**Defence Accreditation Scheme**

**- Army Education Branch Reserves Soldier Education courses, Centre No 011908L**

**Application Form for Vocationally Related Qualifications in Leadership & Management**

If completing by hand please complete in BLOCK capitals.

If you apply via email please type your response into the boxes and send your scanned proof of course completion as an attachment.

Prices are valid from 1 September 2017 until 31 August 2018\*

**This form is only valid for courses from the dates shown.**

*Note: If you are claiming for this qualification after completion of your course using ILM’s Recognition of Prior Learning (RPL) scheme, you will need to provide* ***evidence of course completion****, along with your application form. This can be a copy of your JPA training record or other official documentation appropriate to the course attended.*

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| --- | --- | --- | --- |
| **Course start date** |  | **Course end date** |  |
| **Course Number** |  | **Location\* (AEC or Army Reserve Training Unit)**  **(\*COMPULSORY FIELD)** |  |
| **Have you enclosed proof of completion?** | Yes  No  Nominal Roll | | |

|  |  |  |
| --- | --- | --- |
| Course | Qualification | Tick the relevant box |
| Potential Non-Commissioned Officer (PNCO)  Wef 1 January 2008 | Level 2 Certificate in Leadership and Team Skills  (Qual code 8000-21) | **£59\*** |
| Range Management Qualification (RMQ)  Wef 18 Sep 2014 | Level 3 Award in Leadership and Management  (Qual code: 8600-11) | **£81\*** |
| Junior Non – Commissioned Officer (JNCO) | Level 4 Award in Leadership and Management  (Qual Code 8605-14)73\*Extra Work Required– contact [armedforces@i-l-m.com](mailto:armedforces@i-l-m.com) for details | **£173\*** |
| Senior Non – Commissioned Officer (SNCO) | [Level 5 Award in Leadership and Management](http://www.i-l-m.com/learn-with-ilm/4513.aspx)  (Qual Code 8607-14)\*  \*Extra Work Required– contact [armedforces@i-l-m.com](mailto:armedforces@i-l-m.com) for details | **£197\*** |

\* Please note that registration fees are reviewed annually and are generally non-refundable. Withdrawal from the qualification or recognised training programme does not constitute grounds for a refund at any stage. However, we may consider a refund in exceptional circumstances such as illness and will look at every case on merit.

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| **Rank** |  | **Service number** |  |

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| --- | --- | --- | --- |
| **First name** |  | **Surname** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  | **Gender** |  |

|  |  |
| --- | --- |
| **Email address** |  |

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| --- | --- | --- | --- |
| **Phone number** |  | **Unique Learner No (if known)** |  |

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| --- | --- |
| **Postal Address to which you wish the certificate**  **to be sent** |  |

**APPLICATION, PAYMENT, REGISTRATION AND CERTIFICATION GUIDELINES**

**Step 1 – Application**

Post or email your application to:

ILM, No.1, Newlands Court, Attwood Road, Burntwood, Staffordshire WS7 3GF

Tel:      +44 (0)1543 266867

Email:   [armedforces@i-l-m.com](mailto:armedforces@i-l-m.com)

**Step 2** **– Payment**

1. **by cheque:**

Please attach a cheque (Insert Cheque No……………………), payable to **ILM** for the appropriate amount.

1. **by card:**

If you wish to make payment by debit/credit card\* please tick here and the Customer Services Team will contact you to collect your payment.

\* Please note that we are unable to accept payment via American Express.

**Step 3 – Registration & Certification**

ILM will verify your details and providing your application, payment and proof of completion (see note below) have been received correctly your certificate will be issued within 6 weeks and sent to the address that you have provided.

**Note: Extra Work** - If you are required to complete an assignment in order to achieve your ILM qualification, please contact [armedforces@i-l-m.com](mailto:armedforces@i-l-m.com) for details and once completed send your completed work to armedforces@i-l-m.com for this to be assessed. You will be notified of your result by e-mail and if successful, your certificate will then be ordered. Assignments that are not successful will be referred to Army Ed Branch and passed to your nearest AEC to provide feedback and further guidance in order to allow re-submission.

*Note: ILM will use the personal data you provide to process your registration and certification request. We may contact you by post, email, or telephone in relation to your request. If your details change, please email us at* [*armedforces@i-l-m.com*](mailto:armedforces@i-l-m.com) *and we will amend our records accordingly.*