

Purpose statement

The following purpose is for the City & Guilds **Level 4 Diploma for School Business Managers (603/1997/5)**

Area	Description
OVERVIEW	
What does this qualification cover?	<p>This qualification aims to improve the leadership and management skills of school business management professionals across a range of disciplines, focussing on leading support services, managing school finance and procurement activities.</p> <p>This qualification is aimed at experienced School Business Managers looking to develop their leadership and management skills. The City & Guilds Level 4 Diploma for School Business Managers (603/1997/5) 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.</p> <p>Benefits for learners</p> <ul style="list-style-type: none"> • 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 (formerly NASBM) Professional Standards
WHAT COULD THIS QUALIFICATION LEAD TO?	
Why choose this qualification over similar qualifications?	<p>The City & Guilds Level 4 Diploma for School Business Managers (603/1997/5) is a new qualification based on the revised Institute of School Business Leadership (ISBL) (formerly National Association of School Business Management (NASBM)) Professional Standards and was developed in cooperation with ISBL.</p> <p>There are no other live School Business Management related qualifications on the register. This is a new version of the outgoing Level 4 Diploma in School Business Management (601/5603/X).</p>
Alternatives routes to achieve the same outcome?	<ul style="list-style-type: none"> • Alternative routes would be to obtain a generic level 4 Management qualification partnered with suitable experience in education/school environment. Examples of this type of qualification include: City & Guilds Level 4 NVQ Diploma in Management (601/3247/4)

- ABE Level 4 Foundation Diploma in Business Management (603/1571/4)
- FAQ Level 4 Diploma in Management and Leadership (601/5872/4)

The benefit of completing the City & Guilds Level 4 Diploma for School Business Managers (603/1997/5) is that it allows for a specific/contextualised qualification to be gained and can be studied in a school environment. ISBL have agreed to work with their network of schools to ensure suitable opportunities exist within schools for aspiring School Business Professionals.

How this qualification supports the identified outcome(s)?

The City & Guilds Level **4 Diploma for School Business Managers (603/1997/5)** qualification is based on the new ISBL Professional Standards, meaning it has been developed to equip learners with the knowledge and skills identified as required to be successful in a School Business Management role, including:

- Understanding policy and legislation, Health & Safety and safeguarding in a school environment
- Leadership and team working in schools
- School budget planning and delivery
- Financial reporting and control systems in a school
- Understanding school procurement strategy
- Managing the tendering process
- Contractor and supplier management in a school.

WHO SUPPORTS THIS QUALIFICATION?

Employer/Higher Education Institutions

Institute of School Business Leadership (ISBL) (formerly National Association of School Business Management (NASBM))
National Schools Training (NST).

Further information

[Qualification Specification](#)