



QAN: 610/6002/1

ILM Level 4

Diploma in School Business Management

Who is this qualification for?

The Level 4 Diploma in School Business Management is designed for school business management (SBM) professionals who are moving into a management role. Professionals who have recently moved into an education setting and are looking to develop their knowledge and skills in a school or trust setting.

Whether you're stepping into an SBM role or aiming to build on existing experience, this diploma helps you grow your knowledge, strengthen your practice, and prepare for future study.

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 ISBL 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

What opportunities for progression are there?

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

Qualification overview

Qualification title

Diploma in School Business Management

Total qualification time

385 hours

Guided Learning Hours

135-140 hours

Structure

Rules of combination

Award:

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

Overview of units

Mandatory

Unit No	Unit title	Level	GLH*	Credit Value
8392-400	Operational Leadership in Schools or Trusts	4	35	10
8392-401	Finance in Schools or Trusts	4	35	10
8392-402	Procurement in Schools or Trusts	4	35	10

Optional

Unit No	Unit title	Level	GLH*	Credit Value
8392-403	Supporting Human Resource Management in Schools or Trusts	4	30	9
8392-404	Estate Management in Schools or Trusts	4	35	10
8392-405	Marketing and Communications in Schools or Trusts	4	30	9

*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.

01543 266867

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i-l-m.com

Institute of Leadership membership

All ILM learners receive a minimum of 12 months membership to the Institute of Leadership, 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.

