

# Becoming a ISBL Fellow: Practical application tips

Creation and update responsibility for these tips:  
FAP Secretariat

# Style and use of language throughout your application



- Use 'I' language e.g. 'I led....' 'I have developed...' rather than 'we'
- Describing work using 'we' doesn't differentiate between yours and others work
- This does not stop you explaining a wider workstream with 'we' and explaining your role within this and leadership within this with 'I'
  
- Your application needs to show significant experience and impact in two key areas, your CPD and its impact, and your leadership within your school and system leadership
- The Assessment Panel need to clearly see from the narrative and evidence you provide that this work is yours.



# How do I show my 3 years experience and qualification level?

## **Requirements 1 and 2**

Have at least 3 years' recent experience working at a senior level either within a school business management or closely related business management professional role which would confer eligibility (write up to 250 words)

Hold a qualification at Level 6 or above in school business management or in a subject which supports your professional practice in at least one of the following areas of school business management: Leading Support Services, Finance, Procurement, Infrastructure, HR or Marketing

## **How to fulfil these requirements:**

- Update your CV first
- Briefly describe your 3 years' experience, outlining role titles and job descriptions
- Ensure job titles tally up between your CV and application text. The Assessment Panel can then see more readily your current role, your work history and background leading up to your application
- Enclose a copy of your Level 6 certificate

# How do I best describe my experience and evidence impact?



## **Requirement 3**

Demonstrate significant experience and evidence of impact in two of the key areas. One of these areas must be Leading Support Services (LSS) plus one other discipline from the ISBL Professional Standards (as follows):

Finance, Procurement, Infrastructure, HR and Marketing (write up to 500 words)

### **Before you write anything:**

- Ask yourself what areas of work best reflect your experience and impact in LSS and one other discipline
- Ensure you have evidence for these areas
- Consider that evidence means documents which best show your input and impact e.g. meeting minutes, policies you have written, emails (redact personal/sensitive data)
- Think that no evidence = nothing to show the Assessment Panel the work you describe. If necessary, reconsider which work areas to include.



# How do I best describe my CPD?



## **Requirement 4**

Provide evidence of ongoing commitment to, and impact of, continuing professional development (CPD) (write up to 500 words)

### **How to fulfil this requirement:**

- Enclose any certificates, letters or other documentation which show completion of courses
- If it helps, also refer to any qualifications, training and CPD list from your CV if it saves re-writing
- Briefly describe how your CPD has supported your role, thus showing the impact of your CPD

Remember: This section should show how your CPD has supported you to flourish into a leading practitioner



# How do I best describe my leadership in my role and the system?

## **Requirement 5**

Provide evidence of leadership within your school/trust and system leadership within the school business profession (write up to 500 words)

### **Leadership within your job role**

- Provide evidence of your leadership within your school/trust- include a written reference (headteacher/CEO/line manager – who is most relevant to you in your post)

### **Leadership in the system**

- Briefly describe work you are leading outside your immediate organisation which supports others in the school/education system
- Examples might be chairing local or regional groups, hosting or organising group training to fulfil a knowledge gap or CPD need
- Provide evidence of this leadership e.g. agenda, meeting minutes, training materials