

School Business Professional

Qualifications, training and apprenticeship update

Spring / Summer 2018

School Business Professional – your career, our business

The Institute of School Business Leadership (ISBL) is the UK's only professional body for school business professionals and provides guidance on career pathways and develops specialist career development programmes from entry level with dedicated apprenticeship programmes through to executive level accredited training.

ISBL is uniquely dedicated to supporting and building the reputation of the profession.

ISBL aims to shape the expectations of school leadership teams and set the benchmark for school business excellence.

We will demand a commitment and desire for continued professional development from our members, whilst developing accessible professional career pathways.

The institute will work with sector stakeholders, who represent the other pillars of the leadership team – Heads and Governors – to drive behavioural change where the importance of business excellence in the running of efficient schools which both maintain and improve pupil outcomes is recognised. It is through the engagement and joining together of ambitious practitioners that we can develop a professional body that will drive recognition of school business leaders.

The sector need confidence in a workforce able to manage and lead in technical and specialist disciplines.

What are the benefits of membership?

Membership of your professional body (ISBL) will both validate and provide assurance about your professional competency. The institute will provide all members with the facility to assess themselves against the national professional standards as set out in 2015. The institute will focus on professional development across all levels of school business leadership from entry to executive level to assist all school business professionals in achieving their professional aspirations regardless of career stage.

As an institute, professional development will be an essential element of membership and will inform the level of membership that a professional can hold. To maintain a membership at any level, Continuing Professional Development (CPD) will need to be recorded annually.

Investing in the development of school business professionals

Qualified practitioners are in a better position to improve resource management within schools, academies, federations and MATs and so improve outcomes for children. One of the many benefits of ISBL membership is the discount that can be applied to many training programmes.



It should be remembered that development opportunities, such as training should be seen as an investment that can bring about the following benefits:

Participants – Accreditation means a formal recognition of a practitioner’s ability. Participants can successfully progress their career, assured that they have evidence that they meet the highest professional standards.

Employers – Schools can be confident that an individual not only has experience, they also have the knowledge and networks to maintain an excellent performance at work. Qualifications enable employers to be assured of value for money from the certificate holder, and so ensure the highest possible drive for public sector efficiency.

The profession – The status of school business profession has improved since the introduction of qualifications.

ISBL Professional Standards

ISBL are the guardians of a set of standards for school business professionals, comparable to those available for other staff in schools. They focus on six areas; leading support services, finance, human resources, infrastructure, marketing and procurement.

The Professional Standards evolved from the SBM Competency Framework and have been endorsed by the ISBL Qualifications Board and the DfE. By using the online self-assessment tool, individuals can assess their current levels of knowledge and understanding, thus establishing where they are and where they might aspire to be. ISBL suggests that there are four tiers of practice, knowledge and understanding, and practitioners will vary within the different disciplines. One person may be operating at tier 4 in finance and a tier 1 in HR. The tiers are a reflection and not a judgement and help providers to match the person with the appropriate training, which is categorised in ‘levels’, thus enabling this new suite of qualifications to meet the profession’s Professional Standards.

<https://isbl.org.uk/Standards/index.aspx>

Qualifications for School business professionals

ISBL formed a Qualifications Board in 2015. Its objective is to ensure that the training programmes offered by the Institute develop excellent leadership and management and as a result drive professionalism in the sector. This Board is made up of school representatives, training providers, ILM, researchers, the Association of School & College Leaders (ASCL), NAHT, Unison, NCTL and the DfE.

The Qualifications Board has overseen the updating of the qualifications offer, with brand new level 4 & level 5 programmes available from Spring 2018.

The new L4 & L5 programmes have mandatory modules exploring leading support services, finance and procurement, as well as optional choices from infrastructure, facilities, HR and marketing. The Institute of Leadership & Management (ILM) have developed the qualification’s learning outcomes and assessment criteria linked to the ISBL Professional Standards.



New apprenticeships

ISBL has been part of two Trailblazer project groups, to ensure that schools are able to access appropriate training which can be funded through the apprenticeship levy. The Institute for Apprenticeships (IfA) aims that all apprenticeships are relevant and quality assured.

- Level 4 apprenticeship has been approved with conditions by the IfA and will be available in Spring 2018. This is for practitioners working in school business administrative management roles and can provide an entry level into the profession.
- Level 6 apprenticeship can undertake through the Chartered Manager Degree Apprenticeship (CMDA). This is suitable for all those working at a managerial and strategic level, including School Business Directors. HEIs offering the degree element of the apprenticeship will consider prior learning when deciding what modules must be completed. CSBM does not map directly onto the level 4 units and the DSBM does not map fully onto the level 5 units. So, an individual would do a mix of level 4 and 5 units, then the full level 6.
- Level 7 apprenticeship for Senior Leadership, has been approved with conditions. This is suitable for all those working at an executive level, including Chief Operating Officers (COO), Chief Finance Officers (CFO), and Chief Executives.

