Learnova AI Executive Training Institute

Professional learning for the people who run schools

COURSE CATALOGUE · 2026

Build capability. Strengthen your school.

28 published programmes · Universal US$ pricing

A product of Applied Synergy Plus Consulting LLC

Pennsylvania, USA

CPD Board Accredited Trainer · The CPD Register · Greening Education Partnership

ASPC recognition shown by Auditor Training Institute applies to Learnova AI Executive Training Institute training.

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Learn by role. Progress by module.

Every published programme combines structured lesson slides, narration text, presenter notes and an assessment at the end of every module. Learners who meet the assessment requirements receive a serialised, verifiable certificate.

Programmes	Categories	Assessment	Pricing
28	**7**	**Every module**	**US$49 / $79 / $99**

Programme categories

Teaching & Learning · 6 programmes

CP01, CP02, CP03, CP04, PC04, PCCDA

Leadership & Governance · 5 programmes

PC02, PC03, PCELSI, PCEQA, PCSGRC

Finance & Administration · 3 programmes

CP07, PC05, PCSMA

Admissions & Student Records · 3 programmes

CP08, CP12, PC07

HR, Safety & Wellbeing · 4 programmes

CP09, PC06, PC08, PCIESS

Digital & Data · 3 programmes

CP05, PCDLAI, PCEDMT

Operations & Campus Services · 4 programmes

CP06, CP10, CP11, CSO

ASPC recognition

Learnova School AI is a product of Applied Synergy Plus Consulting LLC (ASPC), Pennsylvania, USA. ASPC’s CPD Board Accredited Trainer status, listing on The CPD Register and Greening Education Partnership membership, as displayed by Auditor Training Institute, apply to Learnova AI Executive Training Institute training.

Course references to standards and professional frameworks inform curriculum design only; they do not imply endorsement by the organisations that issue those standards. Certificate prices are universal: Professional Certificates US$99, Certificates US$79 and Essential Skills US$49.

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CP01 / Teaching & Learning

Certificate in AI-Powered Teaching & Assessment

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in AI-Powered Teaching & Assessment develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering choosing a learning problem, writing bounded teaching prompts, checking generated resources, planning accessible differentiation, designing ai-aware assessment, feedback with teacher oversight, protecting pupils and their data, evaluating a classroom pilot.

Who it is for

Teachers and assessment coordinators

Learning outcomes

- Produce and justify an AI use decision log that supports pupils explaining the target concept independently.
- Produce and justify a prompt and verification sheet that supports all scientific claims verified against the approved textbook.
- Produce and justify a resource review checklist that supports every quotation traceable and examples accessible to the class.
- Produce and justify an adaptation comparison that supports learners meeting the same objective through suitable access routes.

Module outline

01 Choosing a learning problem
02 Writing bounded teaching prompts
03 Checking generated resources
04 Planning accessible differentiation
05 Designing AI-aware assessment
06 Feedback with teacher oversight
07 Protecting pupils and their data
08 Evaluating a classroom pilot

Study online: learnovaschool.live/academy/certificate-in-ai-powered-teaching-and-assessment

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CP02 / Teaching & Learning

Certificate in Assessment Design & Learning Analytics

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in Assessment Design & Learning Analytics develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering defining assessment purpose, blueprinting a balanced assessment, writing fair items, moderating scoring decisions, reading item evidence, building useful dashboards, turning evidence into reteaching, reviewing impact responsibly.

Who it is for

Teachers, assessment leads and data coordinators

Learning outcomes

- Produce and justify an assessment purpose statement that supports each decision linked to a defensible interpretation.
- Produce and justify a content and demand blueprint that supports marks reflecting the taught curriculum and intended demand.
- Produce and justify an item review record that supports success depending on mathematics rather than cultural familiarity.
- Produce and justify an annotated anchor set that supports consistent judgements on a fresh moderation sample.

Module outline

01 Defining assessment purpose
02 Blueprinting a balanced assessment
03 Writing fair items
04 Moderating scoring decisions
05 Reading item evidence
06 Building useful dashboards
07 Turning evidence into reteaching
08 Reviewing impact responsibly

Study online: learnovaschool.live/academy/certificate-in-assessment-design-and-learning-analytics

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CP03 / Teaching & Learning

Certificate in Inclusive and Differentiated Teaching

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in Inclusive and Differentiated Teaching develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering finding barriers before labels, planning flexible access, scaffolding without reducing ambition, supporting language development, making assessment accessible, planning with families and specialists, responding to behaviour inclusively, reviewing inclusion evidence.

Who it is for

Class teachers, learning-support staff and inclusion coordinators

Learning outcomes

- Produce and justify a participation barrier map that supports the learner demonstrating understanding through an accessible format.
- Produce and justify an accessible lesson plan that supports all pupils accessing the essential explanation.
- Produce and justify a scaffold release plan that supports independent responses retaining the intended conceptual depth.
- Produce and justify a language support sequence that supports accurate use of subject language with conceptual understanding.

