Certificate in School Management
Internationally Accredited by **APROCS-USA**

MultiplyEd

In collaboration with
TPS TRAININGS

Rationale: The Demand for Excellence

The growth of education sector in Pakistan has created lucrative and promising career and business opportunities for Professionals and Educational Enterprenures. As part of a Visioanry School Leadership, they are playing a significant role in the institutional growth and expansion, locally and globally. A well-versed educational professional turns up with his/her best when it comes to educational management, student's learning, teacher's competence and creating close school & home partnership. School Leader's vision & experience ensures school's development & improvement. 21st Century Leaders need to work on 7Cs approach in order to create healthy and productive learning environment. Following mentioned key learning areas will help you to explore your hidden leadership talent, deconstruct your skills and bring them into practice.

Professional Credentialing Program

This internationally accredited certification course is co-organized by MultiplyEd and TPS Trainings. MultiplyEd has partnered with QSi (USA) and APROCS (USA) under International Accreditation No. 2019-322 to commence much awaited yet Globally recognized USA-Awarded Educational Certification Program on school management.

This certification is a professional credentialing program that verifies an individual's ability to proficiently manage the education system. It certifies that the person has potential to lead with a level of competency. Top international education organization employers always prefer such candidates for hiring and career growth.

Certification Authorities - APROCS (USA) | QSi (Japan)

American Professional Certification Services (APROCS), and **Quality System International (QSi)** under the leadership of Prof. Dr. Shoji Shiba (Japan) and Dr. James Beatty (USA), is committed towards excellence in Continuous Professional Development in Education sector, and are the Certification Authorities of this International Certification in whole School Management in Pakistan and Aboard.

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GLOBALLY RECOGNIZED CERTIFICATION IN PAKISTAN

The following **Body of Knowledge (BoK)** for **USA Certified School Manager** is approved by American Professional Certification Body of APROCS-USA and Quality Systems International. The Certification has 13 applied modules pertaining to Educational Management and Leadership especially for Schools and Colleges.

Module 01: Educational Leadership and Management

Module 02: ISO 21001 Educational Organization Management System

Module 03: Academics Management

Module 04: Assessment and Examination

Module 05: Human Resource Management

Module 06: Branding, Marketing & Community Engagement

Module 07: Admission & Enrollment Management

Module 08: Educational Technology and Innovative Learning

Module 09: Health Safety and Environment

Module 10: School Financial and Budgeting

Module 11: Student Counseling | Behavioral and Career

Module 12: School Inspection and Performance Evaluation

Module 13: Franchise Operational Management

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Module 01: Educational Leadership and Management

