



Certificate in Educational Business and Administration



Who is it for?

The Certificate in Educational Business and Administration is an accredited level 3 qualification.

It is an initial qualification in educational administration with particular appeal to administrative staff seeking to do any of the following:

- develop their professional competence in relation to their role
- extend their knowledge and skills and deepen their understanding of business administration
- develop a career in administration and / or business management
- develop themselves personally

This may also serve as useful preparation if you wish to go on to other higher level courses, such as the National College's Certificate in School Business Management.

The programme has a flexible structure which makes it suitable for individuals from all phases - Primary, Secondary and Special - and may also be of interest to administrators working within a Local Authority.

Find out more at our briefing session:

Tuesday 14 May 2013 at 2.00pm to 3.15pm
The Green Britain Centre, Turbine Way,
Swaffham, Norfolk PE37 7HT

Tuesday 14 May 2013 at 10.15am to 11.30am
Hethel Engineering Centre, Chapman Way,
Hethel, Norwich NR14 8FB

What does the programme involve?

The programme takes approximately seven months to complete and, during that time, you will attend one and a half days of training, at a local venue. There will be two months between the two training events and, in between these events, and for the whole duration of the course, you will keep in contact with your tutor and other group members through our dedicated online learning system and via e-mail.

This programme consists of four compulsory units: **Personal Effectiveness, Understanding your Organisation, Working with People and Effective Administration.**

and one supplementary unit from a choice of four: **Financial Management, Human Resources (HR), Health & Safety Management and Marketing in Education.**

At the end of the programme, you will submit your portfolio of work for assessment which consists of responses to the exercises covered during the programme, end of unit summaries of learning and a short work-related report.

Upon successful completion of the programme you will receive two awards:

- The Institute of Administrative Management's Certificate in Administrative Management
- ELC's Certificate in Educational Business and Administration

To book on this briefing session please call us on 01223 652030, e-mail us at ceba@elc-cambridge.org or visit www.elc-cambridge.org



Eastern Leadership Centre and the Institute of Administrative Management are working in partnership to deliver this qualification.