Module outline

01 Finding barriers before labels
02 Planning flexible access
03 Scaffolding without reducing ambition
04 Supporting language development
05 Making assessment accessible
06 Planning with families and specialists
07 Responding to behaviour inclusively
08 Reviewing inclusion evidence

Study online: learnovaschool.live/academy/certificate-in-inclusive-and-differentiated-teaching

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CP04 / Teaching & Learning

Certificate in Early Childhood Teaching & Development

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in Early Childhood Teaching & Development develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering observing development in context, planning purposeful play, developing early communication, building early mathematical thinking, supporting co-regulation, designing safe learning spaces, working with caregivers, documenting progress and transition.

Who it is for

Early-years educators, assistants and setting leaders

Learning outcomes

- Produce and justify a development observation record that supports a balanced account of strengths and support needs.
- Produce and justify a play invitation plan that supports children using number language spontaneously in play.
- Produce and justify a shared reading sequence that supports more child-initiated talk and meaningful responses.
- Produce and justify an early number observation that supports accurate counting with explanation of the final quantity.

Module outline

01 Observing development in context
02 Planning purposeful play
03 Developing early communication
04 Building early mathematical thinking
05 Supporting co-regulation
06 Designing safe learning spaces
07 Working with caregivers
08 Documenting progress and transition

Study online: learnovaschool.live/academy/certificate-in-early-childhood-teaching-and-development

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PC04 / Teaching & Learning

Professional Certificate in Digital Teaching & Assessment

Practical leadership and assurance through 10 evidence-based case modules

US$99 Programme price	10 modules 25 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Professional Certificate in Digital Teaching & Assessment develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering designing blended learning coherently, aligning digital tasks and objectives, authoring accessible resources, facilitating online discussion, designing authentic assessment, improving digital feedback, moderating digital judgements, using learning-platform evidence, leading responsible edtech adoption, evaluating a...

Who it is for

Senior teachers, academic coordinators and digital-learning leaders

Learning outcomes

- Produce and justify a blended learning design map that supports all learners accessing the prerequisite learning.
- Produce and justify a digital task alignment review that supports digital evidence representing the intended learning objective.
- Produce and justify an accessible resource prototype that supports learners accessing equivalent content independently where possible.
- Produce and justify an online discussion protocol that supports broader meaningful participation with safe interaction.

Module outline

01 Designing blended learning coherently
02 Aligning digital tasks and objectives
03 Authoring accessible resources
04 Facilitating online discussion
05 Designing authentic assessment
06 Improving digital feedback
07 Moderating digital judgements
08 Using learning-platform evidence
09 Leading responsible edtech adoption
10 Evaluating a digital teaching programme

Study online: learnovaschool.live/academy/professional-certificate-in-digital-teaching-and-assessment

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PCCDA / Teaching & Learning

Professional Certificate in Curriculum Design and Assessment

Design a curriculum that teaches, and assessment that tells the truth

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

This programme provides comprehensive professional development for curriculum leads, heads of department, and assessment coordinators responsible for educational planning and quality assurance. Participants examine the structural foundations of curriculum architecture, moving from overarching educational aims to precise learning outcomes and coherent schemes of work. The curriculum incorporates backward design principles, spiral sequencing, and the integration of core knowledge, skills, values, and competences.

Who it is for

Curriculum leads, heads of department, assessment coordinators

Learning outcomes

- Construct coherent curriculum plans and schemes of work that incorporate backward design, spiral sequencing, and clear progression models aligned with national curriculum frameworks.
- Formulate precise learning outcomes and performance standards that integrate essential knowledge, procedural skills, values, and disciplinary competences.
- Design valid, reliable, and fair formative and summative assessment instruments in accordance with ISO 29992:2018 principles for assessment outcomes.
- Establish robust moderation, marking, and standardisation protocols to maintain assessment consistency and fairness across departments.

Module outline

01 What a Curriculum Is and What It Is For
02 Curriculum Aims, Learning Outcomes and Standards
03 Backward Design and Curriculum Coherence
04 Sequencing, Progression and the Spiral Curriculum
05 Knowledge, Skills, Values and Competences
06 Planning Units and Schemes of Work
07 Principles of Assessment: Validity, Reliability and Fairness
08 Formative Assessment and Feedback that Moves Learning
09 Designing Summative Assessments and Examinations
10 Marking, Moderation and Standardisation in School Assessment
11 Reporting, Grading and the Ethical Use of Assessment Data
12 Curriculum Evaluation, Quality Assurance, and Continuous Review

Study online: learnovaschool.live/academy/professional-certificate-in-curriculum-design-and-assessment

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PC02 / Leadership & Governance

Professional Certificate in School Leadership & Management

Practical leadership and assurance through 10 evidence-based case modules

US$99 Programme price	10 modules 25 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Professional Certificate in School Leadership & Management develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering diagnosing school priorities, creating a shared strategy, leading curriculum coherence, developing instructional leadership, building an equitable school culture, allocating people and resources, governing ethically, leading change with staff, responding to crises, evaluating strategic impact.

