

## Frequently Asked Questions (FAQs)

### ILM Level 5 Diploma for School Business Leaders

October 2019

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#### FAQs

##### 1. Who is eligible?

The Level 5 Diploma for School Business Leaders is aimed at experienced, senior school business professionals looking to develop their leadership and management skills. The qualification will enable the individual to develop their professional learning, gain insight into the strategic dimension of their role and understand the how to lead and manage a range of functions in a school.

The programme it has replaced was originally referred to as the Diploma of School Business Management or DSBM.

#### **As an applicant with school business manager (SBM) experience you must be:**

- Employed as an SBM (or equivalent) within a state-maintained school, academy or early years setting
- Employed as an SBM (or equivalent) within an independent school (home or overseas) – please contact us before applying
- Working for a local authority or the Department for Education with SBM responsibilities (and normally with a school identified where you can carry out work-based study)

#### **In addition:**

- Applicants must be a school business manager/professional working closely with the senior leadership team (SLT) on a day-to-day basis
- A Level 5 qualification is a demanding academic course (equivalent to foundation degree level) and applicants need to demonstrate their capacity for this level of study. Candidates should have at least achieved a Level 4 or Level 5 qualification to be eligible. However, if not, then suitable professional experience in a school may be considered instead.
- Applicants must have at least 3 years relevant experience in a school business manager, or similar, role.
- You must have the support of your headteacher/principal and Chair of Governors

If you do not meet the above eligibility requirements you may need to consider the Level 4 Diploma programme instead, or, alternatively, you can contact us to discuss your eligibility.

For the purpose of these programmes the SBM role is defined as undertaking or having experience of a combination of managing school finances, risk, procurement, marketing or human resources in your daily role, at either senior administrator or management level.

This programme is not suitable for aspiring (non-school) applicants.

## **2. Who can apply?**

You must meet the eligibility requirements indicated in section 1 (above). We recommend that you complete the Level 4 Diploma for School Business Managers (or previously the CSBM qualification) first, although we do consider applications from eligible applicants who would like to proceed straight to the Level 5 programme. You may however be asked to provide further information (usually conducted by phone interview) about your professional and academic background as part of your application. The Level 5 Diploma programme will assume that you have the operational knowledge and understanding of the SBM role already covered at Level 4.

## **3. What are the costs?**

Please see the learning centre website [www.sbmpartnership.org.uk](http://www.sbmpartnership.org.uk) for the latest price list. (Note: the programme cannot be funded by apprenticeship levy funds).

Please refer to our SBM Terms & Conditions document for full details of payment methods and charges.

## **4. How will the full Level 5 Diploma for School Business Leaders benefit me?**

- Learn how to lead and manage teams in a school setting
- Develop your personal effectiveness in the role
- Understand the strategic direction of your school and contribute to strategic planning
- Develop the skills to propose and implement improvement initiatives in your school
- Links to the ISBL Professional Standards.
- Demonstrate the impact of your professional learning on yourself and on a school setting

## **5. What is the structure of the programme?**

The Level 5 Diploma for School Business Leaders comprises four units:

- Leading Support Services in a School
- Managing School Finances
- Managing Procurement in a School
- Human Resource Management in a School

You will follow a fully online structured programme over a 21-month period (approx.). This begins with an online induction week which introduces you to online learning and our e-learning resources. For the full programme blended learning option (new for 2020) your first workshop follows usually in the week after your Induction. Three further one-day workshops are then arranged at the start of each unit. For the online options a WebEx or Skype session is arranged with your facilitator.

All programmes then include a combination of online learning and online tasks, online resources and research, plus online facilitator support via your learning group forums.

Units are studied in consecutive blocks of approximately 18 - 20 weeks. There are **four units** to complete to achieve the full ILM Level 5 Diploma qualification. The programme will take 20 to 21 months to complete.

In common with most courses based on distance learning and e-learning methods, the Level 5 programme is primarily a self-study course, although you will also receive some online support and assignment feedback from your facilitator.

Your facilitator helps facilitate and direct your learning, builds on your existing knowledge base and provides support where appropriate.

For the new (2020) blended learning option you will also receive direct contact with your facilitator at the four one-day workshops.

The blended learning cohorts will start in the spring and autumn terms. The spring term intakes will be based in the South (the first pilot group will be a local group based in Gloucester), and the autumn intakes will be based in the North.

## 6. How much study time will I need each week?

We recommend that you will need to allow, on average, *at least* 8 hours study time per week (but this will vary from learner to learner) and more (10 hours+ pw) when you are working on assignments.

