

School Administration Foundation Certificate (SAFC)

This popular 8-month fully online course provides excellent tools and guidance to individuals looking to improve their skills in school administration.

Why The SBM Partnership?

The School Business Management Partnership (SBMP) is an established partnership between Serco Education, Adfecto and the Institute of School Business Leaders (ISBL). Together, we have been the leading provider of national SBM programmes since they began. Impact First also deliver the SAFC on behalf of the SBP partnership in the NE and NW of England. Impact First offers complete and fun training packages, which make a difference to the effectiveness of the workforce in all types of organisations.

What's on offer?

This level 3 course will take 8 months to complete and is aimed at individuals who support School Business Managers, Office Managers, HR and Finance Managers.

Completion of the School Administration Foundation Certificate will enable school administrators to:

- Develop their professional competence in relation to their role;
- Develop and extend their knowledge and understanding of technical and professional aspects of school business management and administration;
- Manage resources within their school more efficiently and effectively;
- Evaluate the efficiency and effectiveness of administration and business management in a school-specific setting;
- Demonstrate the impact of their professional learning on themselves and on a school setting;
- Link their learning to tier 1 of Leading Support Services within the ISBL (formerly known as NASBM) Professional Standards Framework.



For more
information and to
apply online:



sbmpartnership.org.uk



[sercoprovider.support@
serco.com](mailto:sercoprovider.support@serco.com)

What our students say:

“This programme has enabled me to evaluate my performance within my role and has given me the confidence to implement and discuss changes that would benefit the whole school community. I would highly recommend the SAFC programme.”

“The programme has impacted greatly on how I see the school as a whole and not just in the school office.”

“I found the course very good as it challenged the way I thought and dealt with various situations - it made me think of my school processes from a business administration angle and has helped with my effectiveness in communication, planning and prioritising work.”

Programme Structure

In order to successfully complete the programme, participants will need to complete four modules of study:

- Behaviours, values and ethics
- Human Resources
- Finance and infrastructure
- Achieving Results (school based project)

How is the SAFC programme delivered?

The programme is offered as a fully online programme.

The programme commences with an introductory WebEx session to explain the programme, timings, introduce you to your facilitator and learning group and to launch module 1.

Subsequent modules will be launched at set times throughout the programme. All module work is submitted for assessment by e-mail.

Why should I complete the SAFC?

If you are looking to improve your skills in school administration and feel a level 3 programme is the right starting point for your development then this is the programme for you.

The SAFC programme is recognised as entry level onto the Level 4 Diploma in School Business Management Programme, should you wish to continue your development through this very popular suite of programmes.