Who it is for

Headteachers, school proprietors and leadership teams

Learning outcomes

- Produce and justify a school diagnostic brief that supports a priority linked to a documented learner need.
- Produce and justify a school strategy map that supports staff able to explain the goals and their practical implications.
- Produce and justify a curriculum coherence review that supports a coherent sequence of increasingly demanding learning.
- Produce and justify an instructional review cycle that supports observable improvement connected to specific professional feedback.

Module outline

01 Diagnosing school priorities
02 Creating a shared strategy
03 Leading curriculum coherence
04 Developing instructional leadership
05 Building an equitable school culture
06 Allocating people and resources
07 Governing ethically
08 Leading change with staff
09 Responding to crises
10 Evaluating strategic impact

Study online: learnovaschool.live/academy/professional-certificate-in-school-leadership-and-management

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PC03 / Leadership & Governance

Professional Certificate in AI-Driven School Leadership

Practical leadership and assurance through 10 evidence-based case modules

US$99 Programme price	10 modules 25 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Professional Certificate in AI-Driven School Leadership develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering defining an ai leadership purpose, establishing ai accountability, reviewing data readiness, assessing procurement risk, keeping humans in decisions, building staff ai capability, addressing bias and access, managing pilots and evidence, responding to ai incidents, governing scale and retirement.

Who it is for

Principals, academic directors and digital strategy leaders

Learning outcomes

- Produce and justify an AI opportunity portfolio that supports each proposed use linked to a legitimate measurable school need.
- Produce and justify an AI governance charter that supports named humans accountable for consequential decisions.
- Produce and justify an AI data readiness assessment that supports known data limitations shaping permitted uses.
- Produce and justify an AI supplier due-diligence pack that supports procurement decisions supported by verified risk evidence.

Module outline

01 Defining an AI leadership purpose
02 Establishing AI accountability
03 Reviewing data readiness
04 Assessing procurement risk
05 Keeping humans in decisions
06 Building staff AI capability
07 Addressing bias and access
08 Managing pilots and evidence
09 Responding to AI incidents
10 Governing scale and retirement

Study online: learnovaschool.live/academy/professional-certificate-in-ai-driven-school-leadership

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PCELSI / Leadership & Governance

Professional Certificate in Educational Leadership and School Improvement

Lead a school that measurably improves, year after year

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

The Professional Certificate in Educational Leadership and School Improvement is designed for heads of school, principals, deputy heads, and aspiring school leaders seeking to enhance institutional performance and student achievement. Grounded in established international benchmarks, including the UNESCO Educational Leadership Framework, the Professional Standards for Educational Leaders 2015, the National Educational Leadership Preparation standards, and the Australian Professional Standard for Principals, this programme provides a rigorous foundation...

Who it is for

Heads of school, principals, deputy heads, aspiring school leaders

Learning outcomes

- Formulate a coherent strategic vision and school improvement plan based on systematic self-evaluation and rigorous evidence analysis.
- Evaluate pedagogical practices and implement targeted professional development initiatives aligned with the Professional Standards for Educational Leaders 2015.
- Construct collaborative leadership structures that empower middle leaders and distribute organisational responsibilities across the school community.
- Apply change management models to navigate institutional transitions, address professional resistance, and secure long-term stakeholder commitment.

Module outline

01 The Work of Educational Leadership
02 Vision, Mission and Strategic Direction
03 Instructional Leadership and the Quality of Teaching
04 Building Professional Capacity in Staff
05 Leading a Culture of Learning and High Expectations
06 Evidence, Self-Evaluation, and the School Improvement Plan
07 Leading Change and Managing Resistance
08 Community, Family and Stakeholder Engagement
09 Ethical, Equitable and Inclusive Leadership
10 Distributed Leadership and Middle Leaders
11 Leading Wellbeing and Sustainable Workload
12 Accountability, Improvement Cycles and Leadership Review

Study online: learnovaschool.live/academy/professional-certificate-in-educational-leadership-and-school-improvement

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PCEQA / Leadership & Governance

Professional Certificate in Educational Quality Assurance

Assure and evidence the quality of learning provision

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

The Professional Certificate in Educational Quality Assurance equips quality assurance leads, academic directors, and evaluation leaders with the knowledge and competencies required to establish, maintain, and enhance educational management systems. Grounded in internationally recognised benchmarks, the programme integrates ISO 21001:2025 for educational organisation management systems, ISO 29992:2018 for assessment of learning services outcomes, ISO 19011:2018 for auditing management systems, and ISO/PAS 25171:2026 for quality guidance in learning...

Who it is for

Quality assurance leads, academic directors, inspection and self-evaluation leads

Learning outcomes

- Design and implement comprehensive quality assurance frameworks aligned with ISO 21001:2025 and ISO/PAS 25171:2026 requirements.
- Conduct rigorous institutional self-evaluations and lesson observations supported by moderated judgements and systematic evidence gathering.
- Plan, execute, and report internal audits of educational management systems in accordance with ISO 19011:2018 guidelines.
- Evaluate learner assessment processes, outcomes data, and satisfaction metrics in alignment with ISO 29992:2018 principles.