Apprenticeships can be undertaken by practitioners already working in schools, as well as professionals moving into the sector from industry. Apprentices will have a desire to increase and improve their knowledge, skills and behaviour so that they can carry out the role in an efficient and effective way.



Levels, titles, tiers and roles

‘What qualification should I do?’ is a commonly asked question. Self-assessment can easily be done on the ISBL website using the Professional Standards analysis tool. This identifies gaps in knowledge, experience and qualifications. SBMs may have a senior title but not have the formal qualification to support this title and formal qualifications will equip them for any changes or challenges ahead.

The professional qualifications are available through several training organisations. These providers work with ILM, which quality assures the level 4, 5 and 6 programmes, ensuring a consistently high quality and delivery across the county. Qualified SBMs are in a better position to improve resource management within schools, academies, federations and MATs and so improve education.

Training is currently offered through qualifications & apprenticeships. Qualifications are paid for by the school or individuals, apprenticeships can be paid for using the apprenticeships levy. The training name & the role title which align can vary with providers and between schools.

ISBL Professional Standards tier (*the tiers do not directly match the levels*)

- ❖ Tier 1. Practice involves making contributions. Knowledge of immediate skills. Basic understanding.
- ❖ Tier 2. Practice involves team supervision. Knowledge is operational competency. Board understanding.
- ❖ Tier 3. Practice involves team management. Knowledge is technical competency. Firm understanding.
- ❖ Tier 4. Practice involves high levels of accountability. Strategic leadership. Knowledge is technical mastery. Profound understanding.

ISBL Fellowship

Fellowship is the highest level of ISBL membership for school business professionals, who are qualified to level 6 and undertaking system leadership roles. Senior practitioners who meet the relevant requirements can make an application, which is peer-assessed and moderated to stringent eligibility criteria. <https://isbl.org.uk/Membership/ISBL-Fellowship.aspx>

Want to know more? Contact training@ISBL.org.uk



Qualification level	Role title generally used	Qualification title	Tier
Level 3	Business Admin	Apprenticeship - Business Administrator Time typically: 1 ½ years. Available now	Tier 1
Level 4 content	All roles	Pathway to Level 6 School Business Director (SBD) Time: 2-week online programme to support entry into level 6. Provider = BPN.	Tier 1 / 2
Level 4 Offered through ILM	School Business Support Officer (SBO)	NEW Diploma in School Business Management (formerly CSBM) <i>Participants can enter this from outside education and must have access to an education setting.</i> Time typically: 12–15 months. Providers: BPN, NST, Portal Training & SBM Partnership.	Tier 1 / 2
Level 4 content	School Business Manager (SBM)	CIPFA Accredited Finance Training for SBMs Certificate in Management Practice (Financial Skills) <i>This is for SBMs working in the maintained sector who will not be converting to academy status in next 18-36 months.</i> Time: 9 months. Cost £2475 + VAT ISBL members Provider: CIPFA Chartered Institute of Public Finance & Accountancy	Tier1/2/3
Level 4	School Business Professional	Apprenticeship - School Business Professional Apprentices must have level 2 English and maths. Time typically: 1 ½ years. Available Spring 2018	Tier 2 / 3
Level 5 Through ILM	School Business Manager (SBM)	Diploma in School Business Management (formerly DSBM) <i>This is for experienced SBMs, working with a Senior Leadership Team.</i> Time typically: 15–18 months. Providers: NST, Portal Training & SBM Partnership	Tier 3
Level 6 Through ILM	School Business Director (SBD)	Diploma in School Business Management (formerly ADSBM) Graduate level. Time typically: 18 months. <i>This is for experienced SBMs, working in an SLT.</i> Providers: NST, Portal Training & SBM Partnership.	Tier 3 / 4
Level 6 Graduate level	School Business Director (SBD)	Apprenticeship – Chartered Manager Degree (CMDA) Apprentices will typically have a level 4 or 5 school SBM qualification and must have level 2 English and maths. Time typically: 2–3 years. Available now.	Tier 3 / 4

