

# Fantastic LEVY-FUNDED Apprenticeship Opportunities for School Staff



Launch your professional development to new heights by joining one of our exciting LEVY-FUNDED Apprenticeships.

We have a range of opportunities for school staff at all levels, our range of apprenticeships include:

## The Level 3 School Business Administration Apprenticeship (SBAA)

This new apprenticeship is aimed at anyone working in an administration function in a school or academy, and whose role involves developing, maintaining and improving administration services.

The programme will take 18 months to complete and is in the apprenticeship funding band of £5,000. To add value to our programme, learners may gain the Level 3 Diploma for School Business Administrator as part of their studies.

By studying our programme, you will:

- Gain a Level 3 qualification (the Level 3 Diploma for the Business Administrator) whilst working
- Benefit from programme costs being covered by the apprenticeship levy
- Develop the knowledge and skills required to:
  - \* understand your own organisation and the value of the contribution of your own skills
  - \* understand project management principles and tools
  - \* communicate effectively with stakeholders
  - \* use ICT for school business purposes
  - \* provide administrative support in the educational environment

## The Level 4 School Business Professional Apprenticeship (SBPA)

This apprenticeship has been designed for new and experienced School Business Managers, and those in similar roles in schools, who are interested in furthering their operational and managerial knowledge and experience.

The programme will take 21 months to complete and is in the apprenticeship funding band of £6,000. To add value to our programme, learners may gain the Level 4 Diploma in School Business Management (extra charge for accreditation with ILM the awarding body) as part of their studies. The SBPA is mapped to the latest ISBL Professional Standards.

**The programme comprises:**

- 5 x regional face-to-face workshops together with online learning
- 1:1 support from a coach who will visit your workplace on 5 occasions
- Support to develop an e-portfolio to evidence learning
- End-point assessment process, i.e. well as on-programme assessment, you will need to attend an end of programme assessment day (face to face or online)
- A minimum of English & Maths at Level 2 (equivalent to GCSE grade A\* to C) are required for this apprenticeship, but if you don't have already have these qualifications, we can help you gain them during your SBPA studies.

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## The Level 6 Chartered Manager Degree Apprenticeship (CMDA) for Schools

The CMDA for Schools offers school-based staff in management and leadership positions the opportunity to gain formal recognition of their skills at degree level.

The Chartered Manager Degree Apprenticeship (CMDA) for Schools is aimed at both new and existing school business managers and directors as well as those in similar business management or support roles (e.g. Finance Manager, Finance Director, Office Manager, Business Support Officer, Bursar, HR Manager, etc.) employed in schools and academies.

The programme can take 1 to 3 years to complete depending on prior qualifications. Applicants who have already gained a Level 4 Diploma in SBM can opt to complete the apprenticeship in 2 years and those applicants who have also gained the Level 5 Diploma in SBM may be eligible to complete the apprenticeship in one year. This is costed at £22,000 for the full 3 year programme (funded/part-funded by the Apprenticeship levy), and includes a Degree (Hons) School Business Management.

### The programme comprises:

- Regional face-to-face workshops together with online learning
- 1:1 support from a coach
- Support to develop an e-portfolio to evidence learning
- End-point assessment process, i.e. as well as on-programme assessment, you will need to attend an end of programme assessment day
- A minimum of English & Maths at Level 2 (equivalent to GCSE grade A\* to C) are required for this apprenticeship, but if you don't have already have these qualifications, we can help you gain them during your studies.

## All of our apprenticeships are approved for levy funding:

- **100% Funding should be available to schools that are already contributing to the levy**
- **95% Funding may be available for non-levy funded schools**

For further information and to apply online please visit our website:

**[www.serco-education.com](http://www.serco-education.com)**

Or contact our Apprenticeship Team:

**T: 01452 930300 E: [sbpa@serco.com](mailto:sbpa@serco.com)**