Module outline

01 Defining Quality in Educational Provision
02 The Quality Assurance Framework of a School
03 Learner Requirements and Learning Service Design
04 Standards, Criteria and Quality Indicators
05 Institutional Self-Evaluation and Evidence Gathering
06 Lesson Observation and Moderation of Judgements
07 Learner Feedback, Satisfaction and Outcomes Data
08 Internal Audit: Planning, Conducting and Reporting
09 Nonconformity, Root Cause Analysis and Corrective Action
10 External Inspection and Accreditation Readiness
11 Assuring Assessment Quality and Outcomes
12 Management Review and Continual Improvement

Study online: learnovaschool.live/academy/professional-certificate-in-educational-quality-assurance

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PCSGRC / Leadership & Governance

Professional Certificate in School Governance, Risk and Compliance

Govern a school with clear authority, managed risk and clean compliance

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

The Professional Certificate in School Governance, Risk and Compliance equips board members, governors, proprietors, compliance officers, and senior leaders with the expertise required to deliver effective institutional oversight. Grounded in ISO 21001:2025 educational organisation management systems, ISO 31000:2018 risk management guidelines, and established governance and safeguarding frameworks, this programme clarifies the vital boundary between strategic governance and operational management.

Who it is for

Board members, governors, proprietors, compliance officers, senior leaders

Learning outcomes

- Distinguish between strategic governance and executive management to implement clear schemes of delegation and decision rights.
- Apply ISO 31000:2018 risk management principles to identify, rate, treat, and monitor school-wide risks using a systematic risk register.
- Align institutional practices with ISO 21001:2025 requirements and applicable education regulations to maintain robust compliance calendars.
- Exercise sound financial oversight and stewardship to safeguard educational resources, evaluate institutional sustainability, and protect public trust.

Module outline

01 Governance versus Management
02 The Board: Composition, Terms and Committees
03 Scheme of Delegation and Decision Rights
04 Strategy, Oversight and Holding Leaders to Account
05 Ethical Conduct, Conflicts of Interest and Integrity in School Governance
06 Risk Management: Identifying and Rating School Risks
07 Risk Treatment, Appetite and the Risk Register
08 Financial Oversight and Stewardship of Funds
09 Regulatory Compliance and the Compliance Calendar
10 Safeguarding Governance and Board Assurance
11 Assurance, Internal Audit and Whistleblowing
12 Board Evaluation and Governance Improvement

Study online: learnovaschool.live/academy/professional-certificate-in-school-governance-risk-and-compliance

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CP07 / Finance & Administration

Certificate in School Finance & Accounting

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in School Finance & Accounting develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering separating finance responsibilities, building a school budget, billing fees accurately, receiving and reconciling money, processing expenditure, reconciling the bank, managing arrears respectfully, closing and reporting accounts. Each module includes four narrated lessons, presenter-led activities and five assessed questions.

Who it is for

Finance assistants, bursars and school accounting staff

Learning outcomes

- Produce and justify a finance control map that supports each payment independently authorised and traceable.
- Produce and justify a term budget worksheet that supports a budget with explicit assumptions and a viable downside response.
- Produce and justify a fee billing reconciliation that supports bills matching authorised fees and concessions.
- Produce and justify a daily receipts reconciliation that supports every difference explained or formally investigated.

Module outline

01 Separating finance responsibilities
02 Building a school budget
03 Billing fees accurately
04 Receiving and reconciling money
05 Processing expenditure
06 Reconciling the bank
07 Managing arrears respectfully
08 Closing and reporting accounts

Study online: learnovaschool.live/academy/certificate-in-school-finance-and-accounting

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PC05 / Finance & Administration

Professional Certificate in School Finance & Compliance

Practical leadership and assurance through 10 evidence-based case modules

US$99 Programme price	10 modules 25 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Professional Certificate in School Finance & Compliance develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering setting financial governance, planning sustainable finances, protecting revenue integrity, managing cash and liquidity, governing expenditure and procurement, overseeing payroll and liabilities, maintaining reliable accounting, managing compliance and tax advice, detecting and responding to fraud risk, reporting to...

Who it is for

Bursars, school accountants and finance leaders

Learning outcomes

- Produce and justify a finance authority framework that supports financial decisions accountable through a consistent approval trail.
- Produce and justify a three-scenario financial model that supports a financially and operationally feasible plan.
- Produce and justify a fee revenue control review that supports all revenue adjustments supported by approved policy.
- Produce and justify a rolling cash forecast that supports obligations met using a realistic forward cash view.

Module outline

01 Setting financial governance
02 Planning sustainable finances
03 Protecting revenue integrity
04 Managing cash and liquidity
05 Governing expenditure and procurement
06 Overseeing payroll and liabilities
07 Maintaining reliable accounting
08 Managing compliance and tax advice
09 Detecting and responding to fraud risk
10 Reporting to governors and assurance teams

Study online: learnovaschool.live/academy/professional-certificate-in-school-finance-and-compliance

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PCSMA / Finance & Administration

Professional Certificate in School Management and Administration

Run the management systems that keep a school safe, orderly and solvent

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

The Professional Certificate in School Management and Administration provides educational operations leaders, school business managers, bursars, and administrative staff with the core competencies required to oversee efficient school operations. Grounded in internationally recognised frameworks, the programme aligns operational practices with ISO 21001:2025 for educational organisation management systems, ISO 31000:2018 for risk management, ISO 45001:2018 for occupational health and safety management, and ISO 22301:2019 for business continuity...