Qualification level	Role title generally used	Qualification title	Tier
Level 7 Post Graduate level	Chief Operations and/or Finance Officer (COO CFO)	Certificate in School Financial and Operational Leadership <i>Postgraduate level, for those in senior leadership. Participants can enter this from outside education, with accountancy qualifications.</i> Full prog: 12 months. ISBL members = £2,950 + VAT Practitioner prog: 6–9 modules. 6 months. Members = £2,050 + VAT. Provider: CIPFA.	Tier 4
Level 7 content	Varies	Level 7 Senior Leaders Masters Degree Apprenticeship (School Leaders) The School Business Leader programme is being replaced by the new Senior Leaders Masters Degree Apprenticeship (School Leaders), a new two-year Level 7 Master's degree.	Tier 4
Level 7 content Bridging module	Varies	Postgraduate Certificate in Educational Learning There are two routes to apply for ISBL fellowship: level 6 (graduate level) or this, which accredits prior learning & awards 20 CATS. Provider: Uni of Chester. £615 + VAT members, £740 + VAT non-members.	Tier 4
Level 7 Post graduate	Senior Leadership	Apprenticeship – Senior Leadership Apprentices will typically have a level 6 qualification Time typically: 18 months. Available in 2018	Tier 4
All levels	All roles	Professional Standards Toolkit Training Entrust Webinar £49.50 + VAT. Training costs vary, see website.	All tiers
All levels	All roles	Statutory Compliance in Education buildings One day short course at venues across the country £199 + VAT (Members)	All tiers
All Levels	All roles	Good Estate Management in Education Premises One day short course at venues across the country £199 + VAT (Members)	All tiers
		The Professional Clerking Programme A new programme focused on the DfE Clerking Competency Framework £75 + VAT	

Continuing Professional Development

Continuing Professional Development (CPD) is a process of building, maintaining and enhancing your knowledge.

CPD helps you plan your development, review what you have learnt and evaluate the effectiveness of your activity.

Your commitment to CPD is important as the activities you choose will help to underpin your validity and competence as a School Business Leader

CPD is typically undertaken in a variety of ways – work based learning, short courses, formal study programmes, secondments, placements or mentoring & coaching can all be considered as relevant activity

CPD is not always formal and linear, it relates to learning a new skill or undertaking a new task.

CPD Policy

The Institute of School Business Leadership requires Members to take responsibility for their own professional development.

Your expected commitment to CPD has been outlined in our recent communication to Members, details of which can be found here <https://isbl.org.uk/Membership/Reasons-to-Join.aspx>

Underpinned by the Professional Standards, CPD is an integral component of your professional journey. CPD is personal to you and your own development needs and therefore any activities must be owned and managed by you.

We can't and won't be overly prescriptive about how you plan, manage and record your development; we do, however ask you to ensure that any activities that you undertake are:

- relevant to you and your career
- able to support the development of breadth or depth to your knowledge and expertise
- planned, executed, recorded and evaluated so to determine the impact on you and your role
- varied - in recognition that Members will have differing access to resources and activities that support your own Professional journey
- timely and delivered in line with the expectations outlined in our Membership pages <https://isbl.org.uk/Membership/Reasons-to-Join.aspx>



CPD Frequently Asked Questions

Do I need to keep a record of my CPD?

We would advise all Members to follow a consistent process when considering their CPD activities. The Professional Development Cycle directs users to:

- Identify the career goal that you want to achieve
- Identify what training or skills development might be needed to underpin this goal
- Secure the development
- Record the activity
- Review the impact

Therefore, keeping an accurate record of your CPD is important. ISBL would recommend that any CPD undertaken is uploaded to our website (add link) and logged against your record at the earliest opportunity. In today's modern working environment, pressures on your time can be significant, so you may find that the "little and often" approach works best.

What can I include in my CPD?

There are any number of activities that can be included in CPD from reading The Voice or ISBL blogs to undertaking formal qualifications or attending Regional or National Conferences. No activity should be discounted; however, we would ask that all your CPD has a relevance to you and your career.

Can external activities be included?

External activities such as participation in local clubs or community groups can provide useful CPD opportunities, particularly if you are an active member playing an active role in the running and management of the organisation

How many hours can or should be claimed for each activity?

ISBL does not presently have any plans for monitoring the apportionment of CPD amongst our Members. We would ask that Members apply professional judgement to their development and only claim items that you feel genuinely add to your development. For example, it wouldn't be feasible for all of your CPD activity to be claimed by reading three editions The Voice throughout the year.

Will ISBL be auditing the CPD logged by Members and Fellows?

ISBL does not presently have any plans for auditing the CPD records of our Members and Fellows. We will monitor the situation and reserve the right to view a random selection of records to ensure that the consistency and quality of Member's submissions.

Can I upload all my CPD that has been completed in 2017?

Yes of course. ISBL is happy for you to update all backdated CPD for 2017. Alternatively, you could consider uploading some highlights and then prepare a full and comprehensive submission from January 2018.

