

## DELIVERY MODEL – SCHOOL BUSINESS PROFESSIONAL LEVEL 4 (18 MONTHS)

<i>Initial assessment</i>	Assessment Centre / IAG / Skills Assessment / BKSBS Initial Assessment		
<i>Induction</i>	Enrolment / Planning learning / Commitment Statement /		
	<i>Learning</i>	<i>Assessment</i>	<i>Competency</i>
<b>Stage 1</b> <i>Month 1-2</i>	<b>Finance and business Decision making in business</b> Workshop 1	Reflective journal / CPD log Specialist progress review Assignment 1	Employer competency / behaviours/finance/business decisions
<b>Stage 2</b> <i>Month 3</i>	<b>Operational management</b> Workshop 2	Reflective journal /CPD log Specialist progress review Assignment 2	Employer competency check: Operational management Employer behaviour testimony: taking responsibility
<b>Stage 3</b> <i>Month 4</i>	<b>Procurement</b> Workshop 3	Reflective journal / CPD log Specialist progress review Assignment 3 EP readiness: knowledge test	Employer competency check: Procurement practice
<b>Stage 4</b> <i>Month 5-6</i>	<b>Human Resources Managing support services</b> Workshop 4	Reflective journal / CPD log Specialist progress review EP readiness: professional discussion	Employer competency check: HR operations/ Managing support services effectively
<b>Stage 5</b> <i>Month 7-8</i>	<b>Project management – planning work-based project</b> Workshop 5	FS exams / S&L assessment Reflective journal / CPD log Specialist progress review Assignment 4	Employer competency check: Project planning
<b>Stage 6</b> <i>Month 9</i>	<b>Risk management</b> Workshop 6	Specialist progress review Reflective journal / CPD log Assignment 5	Employer competency check: risk management
<b>Stage 7</b> <i>Month 10</i>	<b>Marketing</b> Workshop 7	Reflective journal / CPD log EP readiness: structured interview Assignment 6 Specialist progress review	Employer competency check: Marketing
<b>Stage 8</b> <i>Month 11</i>	<b>Infrastructure and managing resources</b> Workshop 8	Reflective journal / CPD log Specialist progress review EP readiness: project	Employer competency check: Managing resources
<b>Stage 9</b> <i>Month 12-14</i>	<b>Professional conduct and ethics Work-based project review and presentation</b> Workshop 9	EP readiness: knowledge test Reflective journal / CPD log Assignment 7 Specialist progress review	Employer competency check: Communication Employer behaviour testimony: professionalism
<b>Stage 10 Gateway</b> <i>Month 15-17</i>	<b>Recap/EPA preparatory session</b> Workshop 10	Finalise portfolio Complete project EP readiness: structured interview	Employer competency check: Behaviours testimony Employer Gateway sign off
<i>EPA</i> <i>Month 18</i>	Portfolio of evidence / Simulated task / Work Based Project & Q&A		
<i>Completion</i>	Exit review / evaluation / certification / IAG / progression / destination tracking		