



# Accreditation Process Guidance

## Purpose of accreditation

Once you have completed your self-assessment and received your report, as an **individual member** of ISBL, you can apply for formal accreditation against the identified practitioner level. This means that you will be accredited at Foundation, Associate, Lead or Strategic Practitioner Level and will receive official certification.

You can use your accreditation to demonstrate your competence and capability within the role as part of performance management processes, to demonstrate to current or potential employers your level of professional expertise and your ongoing commitment to continuing professional development.

You can also use this as part of an application for Fellowship of ISBL if you are identified as a Strategic Practitioner, details of which can be [found here](#).

## Accreditation process

To apply for accreditation, you will need to provide three pieces of evidence:

1. The self-assessment report that verifies the practitioner level identified and to be claimed
2. An employer declaration form signed by a line manager to confirm their agreement with the practitioner level claimed, and
3. Proof of relevant qualifications to meet the required practitioner level standard, as set out in the ISBL professional standards.

The accreditation process can be completed by [clicking here](#) and submitting your application with supporting evidence. Please ensure that you have all your evidence completed and ready to upload in advance of submission.

You will need to log in to access this page through the ISBL website. You should receive a response within 14 days of processing your application to verify your accreditation.

## Evidence requirements

### Self-assessment report

You will need to upload your self-assessment report that identifies your overall practitioner level. Generally, the practitioner level identified in your report should be the practitioner level that you will apply for accreditation against. However, we appreciate that there will be exceptions, and therefore, as part of your application, you can request accreditation against an alternative practitioner level if you feel that this can be justified.

In the 'Accreditation Application' section of the online form, you are asked: 'Does your self-assessment report overall level match the practitioner level that you are applying for?' If you select 'no', you can provide a full justification as to why you would like to apply for a practitioner level other than that stated in your self-assessment.

Such requests will need to be reviewed by an accreditation panel and therefore may take more time to process. The panel will aim to provide a response within a month and will provide feedback should you not be found to be operating at the level that you would like to be considered for.

### Employer declaration

The purpose of asking for a signed employer declaration is to ensure that your practitioner level can be verified by a senior leader or line manager (which can be used as part of a performance management process). Additionally, involving senior leaders in the accreditation process will not only help to ensure that employers are engaging with the Professional Standards on an ongoing basis but will ultimately help to ensure that greater credibility is attributed not only to your role but also to school business professionals across the sector.

## Qualifications

We are looking for evidence of the most **relevant** formal qualifications that you have undertaken (five pieces maximum), not necessarily the most recent. The below guide should allow you to gain an understanding of the expected qualification levels by practitioner level (as taken from page 7 of the ISBL Professional Standards), with generalist/specialist non-exhaustive examples given:

	Foundation Practitioner	Associate Practitioner	Lead Practitioner	Strategic Practitioner
Recommended qualification level	<b>3</b>	<b>4</b>	<b>5 to 6</b>	<b>7</b>
Generalist qualification examples	Aspiring School Business Manager programme School Administration Foundation Certificate Business Administrator Apprenticeship	Diploma in School Business Management School Business Professional Apprenticeship (SBPA)	Undergraduate level degree (e.g. Business) Diploma in School Business Leadership Chartered Manager Degree Apprenticeship (CMDA)	Postgraduate level degree (e.g. MBA) Certificate in Strategic Educational Leadership Senior Leadership (Degree) Apprenticeship
Specialist qualification examples	AAT Certificate / Diploma in Accounting CIPD Foundation Certificate in People Management	AAT Diploma in Professional Accounting Diploma in Human Resource Management	Undergraduate level degree (e.g. HR) Diploma in Accounting and Business CIPD Associate Diploma in People Management	Postgraduate level degree (e.g. MCIPD) Professional Accounting qualification (e.g. ACCA, CIMA, CIPFA) CIPFA Diploma in School Financial and Operational Leadership CIPD Advanced Diploma in People Management

Your highest qualification level will be the main piece of supporting evidence that is used to verify your accreditation application. However, you are also encouraged to provide evidence of qualifications that may be at a lower level, additionally in support of your application.

All evidence that you upload as part of your application (including qualifications and employer declaration) will be stored in your personal account on the ISBL CRM system and can be accessed by you by selecting 'surveys' or 'your forms'. All information uploaded will be securely stored and will not be used for any other purpose or shared with any third parties.

## Ongoing accreditation

We appreciate that your self-assessment report and accredited practitioner level reflect your overall knowledge, experience and qualifications at a specific point in time; therefore, we would encourage members to undertake self-assessments on an annual basis (or following significant changes). If following an update to your self-assessment, you are identified at a higher practitioner level, then you can reapply for accreditation and must submit updated evidence in support of your application as detailed above.

If you have any queries with the self-assessment tool or accreditation process, then please email [accreditation@isbl.org.uk](mailto:accreditation@isbl.org.uk).