



Star
Institute



GP
STRATEGIES®



Star Apprenticeships

SCHOOL BUSINESS PROFESSIONAL LEVEL 4

WHO IS IT FOR?

This course is aimed at School Business Professionals who administer and manage the financial and business services across the school. It will enable staff to manage resources more efficiently and sensitively and develop an understanding of the purpose of business management within schools.

FUNCTIONAL SKILLS

This programme requires completion of Functional Skills Level 2 in mathematics and English, unless a learner has prior qualifications that exempt them and valid evidence can be produced.

DURATION

18 months.

HOW IS IT DELIVERED?

This programme will be delivered through one to one, face to face and remote sessions with a Skills Coach. Sessions will take place every four weeks and will be 1.5-2 hours in duration. These sessions may be supported by full or half day workshops at set intervals throughout the course.

OFF THE JOB TRAINING

The programme will be completed through various on and off the job training activities. Induction, mandatory and refresher training will be embedded into this programme and will count towards off the job training activity. Other examples;

- Fraud prevention - Star Institute Webinar
- Complaints Procedure & Investigations - Star Institute Webinar
- Effective use of fixed term employment contracts - Star Institute Webinar
- Water Management - Star Institute workshop
- Practical - shadowing/mentoring /attendance at conferences
- Research - online/reading/forums
- Meetings - new systems/processes

LEARNER JOURNEY



END POINT ASSESSMENT (EPA)

Towards the end of the apprenticeship, knowledge, skills and behaviours will be tested by an independent End Point Assessor. Prior to the EPA the learner will attend a Gateway Meeting with their Manager and Skills Coach who will review their progress and confirm that all of the requirements of the apprenticeship have been met. The EPA will take the form of a timed Simulated Task – preparing a report, presenting it and Q&A, and also a Project Report and Presentation with Q&A. The outcome of the EPA test will be graded Pass, Distinction or Fail.

For further information about the apprenticeship recruitment process please contact Star Institute:

 0330 313 9870

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