



## ILM Level 4

# Diploma for School Business Managers

### Who is this qualification for?

The Level 4 Diploma for School Business Managers is designed for school business management (SBM) professionals who are moving into a management 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 operations within a school
- Understand the nature of school business management
- Links to the NASBM Professional Standards.

### Benefits for employers and educators

- Professional staff who will enhance the management of 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 the school business team and gain specialist expertise in areas including leading support services, finance, marketing, procurement, HR and infrastructure management.

This qualification's aim is to provide learners who are new or aspiring school business management (SBM) professionals with the knowledge and skills required to progress in their career and on to further study. The Level 4 Diploma comprises of three mandatory units. The first unit, Leading Support Services in a School, aims to develop the learners' knowledge and skills relating to leadership and development in a school, managing change and policy and legislation that affects schools. The second unit, Finance in a School, aims to equip learners with the knowledge and skills needed to support finance decisions in a school, contribute to budget planning and delivery, and how to manage financial control systems. The third unit, Procurement in a School, covers content relating to procurement strategy, managing the tendering process, and supporting contractor and supplier management.

### Progression

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

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

## Qualification overview

Qualification title	Credit value	Total qualification time	Structure
ILM Level 4 Diploma for School Business Managers QAN: 603/1997/5	Minimum 39 credits	385 hours	<ul style="list-style-type: none"> <li>● 2 hours induction</li> <li>● At least 4 hours tutorial support</li> <li>● Three mandatory units*</li> </ul>

\*Refer to table below for unit details

## Rules of combination

- Learners must complete 3 mandatory units and 1 optional unit, achieving a minimum of 39 credits.

## Overview of units

### Mandatory

Reference	Unit title	Level	CV*	GLH**
8390-400	Leading Support Services in a School	4	10	35
8390-401	Finance in a School	4	10	35
8390-402	Procurement in a School	4	10	35

\*Credit value \*\*Guided learning hours

### Optional

Reference	Unit title	Level	CV*	GLH**
8390-403	Supporting Human Resource Management in a School	4	9	30
8390-404	Supporting School Infrastructure Management	4	10	35
8390-405	Marketing in a School	4	9	30

\*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.

**T 01543 266867**  
**E customer@i-l-m.com**

City & Guilds Limited (Registered Company 16513878) is the Awarding Organisation for ILM qualifications.

### 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.