

Free level 4 school business manager training

The new level 4 School Business Professional Apprenticeship Standard is open for new applications

The new level 4 School Business Professional Apprenticeship Standard is open for new applications. This is a school based higher apprenticeship that schools can offer to existing staff keen to upskill and take the next step in their career or those new to role with a strong business skills background. We also offer a comprehensive and free recruitment service for all schools who would like to recruit a new level 4 School Business Professional apprentice.

The apprenticeship training is suitable for staff non-teaching support roles including senior administrators, school office managers, finance officers, bursars, HR managers.

Local authority schools benefit from fully funded training covered by LBWF apprenticeship levy account that schools contribute to each month.

The overview:

- Training is free for levy paying schools
- Whole day professional development sessions involving face to face delivery
- Monthly 1-2-1 support from a coach assessor
- Takes 18 months to 2 years to achieve
- Assessed through portfolio, workplace project and short test before
- Level 4 School
- Level 4 School Business Professional is mapped to the latest ISBL Professional Standards
- WFALS provide an end to end service through a dedicated WFALS Account Manager to support line managers and apprentices
- Non-levy paying schools may be required to pay a small fee of £600
- To apply for the programme you will need English & maths at Level 2 (equivalent to GCSE grade A* to C)

How to apply: Email your expression of interest to apprenticeships.als@walthamforest.gov.uk stating your name, job title, contact details please.

The next induction and enrolment will be on **Wednesday 27 February 2019**, 1.45pm to 3.15pm at <https://thehub.walthamforest.gov.uk/news-source/waltham-forest> Adult Learning Service, 97 Queens Road, E17 8QR.

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