



SCHOOL ADMINISTRATION FOUNDATION CERTIFICATE

GUIDANCE FOR APPLICANTS

Programme Eligibility

The **School Administration Foundation Certificate** is a short course designed for individuals who have an administrative role in schools and children's services.

Applicants to the programme will be required to confirm they have the full support of their line manager.

Application System

Applications for a place on the programme can be made at any time during the year by completing an online application form via our website (www.sbmpartnership.org.uk). Alternatively, an application pack can be requested from the programme team (see Contact section in this document).

Please note that some application deadlines apply – please refer to our website (www.sbmpartnership.org.uk) for the latest application deadline dates.

Programme Cost

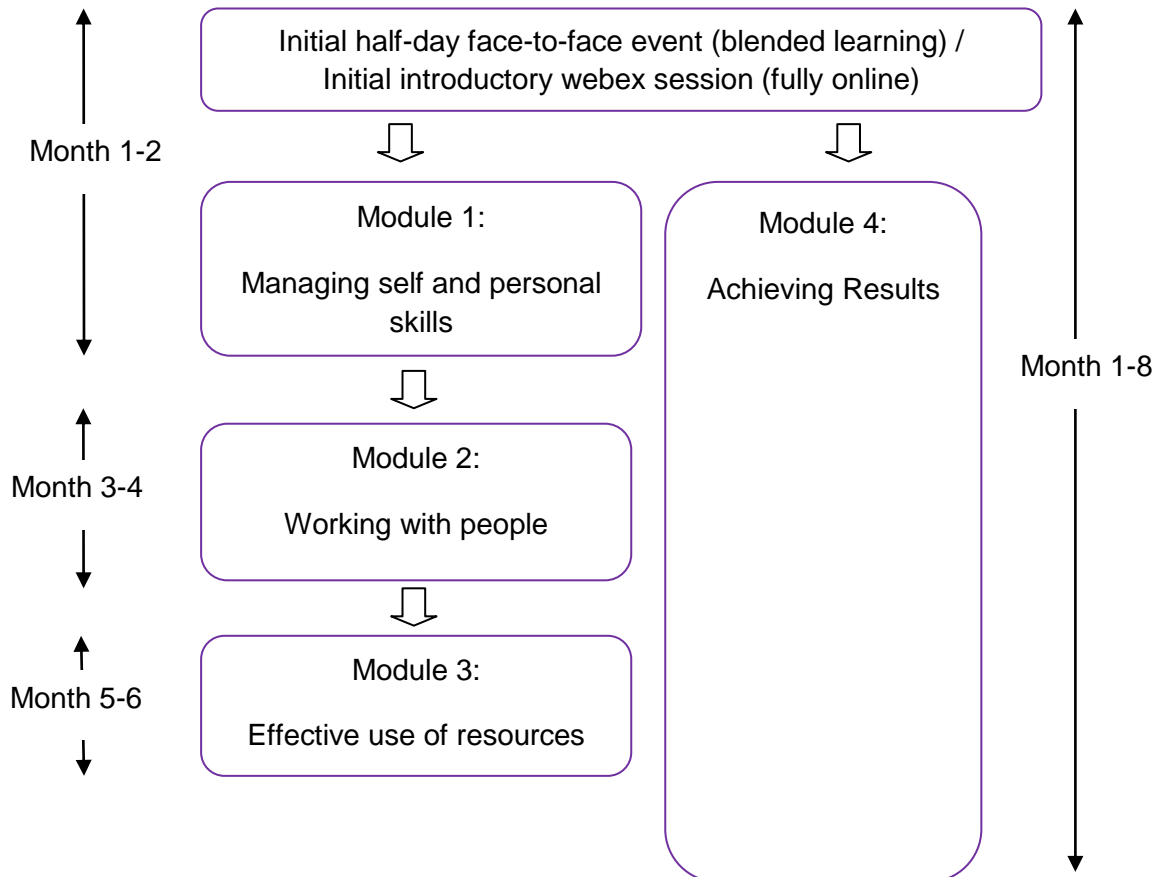
The programme is priced at:

£333.00 (+VAT) per participant for the blended learning programme (which starts with a face-to-face introductory session)

or

£313.00 (+VAT) per participant for the fully online programme (which starts with an introductory webex session)

Programme Structure and Duration



Each module takes two months to complete, but participants may find it takes them less time than this. The Certificate should be fully completed in around eight months.

