



ILM Level 4

Diploma in School Business Management

Who is this qualification for?

This qualification is designed for School Business Management (SBM) professionals who are moving into a leadership role. Professionals working outside the education sector may also find this qualification a useful starting point for their SBM professional development.

Benefits for individuals

- Manage resources within a school more efficiently, effectively and sensitively
- Develop your understanding of the purpose of business management in a school context
- Evaluate the efficiency and effectiveness of business management within a school
- Understand the nature of schooling.

Benefits for employers

- Professional school business staff which will enhance your school
- Managers who understand the importance of their role and its scope
- Allows head teachers to focus on teaching, learning and student attainment
- Helps to develop your school business team and gain specialist expertise in financial resource management, administration, ICT, HR and Facilities Management.

This qualification builds core skills in school management through the three mandatory units. In the first unit the role of the school business manager is examined, the second unit builds project management skills and third core unit looks at school finances. Learners then work with their employer and training provider to find the best-fit optional units to complete the qualification.

Progression

This qualification will provide progression opportunities to other qualifications such as:

- ILM Level 4 Award, Certificate or Diploma in Leadership and Management
- ILM Level 5 Award, Certificate or Diploma in Leadership and Management
- ILM Level 5 Diploma in School Business Management.

Qualification overview

Qualification title	Credit value	Total qualification time	Structure
ILM Level 4 Diploma in School Business Management QAN: 601/5603/X	Minimum 46 credits Maximum 48 credits	460 hours	<ul style="list-style-type: none"> ● Three hours induction ● At least four hours tutorial support ● Three mandatory units (24 credits) ● Minimum of 22 credits or maximum of 24 credits from Group 1

*Refer to table below for unit details

Rules of combination

- Three mandatory units (total credit value of 24)
- Minimum of 22 credits or maximum of 24 credits from Group 1

Overview of units

Mandatory

Reference	Unit title	Level	CV*	GLH**
8627-400	Understanding School Business Management	4	8	15
8627-401	Planning and Leading Projects in Schools	4	8	10
8627-402	Managing School Finances	4	8	20

*Credit value **Guided learning hours

Group 1

Reference	Unit title	Level	CV*	GLH**
8627-403	Managing Human Resources in Schools	4	8	23
8627-404	Managing School Facilities	4	8	20
8627-405	Managing Risk in Schools	4	6	16
8627-406	Managing Office Services	4	8	20
8627-407	Managing the School Environment	4	8	20

*Credit value **Guided learning hours

Contact ILM

The ILM Customer Service Team is dedicated to providing the very best in customer care. If you need guidance on any aspect of leadership and management development, whether at an individual or organisational level, contact ILM.

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All ILM qualifications are awarded by the City and Guilds of London Institute, which was founded in 1878 and is incorporated by Royal Charter.

Learning resources

There is a range of materials available to support ILM qualifications through our online portal, Walled Garden, and the ILM website. Contact us to find out more.

Institute of Leadership & Management membership

All ILM learners receive a minimum of 12 months membership of the Institute of Leadership & Management, bringing access to a wealth of resources to support their leadership development.

Our ethos

Our qualifications combine innovative design with a strong focus on workplace performance. We believe this delivers well-rounded managers with a proven ability to perform to the required standards.