



Certificate in Educational Business and Administration



Who is it for?

The Certificate in Educational Business and Administration is a level 3 equivalent programme.

It will have 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 for Teaching and Leadership's Certificate in School Business Management.

The programme has a flexible structure which makes it suitable for individuals from all phases and may also be of interest to administrators working in Local Authorities. It costs only £345.

This programme is taking place:

Ormiston Venture Academy, Oriel Avenue,
Gorleston, Great Yarmouth, NR31 7JJ

Day 1: Tue 17 Mar 2015 at 9.00am – 4.00pm

Day 2: Tue 19 May 2015 at 9.00am – 1.00pm

Online Meeting – Tue 14 Jul 2015, 8.00pm – 9.00pm

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 and take part in an online meeting. There will be approximately two months between each of these events and, during this time, 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 the 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 or visit www.elc-cambridge.org