

# Which SBM Course is best for you?

## Level 3 School Administration Foundation Certificate (SAFC)

This programme is recognised by the National College for Teaching and Leadership as suitable preparation for the Level 4 Diploma SBM programme (CSBM)

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.

### How is the SAFC programme delivered?

The programme commences with an introductory online seminar and the launch of module one.

Subsequent modules will be launched at set times throughout the programme and will commence with a module video, which can be accessed at home or at work from the Impact First's YouTube Channel

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 National College recognises this qualification as entry level onto the Level 4 Diploma SBM Programme (Certificate of School Business Management - CSBM) should you wish to continue your development through this very popular suite of programmes.

### How long will it take to complete the programme?

Each module should take only two months to complete, and participants may find it takes them less time than this. The programme should be completed comfortably in eight months.

### How much does the programme cost?

The cost of the programme is £333 (+VAT).



## Level 4 Diploma in School Business Management (CSBM) – ‘BLENDED’ or ‘ONLINE’

The Level 4 Diploma programme is based on materials and standards established by the long-running National College for Teaching and Leadership school business management (SBM) programmes.

The course comprises six units including managing school finances, managing risk and managing HR in schools plus a school-based project.

### How is the CSBM programme delivered?

The course is delivered via web conferences and online learning methods.

**The blended version of the course also includes face-to-face workshops,**

All work is submitted for assessment by e-mail.

### Why should I complete the CSBM?

This course gives you the knowledge & skills required to perform the role of school business manager / administrator to the best of your ability and ultimately improve your school's effectiveness. The programme leads to a recognised SBM qualification.

### How long will it take to complete the programme?

Approximately 12 months

### How much does the programme cost?

Fully online version costs £1,200 (+VAT)

Costs for the blended learning version will be confirmed shortly

## Testimonials

*I have genuinely enjoyed the work and feel that it has allowed me to enhance my existing skills to enable me to become a successful SBM. In fact, since I finished the course, my school has decided that we need a SBM and thankfully I got the job!* Shane Farrell, School Business Manager, Mersey Vale Primary.

*Thank you for all your help and support, it's been a very enjoyable course and I feel both my school and I have benefited massively.* Sarah McCarron, Brougham Primary School.

*Thank you for your advice, guidance and support through my CSBM coursework. It goes without saying that all the tutors I had were brilliant and were always on hand if I needed them.* Vicky Parkinson-Jones, Finance Officer, Waterloo Primary Academy.

*The delivery of content and help was brilliant. Excellent advice and expertise -* Carla Castro, School Business Manager, St Vincent's Catholic Primary.

*Just wanted to say thank you for your skilled facilitation of the course. It was a great learning opportunity in a climate of trust and openness, which contributed to the whole experience.* Catherine Connelly, Head Teacher, St Paul's Primary School.

### - How do I apply? -

Email Kate without obligation to reserve your place (stating your name, school name and address and the course you're interested in) and we'll get back to you with the full application details.

Email: [kate@impactfirst.co.uk](mailto:kate@impactfirst.co.uk)

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