

# Diploma of School Business Management (DSBM)

## Accreditation of Prior Experience and Learning (APEL)

Where possible NCSL is keen to recognise prior qualifications and work experiences of applicants to its programmes. This is made possible through the APEL process. This guidance outlines the process by which applicants to the DSBM programme who have not completed the Certificate of School Business Management (CSBM) can provide evidence of prior experience and learning to support their application.

Applicants should produce an APEL document in line with the guidance below and upload this as part of your application.

### Format of the document

Your APEL must be uploaded at the end of the application form in the 'document' field. Please enter the word 'APEL' in the 'description' field. The application form will prompt you to add in a description if you have uploaded a document without a description. Please note this field only accepts documents which are saved as '.doc'.

Your APEL submission should be a maximum of **five** single sides of A4. Font size 12 should be used. The document should be split into three sections as follows:

### Section 1: Accepted Qualifications

The first section of your APEL submission must include the table below indicating whether your evidence for each CSBM module is in the form of experience or learning. We are only able to accept prior learning for approved qualifications as detailed within the list on page 3 of this document. You should also note that we can only accept qualifications that have been gained within the last 5 years.

CSBM Modules seeking exemption from	Qualification reference number (from table below)	Qualification title	Certificate Enclosed (yes or no)	Supporting evidence provided in section two (yes or no)
HR Mgt ( <b>HRM</b> )				
Risk Mgt				
Finance Mgt ( <b>FM</b> )				
ICT ( <b>ICT</b> )				
Facilities Mgt ( <b>FACM</b> )				
Office Systems Mgt ( <b>OSM</b> )				
Sustainable Development ( <b>SD</b> )				

## **Section 2: Experience**

The experience section of your APEL submission should give details about the modules you **do not** hold an approved qualification for.

Using a subheading for each module you need to provide evidence for; you must give a detailed explanation of your experience within that area with particular reference to leadership competencies.

Each section should contain examples of projects / work you have undertaken in your working environment. You should also explain how your work or involvement in this area has helped to improve the organisation as well as showing evidence of working at a strategic level within the school or equivalent organisation.

To assist you with this a synopsis of each CSBM module can be found on our website at the link below:

[CSBM Programme Structure](#)

## **Section 3: School Business Management**

The final section of your APEL document should be headed 'School Business Management' and you should include a brief explanation of what you hope to gain from studying / completing the DSBM and your future aspirations.

You can use bullet points, diagrams or charts to help you clearly illustrate your points.

**Please do not include job descriptions / job specifications in your APEL submission.**

## **Submitting your APEL**

The APEL document should be confirmed by your Headteacher / line manager with an electronic signature if possible, prior to submission to NCSL.

Once your APEL is uploaded it will be assessed by a facilitator and a decision will be made regarding your suitability for direct entry to the DSBM.

**The facilitators decision is final and no appeal will be permitted**

## Approved Qualifications for APEL

Most of the qualifications detailed below are taken from the National Qualification Framework (NQF) level 4. They derive from a range of accreditation bodies e.g. National Vocational Qualifications (NVQ), Vocationally Related Qualifications (VRQ), Scottish Vocational Qualifications (SVQ) at Level 4 in related discipline. The following chart details the qualifications that NCSL will accept under the APEL initiative. **Please note:** To ensure currency of information we are only able to accept qualifications gained within the last 5 years for exemption purposes.

Item no.	Awarding Body and specific qualification/relevant Unit	CSBM Module exempt from
<b>AAT</b>	<b>The Association of Accounting Technicians AAT Level 4 NVQ in Accounting (Original NQF Level) 100/2942/4</b>	
AAT:1	100/5925/8 AAT Level 4 Diploma in Accounting (Revised NQF Level)	FM
<b>ACCA:1</b>	<b>Association of Chartered Certified Accountants ACCA Level 4 Certificate in Accounting (Revised NQF Level) 100/5025/5</b>	FM
<b>CIPD</b>	<b>Chartered Institute of Personnel and Development (CIPD) Level 4 NVQ in Personnel Management (Original NQF Level) 100/2363/X</b>	
CIPD:1	Unit - K/101/4369 - Unit P2 - Develop a Strategy and Plan to Provide all People Resources for the Organisation	HRM
CIPD:2	Unit - K/101/4369 - Unit P2 - Develop a Strategy and Plan to Provide all People Resources for the Organisation	HRM
CIPD:3	Unit - U1027783 - B3 - Manage the Use of Financial Resources	FM
<b>C&amp;G</b>	<b>City &amp; Guilds Level 4 NVQ in Business and Administration 100/5219/7</b>	
C&G:1	Unit - J/103/1664 - 403 - Manage an office facility	FACM
C&G:2	Unit - Y/103/1670 - 410 - Create and manage information systems	OSM
C&G:3	Unit - R/103/1666 - 405 - Negotiate and agree budgets	FM
<b>C&amp;G</b>	<b>City and Guilds Level 4 Higher: Professional Diploma in Business Administration</b>	
C&G:4	Unit - Y/103/2530 - 04 - Using information systems in business administration	ICT
C&G:5	Unit - R/103/1666 - 405 - Negotiate and agree budgets	FM
C&G:6	Unit - J/103/1616 - 409 - Manage risk	RM
C&G:7	City & Guilds Level 4 NVQ in Key Account Management (original NQF Level) Q1051450	FM

