



# 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.

### This programme is taking place:

Hethel Engineering Centre, Norwich, NR14 8FB

Day 1: Wednesday 26 June 2013

9.00am - 4.00pm

Day 2: Wednesday 18 September 2013

9.00am - 1.00pm

**Applications must be in by Friday 14 June 2013.**

## 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 programme please call us on 01223 652030, e-mail us at [ceba@elc-cambridge.org](mailto:ceba@elc-cambridge.org) or visit [www.elc-cambridge.org](http://www.elc-cambridge.org)**



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