Your regional provider will advise you of the date and location of the face-to-face session (blended learning programme), or of the date and time of the introductory webex session (fully online programme) at least 2 weeks before the event. We will endeavour to keep participants' travel time to a minimum.

Overall Programme Learning Outcomes

The design of the programme is broadly based on a number of elements of the School Business Management Competency Framework which has been developed to identify the skills, knowledge and understanding required to become an effective School Business Manager.

The learning outcomes of the programme are to enable participants to:

- Extend their knowledge of technical and professional aspects of school business management;
- Manage resources within schools more efficiently and effectively;
- Deepen their understanding of business administration and management in an educational context;
- Evaluate the efficiency and effectiveness of administrative and business management in a specific school setting;
- Develop their professional competence in relation to their role;
- Demonstrate the impact of their professional learning on themselves and on a school setting.

Individual Module Learning Outcomes

Module	Areas covered	Learning Outcomes (On completion of this module, participants will be able to)
Managing Self and Personal Skills	<ul style="list-style-type: none"> • Time management • Planning and prioritising workload • Maintaining CPD • Financial probity 	<ul style="list-style-type: none"> • Manage skills and time in order to achieve work objectives; • Understand how the work role fits into the overall vision and objectives of the school; • Understand how networking within school and with colleagues in other contexts can support both current and future work; • Appreciate how CPD can support in the current role and in future career development; • Act with integrity, honesty, loyalty and fairness within the limits of professional competence.
Working with People	<ul style="list-style-type: none"> • Communicating effectively with internal and external stakeholders • Recruitment • Workforce planning • Performance management • Teams 	<ul style="list-style-type: none"> • Understand how the success of their work impacts upon others; • Appreciate the roles, responsibilities, interests and concerns of colleagues and stakeholders and working with and supporting them in a variety of ways; • Support colleagues in identifying their learning and

Module	Areas covered	Learning Outcomes (On completion of this module, participants will be able to ...)
		development needs and helping colleagues in meeting those needs.
Effective Use of Resources	<ul style="list-style-type: none"> • Managing finances • Technology within the work place • Managing health and safety • Managing physical resources 	<ul style="list-style-type: none"> • Manage finance within the limits of their role; • Understand how technology can support them within their roles; • Appreciate how effective health and safety management decreases the risk of injury and ill health to people who use the organisation's services; • Manage resources – effectively, efficiently, safely and securely within their roles; • Appreciate how the environment impacts upon the work of the organisation.
Achieving Results	<p>Participants are requested to submit a 2,500 word work-related project focusing on one of the following areas:</p> <ol style="list-style-type: none"> 1. School processes 2. Implementing school service improvements 3. Developing and / or strengthening community links 4. Improving school performance 	<ul style="list-style-type: none"> • Manage and lead a school project; • Manage process within their roles in order to ensure that school outputs meet peoples' needs; • Understand how quality provision within their role helps to ensure the school's vision; • Appreciate how their work impacts upon those outside of school; • Understand why their performance needs to be evaluated as part of the school's drive for quality.

Evaluations

We will evaluate the impact of the programme as well as the programme content and facilitation on a regular basis to ensure it continues to meet the needs of participants. To do this, we will ask you to complete an online evaluation pro-forma once you have completed the programme.

Contacts

For any programme-related queries, please contact:

School Administration Foundation Certificate Team
Serco Ltd
Serco House
Olympus Park Business Centre
Quedgeley
Gloucester
GL2 4NF

Fax: 01452 727272 / E-mail: sercoprovider.support@serco.com

Once you have been allocated a place on the programme, your point of contact throughout the programme will be one of the following regional representatives, depending upon the location of your programme.

**South West, South East,
West Midlands, Yorkshire &
Humberside**

Louisa at Adfecto
T - 01242 220 684
Louisa@adfecto.org.uk

**The East, East Midlands,
London**

Trudie at Anglia Ruskin
T - 0845 1964355
sbm@anglia.ac.uk

North East, North West

Kate Hinchliffe
kate@impactfirst.co.uk