior learning thus reducing the number of credits required to complete a degree programme.

Course Fees and How to Fund



The course is Contract Funded so there is no cost for the training but you will use 2 days' worth of your IRTC grant; the remaining study (up to 10 weeks) is done using your own time.

ILM accreditation for the 'Managing School Finance' unit is offered at an additional cost of **£90 + VAT** per participant. ILM accreditation is not mandatory as participants will receive a certificate of successful completion of the finance unit from the SBM Partnership, which is recognised by most schools.

For those intending to go on to complete the full CSBM programme it is recommended that participants do not apply for ILM accreditation of the individual unit as if full CSBM studies are started within two years of completing the finance unit, the cost of accrediting the finance unit will be included in the cost of the full CSBM accreditation.

Service leavers on this course can also take advantage of the exclusive offer for student membership of the National Association of School Business Management (NASBM) for just **£50** for a year's membership.

Membership of NASBM will assist students with their study and course programmes by providing:

- ◆ Fortnightly bulletins detailing all the latest news, government initiatives, and updates from other stakeholders
- ◆ Access to the NASBM Advice Centre and online resources
- ◆ Networking with other School Business Managers across the country using the NASBM forums.

To book your place on the Aspiring School Business Manager course, contact us today

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