Who it is for

School business managers, administrators, operations leads, bursars

Learning outcomes

- Evaluate school administrative structures and operational processes against the principles of ISO 21001:2025 to ensure institutional consistency and learner focus.
- Apply risk management principles from ISO 31000:2018 to identify, assess, and mitigate administrative, financial, and operational risks across school functions.
- Implement workplace health and safety protocols aligned with ISO 45001:2018 to maintain a secure and compliant school estate for staff, learners, and visitors.
- Develop robust emergency preparedness and business continuity procedures in accordance with ISO 22301:2019 to safeguard school operations during disruptive incidents.

Module outline

01 Management Systems Thinking for Schools
02 Leadership Commitment, Policy and the Management Manual
03 Planning: Context, Interested Parties and Objectives
04 Documented Information, Records and Version Control
05 Risk Management in School Administration
06 Occupational Health and Safety on a School Site
07 Emergency Preparedness and Business Continuity in Schools
08 Procurement, Contracts and Supplier Management in Schools
09 Facilities, Assets and Estate Administration
10 Administrative Operations: Admissions, Records and Timetables
11 Performance Evaluation, Internal Audit and Management Review
12 Continual Improvement, Nonconformity and Corrective Action

Study online: learnovaschool.live/academy/professional-certificate-in-school-management-and-administration

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CP08 / Admissions & Student Records

Certificate in Admissions & Student Records

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in Admissions & Student Records develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering publishing clear entry requirements, processing enquiries fairly, checking applications, recording admissions decisions, creating reliable learner records, managing consent and contacts, transferring records securely, reviewing record quality.

Who it is for

Admissions officers, registrars and front-office staff

Learning outcomes

- Produce and justify an admissions information sheet that supports applicants receiving consistent accurate entry information.
- Produce and justify an enquiry tracking log that supports comparable service regardless of language or channel.
- Produce and justify an application completeness checklist that supports identity details verified with a documented resolution.
- Produce and justify a decision and appeal record that supports decisions explainable against published criteria.

Module outline

01 Publishing clear entry requirements
02 Processing enquiries fairly
03 Checking applications
04 Recording admissions decisions
05 Creating reliable learner records
06 Managing consent and contacts
07 Transferring records securely
08 Reviewing record quality

Study online: learnovaschool.live/academy/certificate-in-admissions-and-student-records

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CP12 / Admissions & Student Records

Certificate in Examinations & Academic Records

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in Examinations & Academic Records develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering planning the examination cycle, registering candidates accurately, protecting assessment materials, preparing invigilation, managing examination incidents, moderating marks and results, releasing results and handling appeals, archiving and certifying records.

Who it is for

Examinations officers, academic secretaries and records staff

Learning outcomes

- Produce and justify an examination operations calendar that supports a feasible approved timetable with clear responsibilities.
- Produce and justify a candidate entry reconciliation that supports entries matching verified learner identities and subjects.
- Produce and justify a secure materials chain of custody that supports controlled access and a documented response to security exceptions.
- Produce and justify an invigilator briefing checklist that supports consistent invigilation with approved adjustments protected.

Module outline

01 Planning the examination cycle
02 Registering candidates accurately
03 Protecting assessment materials
04 Preparing invigilation
05 Managing examination incidents
06 Moderating marks and results
07 Releasing results and handling appeals
08 Archiving and certifying records

Study online: learnovaschool.live/academy/certificate-in-examinations-and-academic-records

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PC07 / Admissions & Student Records

Professional Certificate in Student Records & Admissions Management

Practical leadership and assurance through 10 evidence-based case modules

US$99 Programme price	10 modules 25 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Professional Certificate in Student Records & Admissions Management develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering designing admissions governance, forecasting intake and capacity, assuring fair application journeys, governing identity and data quality, managing consent and lawful information use, controlling integrations and migration, overseeing transfers and retention, leading records incident response, building…

Who it is for

Registrars, admissions managers and student-information leaders

Learning outcomes

- Produce and justify an admissions policy assurance map that supports decisions consistent accountable and open to fair review.
- Produce and justify an intake scenario model that supports admissions commitments compatible with available provision.
- Produce and justify an application accessibility review that supports equivalent opportunity to submit a complete application.
- Produce and justify a student master-data standard that supports one accurate identity with preserved source history.

Module outline

01 Designing admissions governance
02 Forecasting intake and capacity
03 Assuring fair application journeys
04 Governing identity and data quality
05 Managing consent and lawful information use
06 Controlling integrations and migration
07 Overseeing transfers and retention
08 Leading records incident response
09 Building admissions intelligence
10 Assuring service quality and accountability

Study online: learnovaschool.live/academy/professional-certificate-in-student-records-and-admissions-management

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CP09 / HR, Safety & Wellbeing

Certificate in School HR & Payroll Administration

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in School HR & Payroll Administration develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering maintaining staff records, preparing appointment documentation, recording attendance and leave, controlling payroll inputs, checking gross-to-net calculations, approving and releasing payroll, resolving payroll queries, closing employment records.

