

Are you interested in working in a school?

Aspiring School Business Manager

Accredited by the National Association of School Business Management

- ✓ Course includes the Institute of Leadership & Management (ILM) accredited 'Managing School Finance' unit
- ✓ Study online with access to group study forum, webinar sessions and tutor
- ✓ Two days face-to-face workshop and 10 weeks of self-study
- ✓ Access the NASBM's Virtual School

Who is the course for?

This course is for anyone who is interested in working in education. CTP offers the National Association of School Business Management's 'Aspiring School Business Manager' course, combined with the Institute of Leadership & Management Level 4 accredited 'Managing School Finance' unit of the School Business Management Diploma.



Programme Structure

The course is delivered over a period of 10 weeks.

2 consecutive days face-to-face workshop at the RTC in Aldershot (Week 1)

Webex – feedback on draft assignment (Week 5)

As participants continue with their online studies, they may elect to receive written formative feedback on a draft of section 2, 3 or 4 of the assignment (there are 4 sections in total). This is then followed by a webex where the tutor will provide additional guidance to support participants in the completion of their assignment at the end of week 10.

Webex – meet the graduates (Week 7)

Meet graduates of the SBM programmes who were themselves once aspiring students.

Individual online study – 'Managing School Finance' unit (Week 1—7)

Start with an online diagnostic which will help Service leavers identify aspects of the unit that they need to concentrate their studies on. There are also a series of tasks throughout the unit 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 NASBM's Virtual School which will provide them with the support material required to successfully complete their assignment for this unit.

Assignment Submission (End of week 10)

Participants are required to complete an assignment at the end of the unit.

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 2 years of study and for the candidate to be in post in a school, 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).

Further Study

- ◆ Attendees may go on to complete the full ILM accredited CSBM programme. This is a Level 4 Programme on the Qualification 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.



Employment Opportunities

Each year thousands of people start their own business and the most successful are those who best prepare for their journey into self-employment. This course helps Service leavers understand the financial undertaking of self-employment and running a small business.



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.

Course fees are to be **paid direct to** the Course Booking & Information Centre in advance as soon as possible after course booking or your place maybe re-allocated.
Payment is to be made by credit/debit card over the phone.

**To book your place
on this course, contact us today**

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