



ILM Level 5

Diploma for School Business Leaders

Who is this qualification for?

The Level 5 Diploma for School Business Leaders is aimed at experienced School Business Managers looking to develop their leadership and management skills. The qualification 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.

Benefits for individuals

- 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 NASBM Professional Standards.

Benefits for employers and educators

- Professional school business staff which will enhance your school
- Supports the development of the school leadership and business team
- Allows head teachers to focus on teaching, learning and student attainment.

This qualification's aim is to improve the leadership and management skills of school business management professionals across a range of disciplines, with 3 mandatory units which focus on leading support services, managing school finance and procurement activities.

The first unit, Leading Support Services in a School, aims to develop the knowledge and skills required to contribute to strategic activities within a school, lead and develop colleagues, and manage change. The second unit, Managing School Finances, provides an insight into school financial strategy and management. The third unit, Managing Procurement in a School, provides learners with the knowledge and skills required to manage procurement strategies in a school, including tender management, and the management of contractors and suppliers in a school.

Progression

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

- ILM Level 6 Diploma in School Business Management
- ILM Level 6 Award or Diploma in Management.

Qualification overview

Qualification title	Credit value	Total qualification time	Structure
ILM Level 5 Diploma for School Business Leaders QAN: 603/1998/7	Minimum 43 credits	435 hours	<ul style="list-style-type: none"> 3 hours induction At least 10 hours tutorial support Three mandatory units*

*Refer to table below for unit details

Rules of combination

- Learners must complete the 3 mandatory units and 1 optional unit, achieving a minimum of 43 credits.

Overview of units

Mandatory

Reference	Unit title	Level	CV*	GLH**
8391-500	Leading Support Services in a School	5	11	35
8391-501	Managing School Finances	5	11	40
8391-502	Managing Procurement in a School	5	11	40

*Credit value **Guided learning hours

Optional

Reference	Unit title	Level	CV*	GLH**
8391-503	Human Resource Management in a School	5	10	35
8391-504	Managing School Infrastructure	5	11	40
8391-505	Managing Marketing in a School	5	11	40

*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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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.