Who it is for

HR assistants, payroll administrators and school office managers

Learning outcomes

- Produce and justify a staff file checklist that supports complete records available only to authorised staff.
- Produce and justify an appointment approval pack that supports appointments supported by verified checks and authorised terms.
- Produce and justify a leave reconciliation log that supports leave balances and payroll inputs matching authorised records.
- Produce and justify a payroll change register that supports bank changes authenticated and independently approved.

Module outline

01 Maintaining staff records
02 Preparing appointment documentation
03 Recording attendance and leave
04 Controlling payroll inputs
05 Checking gross-to-net calculations
06 Approving and releasing payroll
07 Resolving payroll queries
08 Closing employment records

Study online: learnovaschool.live/academy/certificate-in-school-hr-and-payroll-administration

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PC06 / HR, Safety & Wellbeing

Professional Certificate in School HR Management

Practical leadership and assurance through 10 evidence-based case modules

US$99 Programme price	10 modules 25 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Professional Certificate in School HR Management develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering planning the school workforce, designing fair recruitment, operating safer recruitment, managing employment terms, leading induction and probation, developing performance and capability, resolving grievances and discipline, supporting wellbeing and retention, governing hr data and payroll interfaces, evaluating workforce...

Who it is for

HR managers, school administrators and workforce leaders

Learning outcomes

- Produce and justify a workforce capacity model that supports staffing capacity matched to the educational programme.
- Produce and justify a selection framework that supports selection decisions traceable to role requirements.
- Produce and justify a safer recruitment assurance file that supports no unsafe deployment through unchecked recruitment shortcuts.
- Produce and justify an employment policy review that supports terms defensible against policy and applicable employment law.

Module outline

01 Planning the school workforce
02 Designing fair recruitment
03 Operating safer recruitment
04 Managing employment terms
05 Leading induction and probation
06 Developing performance and capability
07 Resolving grievances and discipline
08 Supporting wellbeing and retention
09 Governing HR data and payroll interfaces
10 Evaluating workforce strategy

Study online: learnovaschool.live/academy/professional-certificate-in-school-hr-management

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PC08 / HR, Safety & Wellbeing

Professional Certificate in School Safeguarding & Welfare Management

Practical leadership and assurance through 10 evidence-based case modules

US$99 Programme price	10 modules 25 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Professional Certificate in School Safeguarding & Welfare Management develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering establishing safeguarding governance, recognising concerns without diagnosing, receiving disclosures safely, recording and sharing concerns, making referrals and escalating concerns, managing allegations about adults, preventing peer harm and online abuse, coordinating welfare and attendance, developing a...

Who it is for

Safeguarding leads, welfare officers and school leaders

Learning outcomes

- Produce and justify a safeguarding responsibility framework that supports concerns reaching the appropriate safeguarding route promptly.
- Produce and justify a concern recognition record that supports early factual reporting without unsupported conclusions.
- Produce and justify a disclosure response practice that supports the child heard supported and protected through appropriate reporting.
- Produce and justify a safeguarding recording standard that supports accurate timely information reaching only appropriate recipients.

Module outline

01 Establishing safeguarding governance
02 Recognising concerns without diagnosing
03 Receiving disclosures safely
04 Recording and sharing concerns
05 Making referrals and escalating concerns
06 Managing allegations about adults
07 Preventing peer harm and online abuse
08 Coordinating welfare and attendance
09 Developing a safeguarding workforce
10 Auditing culture and readiness

Study online: learnovaschool.live/academy/professional-certificate-in-school-safeguarding-and-welfare-management

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PCIESS / HR, Safety & Wellbeing

Professional Certificate in Inclusive Education and Student Safeguarding

Make every learner safe, included and able to learn

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

The Professional Certificate in Inclusive Education and Student Safeguarding equips school leaders, special educational needs coordinators, designated safeguarding leads, and pastoral practitioners with advanced competencies in inclusive pedagogy and child protection. Grounded in the UN Convention on the Rights of the Child (1989) and UNICEF child safeguarding principles, this programme establishes a rights-based framework for institutional safety, preventative care, and equitable access.

Who it is for

SENCOs, inclusion leads, designated safeguarding leads, pastoral staff

Learning outcomes

- Evaluate institutional safeguarding frameworks against the UN Convention on the Rights of the Child (1989) and UNICEF child safeguarding principles.
- Apply the Universal Design for Learning Guidelines from CAST to design flexible, barrier-free curriculum plans for diverse cohorts.
- Audit digital learning materials and institutional platforms for accessibility compliance using the Web Content Accessibility Guidelines 2.2 standard.
- Formulate robust identification and intervention strategies to address diverse special educational needs and pastoral requirements.