Course Code CSEi-0121 - Leadership and School Management

Course Code CSEi-0221 - Models of Educational Leadership

Course Code CSEi-0321 - Landscape of 21st Century Leadership

Course Code CSEi-0421 - Equity and Quality in School

Course Code CSEi-0521 - Educational Planning and Institutionalization

Course Code CSEi-0621 - Policy Development

Course Code CSEi-0721 - Organizational Hierarchy and Management Reporting

Course Code CSEi-0821 - Organizational Roles and Responsibilities

Course Code CSEi-0921 - Monitoring of Academics Operational Framework

Course Code CSEi-1021 - Related Policies, Documents and Records/Checklists

Module 02: ISO 21001 Educational Organization Management Systems

Course Code CSEi-1121 - Clauses 01-03 | Scope, Normative references and Terms

Course Code CSEi-1221 - Clause 04 | Context of the Educational Organization

Course Code CSEi-1321 - Clause 05 | Educational Leadership and Commitment

Course Code CSEi-1421 - Clause 06 | Planning for Objectives, Actions, Changes

Course Code CSEi-1521 - Clause 07 | System Support with Competency

Course Code CSEi-1621 - Clause 08 | Operational Planning and Development

Course Code CSEi-1721 - Clause 09 | Performance Evaluation

Course Code CSEi-1821 - Clause 10 | Continual Improvement

Related Policies, Documents and Records/Checklists

Module 03: Academics Management

Course Code CSEi-1921- International Schooling and Curricula

Course Code CSEi-2121- Curriculum Planning and Management

Course Code CSEi-2221 - National Curriculum Guidelines

Course Code CSEi-2321 - Curriculum, Syllabus and Textbooks

Course Code CSEi-2421 - Scheme of Studies and Lesson Planning

Course Code CSEi-2521 - Academic Calendar and Annual Days

Course Code CSEi-2621 - School Timetabling and Period Allocation

Course Code CSEi-2721 - Classroom Teaching Observation

Related Policies, Documents and Records

Module 04: Assessment and Examination

Course Code CSEi-2821 - Purpose and types of assessment

Course Code CSEi-2921 - Examination Framework and Performance

Course Code CSEi-3021 - Characteristics of a good assessment

Course Code CSEi-3121 - Important assessment tools

Course Code CSEi-3221 - Assessment policies

Course Code CSEi-3321 - Record keeping: Assessment & examination papers & result

Course Code CSEi-3421 - Evaluation of students' continuous performance

Related Policies, Documents and Records

Module 05: Human Resource Management

Course Code CSEi-3521 - Employee Profiling & Archiving

Course Code CSEi-3621 - Employee Cadre System

Course Code CSEi-3721 - Role Identification and Job Descriptions

Course Code CSEi-3821 - Employee Key Performance Indicators

Course Code CSEi-3921 - Human Resource Planning and Recruitment

Course Code CSEi-4021 - Compensation, Benefits and Promotions

Course Code CSEi-4121 - Human Resource Training & Development

Course Code CSEi-4221 - Service Code of Conduct

Related Policies, Documents and Records/Checklists

Module 06: Branding, Marketing & Community Engagement

Course Code CSEi-4321 - Importance of Branding and Marketing

Course Code CSEi-4421 - Elements of a Successful School Brand

Course Code CSEi-4521 - Setting up Marketing Plan

Course Code CSEi-4621 - Developing Sustainable Community

Related Policies, Documents and Records/Checklists

Module 07: Admission & Enrollment Management

Course Code CSEi-4721 - Admission and enrollment Strategy

Course Code CSEi-4821 – Admission Forecasting

Course Code CSEi-4921 - School Prospectus

Course Code CSEi-5021 - Registration and Enrollment

Course Code CSEi-5121 - Student Profiling

Course Code CSEi-5221 - Fee and Concession Strategy

Course Code CSEi-5321 - Student Retention

Course Code CSEi-5421 - Related Policies, Documents and Records/Checklists

Related Policies, Documents and Records/Checklists

Module 08: Educational Technology and Innovative Learning

Course Code CSEi-5521 - Education and 4th Industrial Revolution

Course Code CSEi-5621 - The 21st century Learner

Course Code CSEi-5721 - Leadership commitment towards Blending Learning

Course Code CSEi-5821 - Massive Open Online Courses (MOOCs)

Course Code CSEi-5921 - Open Educational Resources (OER)

Course Code CSEi-6021 - Selecting Appropriate Technology

Course Code CSEi-6121 - Cross-sectioning Educational ERP, CMS and LMS

National and International Successful Case studies on Edtech

Module 09: Health Safety and Environment

Course Code CSEi-6221 - Risk Assessment and Prevention

Course Code CSEi-6321 - Code of Conduct

Course Code CSEi-6421 - Harassment and Bullying

Course Code CSEi-6521 - Physical and Mental Health

Course Code CSEi-6621 - Medical Profiling and Referral

Course Code CSEi-6721 - Prevention and Safety Hazard

Course Code CSEi-6821 - School Ecology and Facility

Related Policies, Documents and Records/Checklists

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Module 10: School Financial and Budgeting

Course Code CSEi-6921 - Fundamentals of Financial Management

Course Code CSEi-7021 - School Financial Projection

Course Code CSEi-7121 - School Budgeting

Course Code CSEi-7221 - Capital and Operational Expenses

Course Code CSEi-7321 - Cash Flow Management

Course Code CSEi-7421 - School Assets Management

Course Code CSEi-7521 - Calculating Return of Investment

Course Code CSEi-7621 - Financial Projections and Return on Investment

Module 11: Student Counseling | Behavioral and Career

Course Code CSEi-7721 - Fundamentals of Counseling

Course Code CSEi-7821 - Identification of Counseling Needs

Course Code CSEi-7921 - Counseling Referral Mechanism

Course Code CSEi-8021 - Counseling Centers in Schools

Course Code CSEi-8121 – Personality Types and Testing

Module 12: School Inspection and Performance Evaluation

Course Code CSEi-8221 - Educational Quality Audits and Compliance

Course Code CSEi-8321 - International School Inspection Models

Course Code CSEi-8421 - School Inspection Framework

Course Code CSEi-8521 - School Internal Quality Audit

Course Code CSEi-8621 - Protocols for Audit Transparency

Course Code CSEi-8721 - Audit Reporting

Course Code CSEi-8821 - Data Analytics for Decision Making

Course Code CSEi-8921 - Refined Constructing Performance Evaluation Framework

Module 13: Franchise Operational Management

Course Code CSEi-9121 - Comprehending Franchise System

Course Code CSEi-9221 - Connection & communication with stakeholders

Course Code CSEi-9321 - Strategic planning for uniformity among franchise campuses

Course Code CSEi-9421 - System application & record keeping

Course Code CSEi-9521 - Franchise expansion plan & strategies

Course Code CSEi-9621 - Vigilance to tackle & resolve issues

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WHO SHOULD ATTEND?

CORPORATE PROFESSIONALS	| Seeking Educational Career Abroad
EDUCATIONAL LEADERS	| Interested to expand their school system
SCHOOL DIRECTORS / PRINCIPAL	| Want to Transform their Schools
VICE PRINCIPALS AND TEACHERS	| Eyeing for a top Level Position
EDUCATION ENTREPRENEURS	| Lunching School with high Return-on-Investment

Qualification Criteria

- Attendance and Punctuality: 100%
- Certification Course Work: 60%
- Final Examination: 70%

- Assignment: 20%
- Modular Assessments: 20%
- Classroom Participation: 10%
- Group/Solo Presentation: 10%

Enrolment & Payment

Enrolment will be confirmed after submitting the Registration form and course fee.

Certificate will be awarded at the submission of total fee clearance and as per the above stated Qualification Criteria.

Contact

Training Executive

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