<b>C&amp;G</b>	<b>City &amp; Guilds Level 4 Higher Professional Diploma in Information Management Using ICT (Revised NQF Level) 100/4533/8</b>	
C&G:8	100/5025/5 ACCA Level 4 Certificate in Accounting (Revised NQF Level)	FM
C&G:9	Unit - T/103/1630 - 402 – Work within your business environment	FM
C&G:10	Unit - Y/103/1670 - 410 - Create and manage information systems	ICT

Item no.	Awarding Body and specific qualification/relevant Unit	CSBM Module exempt from
<b>EDEXCEL :1</b>	<b>EDEXCEL Level 5 BETEC Higher National Diploma in Facilities Management (~Revised NQF Level) 100/3479/1</b>	FACM
<b>EDEXCEL :2</b>	<b>EDEXCEL Level 5 BTEC Higher National Certificate in Facilities Management (Revised NQF Level) 100/3478/X</b>	FACM
<b>EDEXCEL :3</b>	<b>EDEXCEL Level 4 BTEC Higher National Certificate in Facilities Management (Original NQF Level)</b>	FACM
<b>GOAL</b>	<b>GOAL Level 4 NVQ in Business and Administration</b>	
GOAL:1	Unit - R/103/1666 - 405 - Negotiate and agree budgets	FM
GOAL:2	Unit – J/103/1664 - 403 - Manage an office facility	FACM
GOAL:3	Unit - Y/103/1670 - 410 - Create and manage information systems	OCM
<b>IAM</b>	<b>Institute of Administrative Management (IAM) International Diploma 2005</b>	
IAM:1	Unit One: People In Organisations	HRM
IAM:2	Unit Two: Administrative Systems and Processes	OSM
<b>IAM</b>	<b>Institute of Administrative Management (IAM) International Advanced Diploma 2005</b>	
IAM:3	Unit One: Administrative Systems in the Organisation	OSM
IAM:4	Unit Three: Administrative Management of Resources	FM
IAM:5	Unit Four: Human Resource Management and Practice	HRM
<b>OCR</b>	<b>Oxford Cambridge and RSA Examinations (OCR) NVQ Level 4 Business Administration</b>	
OCR:1	Unit - J/103/1616 - 409 - Manage risk	RM
OCR:2	Unit - J/103/1664 - 403 - Manage an office facility	FACM
OCR:3	Unit R/103/1666 - 405 - Negotiate and agree budgets	FM
OCR:4	Unit - Y/103/1670 - 410 - Create and manage information systems	OSM

The following courses are currently not part of the NQF Framework, however the NCSL will accept these qualifications.

Item no.	Awarding Body and specific qualification/relevant Unit	CSBM Module exempt from
<b>AAT</b>	<b>The Association of Accounting Technicians (AAT)</b>	
AAT:2	NVQ/SVQ Intermediate (4)	FM
AAT:3	NVQ/SVQ Technician Level (5)	FM
AAT:4	Advanced Certificate (4)	FM
AAT:5	Diploma (5)	FM
<b>LCCI</b>	<b>London Chamber of Commerce and Industry (LCCI)</b>	
LCCI:1	Financial Accounting (IAS) Level 4	FM
LCCI:2	Financial Accounting Level 4	FM
LCCI:3	Foundation Level (4)	FM
LCCI:4	Professional Level (5)	FM
<b>CIMA</b>	<b>Chartered Institute of Management Accountants (CIMA)</b>	
CIMA:1	CIMA Certificate in Business (4)	FM
CIMA:2	CIMA Professional Qualification Managerial Level (5) Strategic Level (5)	FM FM FM
<b>CIPFA</b>	<b>Chartered Institute of Public Finance and Accountancy (CIPFA)</b>	
CIPFA:1	Certificate	FM
CIPFA:2	Diploma	FM
CIPFA:3	Final Test of Professional Competence	FM