Module outline

01 Children's Rights as the Foundation of School Practice
02 What Inclusion Means in a Real Classroom
03 Identifying and Meeting Additional Learning Needs
04 Universal Design for Learning in Planning
05 Accessible Materials, Technology and WCAG 2.2
06 Language, Culture and the Inclusion of Every Learner
07 Safeguarding: The School's Duty of Care
08 Recognising Abuse, Neglect and Harm
09 Reporting, Referral and the Safeguarding Record
10 Safer Recruitment and Staff Conduct
11 Online Safety and Digital Harm
12 Behaviour, Wellbeing and Mental Health Support

Study online: learnovaschool.live/academy/professional-certificate-in-inclusive-education-and-student-safeguarding

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CP05 / Digital & Data

Certificate in STEM Teaching & Digital Learning

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in STEM Teaching & Digital Learning develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering designing a testable enquiry, planning safe practical work, using models and simulations, teaching computational thinking, collecting trustworthy data, engineering through iteration, making digital stem accessible, communicating evidence-based claims.

Who it is for

STEM teachers, digital-learning leads and laboratory assistants

Learning outcomes

- Produce and justify an enquiry planning sheet that supports claims supported by a fair comparison.
- Produce and justify a practical risk assessment that supports safe setup confirmed before learners begin.
- Produce and justify a model limitations record that supports pupils explaining when model predictions may not apply.
- Produce and justify an algorithm trace worksheet that supports a peer reproducing the intended result from explicit steps.

Module outline

01 Designing a testable enquiry
02 Planning safe practical work
03 Using models and simulations
04 Teaching computational thinking
05 Collecting trustworthy data
06 Engineering through iteration
07 Making digital STEM accessible
08 Communicating evidence-based claims

Study online: learnovaschool.live/academy/certificate-in-stem-teaching-and-digital-learning

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PCDLAI / Digital & Data

Professional Certificate in Digital Learning and AI for Educators

Teach with digital tools and artificial intelligence, responsibly

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

The Professional Certificate in Digital Learning and AI for Educators equips classroom teachers, instructional coaches, and digital learning leads with the knowledge and capabilities required to navigate emerging educational technologies responsibly. Grounded in international benchmarks including the UNESCO ICT Competency Framework for Teachers, version 3, and the UNESCO AI Competency Framework for Teachers (2024), this programme provides a human-centred approach to integrating digital tools and artificial intelligence across curriculum design,...

Who it is for

Classroom teachers, instructional coaches, digital learning leads

Learning outcomes

- Evaluate artificial intelligence tools and digital technologies using criteria aligned with the UNESCO AI Competency Framework for Teachers (2024) and the UNESCO ICT Competency Framework for Teachers, version 3.
- Design curriculum resources, lesson plans, and differentiated instructional materials through effective prompt engineering and collaborative digital workflows.
- Implement assessment and feedback strategies that utilise digital tools while maintaining academic integrity and transparent marking practices.
- Apply data protection principles and artificial intelligence management standards consistent with ISO/IEC 42001:2023 to safeguard pupil data and ensure ethical school-level governance.

Module outline

01 A Human-Centred Mindset for AI in Education
02 Digital Competence and the Teacher Professional Role
03 The Ethics of AI in the Classroom
04 How AI Systems Actually Work: Demystifying Technical Foundations for Educators
05 Designing Lessons with Digital Tools
06 Prompting and Co-Creating Teaching Materials with AI
07 AI for Assessment, Feedback and Marking
08 Personalised Learning and Learner Support
09 Academic Integrity in an AI World
10 Distance, Blended and Online Learning Services
11 Data Protection and AI Governance for Schools
12 Professional Learning and Leading Digital Change

Study online: learnovaschool.live/academy/professional-certificate-in-digital-learning-and-ai-for-educators

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PCEDMT / Digital & Data

Professional Certificate in Education Data Management and Technology

Run school data and systems securely, lawfully and usefully

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

The Professional Certificate in Education Data Management and Technology provides education data managers, IT coordinators, management information system leads, and data protection officers with the competencies required to govern, secure, and integrate digital systems in schools. Participants examine the school data landscape, data quality protocols, and core information system architecture.

Who it is for

Data managers, IT coordinators, MIS leads, data protection leads

Learning outcomes

- Architect coherent school data structures and single-source-of-truth frameworks to maintain data integrity across core management information systems.
- Implement secure technical interoperability across learning platforms using 1EdTech OneRoster and Learning Tools Interoperability specifications.
- Establish institutional information security management practices in accordance with ISO/IEC 27001:2022 principles of least privilege and access control.
- Manage privacy information workflows, lawful processing protocols, and data subject rights in alignment with ISO/IEC 27701:2019.

Module outline

01 The School Data Landscape
02 Data Quality, Definitions and the Single Source of Truth
03 The School Information System and Its Architecture
04 Interoperability: OneRoster, LTI and Clean Integrations
05 Information Security Management Fundamentals in Education
06 Access Control, Identity Lifecycle and Least Privilege
07 Privacy by Design and Lawful Processing of Learner Data
08 Retention, Deletion and Data Subject Rights
09 Incident Response and Breach Notification
10 Governing AI Systems and Automated Decisions in Education
11 Accessibility of Digital Systems under WCAG 2.2
12 Reporting, Dashboards and Data-Informed Decisions

Study online: learnovaschool.live/academy/professional-certificate-in-education-data-management-and-technology

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CP06 / Operations & Campus Services

Certificate in School Administration & Operations

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in School Administration & Operations develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering mapping a school service, managing calendars and capacity, controlling supplies and assets, handling family service requests, managing suppliers, preparing for disruption, protecting administrative records, improving an operational service.

