

Institute status FAQs (first published in March 2017)

These FAQs have been developed in response to the Institute Status survey of members in 2016. We analysed the qualitative information members provided to us, which showed us the areas where we needed to provide the sector with more detail on what the change from association to institute status means, both for our members and for NASBM as an organisation.

1. Why is NASBM looking to change its status now?

NASBM wants to continue to build its reputation for supporting members and the wider sector as the leading organisation for school business professionals.

NASBM works to support and develop school business professionals (SBPs) across their entire career journey to meet the challenges they face within the ever-changing education sector. Moving to institute status is a recognition of being the established UK professional body meeting these needs and is a commitment by the organisation to continue this through training, career advice and regulation. The change will support practitioners in terms of their own status and credibility and the sector at large in offering them confidence in our professional community.

The decision to change NASBM's status to that of an Institute, was endorsed by the 3000-strong membership base in the Autumn of 2016.

2. What does being an institute mean?

Moving to institute status is not simply a name change, though that will be one result of the move. Institute status means NASBM has become sufficiently established in the education sector as the leading organisation for the school business profession. Both institute and chartered institute are protected terms, and as a result we have sought Secretary of State approval and backing via references from the sector to enable our move to institute status.

Institutes have both a developmental and a regulatory role within the sector they operate, meaning NASBM (or the Institute of School Business Leadership, as we will be known) will continue to provide the career and development opportunities through training, conferences and events, as well as research, resources and policy interpretation for its members.

In addition, ISBL will be ensuring its members are able to access suitable training and CPD for the role they are undertaking and as such, will be undertaking a more regulatory role, including undertaking annual checks of qualifications and the CPD progress of each member.

3. When will the move to institute status take place?

NASBM is currently working on the move to institute status to become effective in November 2017, when NASBM will become the Institute of School Business Leadership (ISBL).

4. How will the governance of the organisation be affected?

The governance of the organisation is changing in readiness for the institute launch date of November 2017. The Trustee Board, through new [articles of association](#), will represent the membership when it comes to voting on decisions affecting the overall organisation. The Board will be supported by an Advisory Panel made-up of a representative group from the NASBM membership. For further information on the governance of the institute see the [articles of association](#).

5. Will NASBM become an awarding body?

At least for now, NASBM is not moving to awarding body status, purely institute status. NASBM will continue to preside, via the National Qualification Board, over both accrediting bodies and learning providers.

6. How will this affect my membership?

NASBM has researched and mapped membership levels within other organisations to gain a clear steer on the current membership levels and titles utilised by the education and institute sector.

Membership levels from November 2017

- A Fellow is expected to hold at least a Level 6 qualification (equivalent to a Level 6 graduate degree), and have 3 or more years' experience on the School Leadership Team (SLT).
- A Full member is expected to hold at least a Level 4 qualification (equivalent to a higher national certificate/HNC, and is a step above A-level, and a step below a Level 5 foundation degree), and have 3 or more years' experience in a school business professional role.
- An Associate Member is expected to hold at least a Level 4 qualification (as above) and will have less than 3 years' experience in a school business professional role.
- An Affiliate member is an individual that is an aspiring school business professional and is either not yet practising or practising but does not yet hold a Level 4 qualification.

If you do not qualify under the Full member category, you would become an Affiliate member under these criteria. Equally, if you are currently registered as an Affiliate and you fulfil the Full member criteria, you would become a Full member.

7. Does the move to Institute status mean I will become a chartered member?

Moving to institute status does not mean members become chartered members. Only chartered institutes provide chartered member titles. We will be an institute as opposed to a chartered institute. Although, this may be part of the future strategic plans for ISBL.

8. Will this affect the cost of my membership?

On an annual basis, NASBM reviews the cost of membership to appreciate whether the membership fees are keeping pace with the membership offer i.e. that the services we provide can be provided for the cost we charge in our membership fees. New membership categories will be introduced as part of the transition to institute, however any increase in membership cost will not be affected until the renewal date for the member during 2018. These new costs will be notified to members as part of the move to institute status in November and provide all members will at least 28 days' notice ahead of their renewal date.