## 7. What will I study?

Brief unit outlines, together with learning outcomes, of each of the four units are indicated below:

### ➤ **Leading Support Services in a School**

Unit aim: The purpose of this unit is to provide learners with the knowledge and skills required to effectively manage support services within a school. This unit underpins the Level 5 programme.

#### Learning outcomes

The learner will be able to:

- Be able to play a role in implementing and promoting strategic activity in a school
- Understand legislation, regulation and best practice relating to schools
- Be able to lead and develop others in a school
- Understand how data analysis and reporting can support operational effectiveness in a school
- Be able to manage change and innovation in a school
- Know how health, safety and risk are managed in a school

### ➤ **Finance in a School** (also available as an Individual Unit from 2020)

Unit aim: The purpose of this unit is to equip learners with the knowledge and skills required to manage the finances within a school.

#### Learning outcomes

The learner will be able to:

- Understand school financial strategy and management
- Understand external financial statements for schools
- Be able to contribute to School business/finance decisions
- Be able to manage a school finance function
- Be able to lead financial control processes in a school

### ➤ **Managing Procurement in a School**

Unit aim: The purpose of this unit is to provide learners with the knowledge and skills required to effectively manage procurement activities in a school.

#### Learning outcomes

The learner will be able to:

- Understand procurement legislation applicable to schools
- Be able to manage effective procurement strategies in a school
- Understand the process of tender management
- Be able to manage contractor and supplier activity in a school

➤ **Human Resource Management in a School**

Unit aim: The purpose of this unit is to provide learners with the knowledge and skills to manage human resources in a school.

Learning outcomes

The learner will be able to:

- Understand the role of Human Resource (HR) management and legislation in a school
- Know how to undertake workforce planning activities in a school
- Know how to manage a school's staff structure
- Understand Performance Management (PM) in a school

**8. How will I be assessed?**

Units will be assessed via a portfolio of evidence. Participants will be expected to compile evidence, as directed, and include their assessment tasks within their portfolios which are then submitted electronically to their assessors (normally at the end of each unit). Assessment tasks will be a mix of short and long assignments and reports. Participants will need to provide detailed evidence, analyses and technical specifications (where required, e.g. procurement) at an appropriate management or strategic level. Full unit-specific assessment guidance will be provided.

**9. What is the difference between the new Level 5 and Level 4 Diploma programmes?**

The Level 5 unit titles are similar to the new Level 4 Diploma programme. The difference is that at Level 5 the subject matter is more complex and develops themes further than at Level 4. The learning, analysis and assessment that takes place will be undertaken from a strategic or senior management perspective.

**10. Is the programme accredited?**

The Level 5 Diploma for School Business Managers programme is accredited by the Institute of Leadership and Management (ILM) part of the City & Guilds Group. ILM accreditation is included in the full programme cost. For details visit our website or see <https://www.institutelm.com/> or <https://www.i-l-m.com/>

**11. What if I don't think I'm ready for the Level 5 Diploma yet?**

Should you be concerned about the level of your experience you may wish to consider undertaking the new Level 4 Diploma for School Business Managers – see the Level 4 page on our website.

*Contd. over*

### Summary

**Title:** ILM Level 5 Diploma for School Business Leaders

**Level:** 5

**Duration:** 20-21 months (approx.)

**Accreditation:** ILM

**Course codes:** 740/745 (full programmes)

**Formats (full programme):** fully online and (from 2020) blended learning

**Individual Unit (Finance):** fully online (course code 750). 20 weeks.

This FAQ guidance document should be read in conjunction with the latest *SBM Terms and Conditions* document available on our website for more information.

**See website for further details:** [www.sbmpartnership.org.uk](http://www.sbmpartnership.org.uk)

### Contact us

Contact Serco at: [sbmpartnership@serco.com](mailto:sbmpartnership@serco.com)

T: 01452 341 829 (office hours)

Alternatively contact Adfecto at: [sbmpartnership@adfecto.org.uk](mailto:sbmpartnership@adfecto.org.uk)

T: 01242 220 684 (office hours)

### Updates

Some details may from time to time be subject to change without notice as part of our normal programme review and improvement process and therefore they should be regularly checked. The continued use of the site or a programme activity after a change has been made is your acceptance of any changes.

### SBM Partnership

The School Business Management Partnership is a collaboration between Serco, Adfecto and ISBL to jointly deliver School Business Management programmes.

Serco SBM Team/October 2019