Who it is for

School administrators, office supervisors and operations assistants

Learning outcomes

- Produce and justify a service process map that supports fewer handoffs with a clear escalation route.
- Produce and justify an operational calendar that supports critical activities resourced without double booking.
- Produce and justify an asset and stock register that supports traceable stock movements and fewer avoidable stockouts.
- Produce and justify a service request log that supports consistent updates and documented closure with the family.

Module outline

01 Mapping a school service
02 Managing calendars and capacity
03 Controlling supplies and assets
04 Handling family service requests
05 Managing suppliers
06 Preparing for disruption
07 Protecting administrative records
08 Improving an operational service

Study online: learnovaschool.live/academy/certificate-in-school-administration-and-operations

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CP10 / Operations & Campus Services

Certificate in School Library Management

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in School Library Management develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering setting the library service purpose, selecting a balanced collection, cataloguing for discovery, operating loans and returns, teaching information literacy, promoting inclusive reading, protecting users and resources, evaluating library impact.

Who it is for

School librarians, library assistants and resource coordinators

Learning outcomes

- Produce and justify a library service plan that supports services supporting identifiable curriculum and reading needs.
- Produce and justify a collection selection rubric that supports a collection reflecting current learning needs and diverse voices.
- Produce and justify a cataloguing consistency guide that supports learners finding resources consistently through the catalogue.
- Produce and justify a circulation exception log that supports accurate borrower records and fair access to loans.

Module outline

01 Setting the library service purpose
02 Selecting a balanced collection
03 Cataloguing for discovery
04 Operating loans and returns
05 Teaching information literacy
06 Promoting inclusive reading
07 Protecting users and resources
08 Evaluating library impact

Study online: learnovaschool.live/academy/certificate-in-school-library-management

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CP11 / Operations & Campus Services

Certificate in Transport & Boarding Operations

Practical school-role practice through 8 evidence-based case modules

US$79 Programme price	8 modules 12 learning hours · self-paced with applied activities	80% Module pass mark

Programme overview

Certificate in Transport & Boarding Operations develops practical judgement through realistic school cases, guided construction of working records, exception rehearsals and evidence reviews. Participants build a portfolio covering mapping transport and boarding responsibilities, planning safe routes and stops, checking vehicles and contractors, managing handover and attendance, running safe boarding routines, handling health and medication information, responding to incidents, reviewing service quality and readiness.

Who it is for

Transport coordinators, boarding staff and operations supervisors

Learning outcomes

- Produce and justify a duty and escalation map that supports a clear accountable response when a learner is unaccounted for.
- Produce and justify a route risk review that supports pickup arrangements prioritising pupil safety over convenience.
- Produce and justify a vehicle readiness checklist that supports transport released only when required safety checks are satisfied.
- Produce and justify a passenger handover register that supports every learner accounted for at each transfer of responsibility.

Module outline

01 Mapping transport and boarding responsibilities
02 Planning safe routes and stops
03 Checking vehicles and contractors
04 Managing handover and attendance
05 Running safe boarding routines
06 Handling health and medication information
07 Responding to incidents
08 Reviewing service quality and readiness

Study online: learnovaschool.live/academy/certificate-in-transport-and-boarding-operations

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CSO / Operations & Campus Services

Professional Certificate in School Operations

The flagship Learnova AI Executive Training Institute programme for the people who run schools

US$99 Programme price	12 modules about 10 hours · self-paced	80% Module pass mark

Programme overview

A complete professional certificate covering the full operating system of a school, from foundation to professional practice: admissions and learner records, timetabling and academic operations, safeguarding and continuity, data protection and compliance, digital operations and responsible AI, financial stewardship, people operations, quality assurance and inspection readiness, estates and supply chain, strategic leadership, and operational excellence. Twelve modules, each with narrated video lessons, downloadable student notes and an assessed quiz.

Who it is for

Operations managers, school administrators, registrars, heads of school

Learning outcomes

- Run admissions, enrolment and learner records end to end, with auditable decisions
- Build and maintain a timetable that protects learning time
- Operate safeguarding, health and safety and continuity as managed systems
- Handle student data lawfully and stay inspection-ready

Module outline

01 Foundations of School Operations
02 Admissions, Enrolment and Learner Records
03 Timetabling and Academic Operations
04 Safeguarding, Health, Safety and Continuity
05 Data Protection, Records and Compliance
06 Digital Operations, AI and Continuous Improvement
07 Financial Operations and Budget Stewardship
08 People Operations: Recruitment, Contracts and Performance
09 Quality Assurance, Inspection and Accreditation Readiness
10 Facilities, Estates, Transport and Supply Chain
11 Strategic Leadership, Change and Stakeholder Trust
12 Operational Excellence: Data, KPIs and Continual Improvement

Study online: learnovaschool.live/academy/professional-certificate-in-school-operations

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