9. Will I be excluded from holding a certain level of membership if I don't hold certain qualifications?

Yes. FAQ 6 explains the full details of membership.

10. Will I be required to complete a certain number of CPD hours to retain my level of membership?

Once your membership level has either been retained or changes by the process explained in FAQ 6., from January 2018 onwards you would be expected to show ISBL your CPD hours on an annual basis as follows:

Affiliate – 1 day of CPD

Associate Member – 1 day of CPD

Full member – 3 days of CPD

Fellow – 5 days of CPD

We are developing a new CRM system that will include a web portal allowing members to update their professional development records directly and upload any certification and evidence associated with the CPD. This CPD collection area will become available at launch (November 2017) and members will be asked to complete this area within 90 days to ensure the provision of their membership category. We will expect to receive CPD evidence ahead of each anniversary of membership and for this to ideally be maintained in real time.

11. What qualifications and training will be available to me, and will these meet my needs as the sector is changing all the time?

NASBM has developed and continues to develop high value, quality assured qualifications and training for you as a school business professional.

During 2016, we began the redevelopment of the Levels 4-6 SBM qualifications which are run in partnership with the [SBM Partnership \(Serco, Adfecto and NASBM\)](#) (plus other training providers are available) and have set-up a [CIPFA Level 7 Certificate in school financial and operational leadership](#). We are also in the process of setting up a Level 6 School Business Director apprenticeship. This programme will launch at our [next annual conference in November 2017](#). We also continue to support webinar development and other training, for example IOSH, for those areas which SBPs need to brush up on in relation to the Professional Standards.

Development of qualifications derives from research on member training needs, and takes direction from our national SBM Qualifications Board which includes sector qualification experts. You can therefore be assured that your training and qualifications meet the needs of the sector.

For full qualifications and training listings, visit this webpage: <http://www.nasbm.co.uk/Training.aspx>

12. Can my experience now be formally recognised?

ISBL will be encouraging members through communication channels and regulation (previously outlined in FAQ 10 on CPD hours), to complete CPD hours. ISBL is not looking to formally recognise experience. The ISBL levels of membership are however set in relation to levels of qualification and experience (refer to FAQ 6.)

13. As an institute, will you now be having an input on pay and conditions?

ISBL will be advocating that members review the results of their online self-assessment against NASBM Professional Standards, and utilise our resources and research to show their competency in relation to their pay and working conditions. Members can then utilise this during discussions on their pay and conditions. We are developing case studies to show where members have effectively undertaken this activity.

We would expect unions to be taking on formal pay and conditions work and lobbying. This does not mean that we cannot provide pay and pay-scale information, but it should not then be expected that we will lobby or campaign for those pay-scales, any increases or any other changes in pay and conditions, as again, this is a primary role for the unions within our sector.

14. I'm a school business professional but not a current NASBM member. What does the change to ISBL offer me and should I, therefore, sign up?

We are mindful of the increased pressure on school business professionals and appreciate their desire to achieve professional recognition and the move to become an Institute will address this.

If achieving greater recognition, and being recognised for your competency and knowledge is something that resonates with you, then you should certainly consider joining ISBL.

15. I'm currently a member of NASBM but do not have time or feel the necessity to do regular CPD. Does this mean I'll have to forfeit my membership?

The move to becoming an Institute will mean that our membership base needs to demonstrate a certain standard of qualification and experience to determine their membership level, and then, moving forward, provide evidence for continued personal development to maintain their membership. This is in line with the expectations of any other established profession.

We believe that this is a positive development and would encourage all our existing members to embrace this as it will enhance and strengthen their role. We also can assure members that we will acknowledge and list a wide range of suitable CPD to ensure that this accounts for both the time and opportunity that members have available to invest in CPD, including local group conference attendance and webinars that relate to SBP practice.

16. Does the move from an Association to an Institute mean I'll have less direct input to the decision-making process?

The articles of association for the new Institute specifically provide for the trustees to establish Expert Panels which will consist of individuals who will advise the Trustee Board on specific topics. We will be actively encouraging member participation in these panels so that involvement amongst the membership base remains current and representative.