

School Business Professional



1 What the ROLE ENTAILS

School Business Professionals (SBPs) perform a role which is unique to schools, administering and managing the financial, site and support services within the school context. They provide essential support to school leadership teams, implementing their financial and business decisions.

SBPs may work in any school phase (primary, secondary, special) and in different school structures: single academy trusts, multi academy trusts (MATs), local authority maintained schools and federations, etc. Consequently, they can work in very different settings with varying numbers of people that they report to including the headteacher or School Business Director (SBD). Within this context, SBPs have a shared number of roles which shape their day-to-day activity to make this a homogeneous role in schools.

2 On-programme ASSESSMENT

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- Level 2 English and maths
- A Portfolio of Learning
- Confirmation from the employer that the apprentice is consistently operating at the level

3 Gateway REQUIREMENTS

The employer, training provider and the apprentice make the decision that the apprentice is ready to go through Gateway. Training providers registered with us for this EPA will have access to a wide range of resources to support preparing the apprentice for their assessment. The apprentice will also have access to a range of materials and resources via EPA Pro.



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4 End Point ASSESSMENT

EPA element 1:

Simulated task:

The Apprentice will have 1.5 hours to prepare a short written report which will be presented verbally, 10 minutes for verbal presentation and 10 – 12 minutes for questions; all completed on the same day.

EPA element 2:

Project Report & Presentation with Q&As:

(Report submitted by week 2), 10 – 12 minutes for presentation and 30 - 32 minutes for questions)

Apprentices must prepare a report and presentation during the EPA period on their workplace project which must cover two areas of the standard; Finance, Procurement, Human Resources, Managing Support Services, Marketing, and Infrastructure (see gateway requirements). The remaining areas will be assessed during the questioning session following the presentation. Apprentices must submit their report to their independent assessor by the end of week 2 of their EPA period.

The report may include evidence from their workplace project, graphs, tables, and photographs but should not exceed 2,000 words (+/-10%). This word count does not include any appendices, but the total appendices should not exceed the total word count for the report.

The apprentice must give a presentation lasting between 10 -12 minutes based on their workplace project. This is followed by 10 minutes of questions from the independent assessor relating to the project report and the presentation. This questioning session is followed by questions on other areas of the standard not covered by workplace project and presentation. This questioning session should last between 20 – 22 minutes with an expectation of 5 minutes per area of the standard

5 Completion & CERTIFICATION

Once the apprentice has successfully completed all EPA elements, and the IEPA has verified this, the report is sent out along with a request for permission to claim the Certificate on behalf of the apprentice.

The Certificate is then claimed from the ESFA.

Why choose Steadfast EPA?

We are an Ofqual approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, care, and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support. We believe that we offer a premium service to our clients, combining excellent customer service with high quality, fair and robust end point assessments.

To review the standard and assessment plan, follow the link below.

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