**Defence Accreditation Scheme - Joint Equality & Diversity Training Centre, Centre No 007881B (Defence Academy of the UK)**

**Application Form for Vocationally Related Qualifications in Leadership & Management - Equality & Diversity Advisors Course/ Equality & Diversity Advisors Refresher course**

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 the courses indicated.**

*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.*

 *Please ensure all boxes are completed. All information is required to process your application.*

|  |  |  |  |
| --- | --- | --- | --- |
| Course start date |  | Course end date |  |
| Course number |  | Have you enclosed proof of completion? | Yes [ ]  No [ ] Nominal Roll [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank |  | Service number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |

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

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

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

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

|  |  |  |
| --- | --- | --- |
|  Equality, Diversity & Inclusion Advisers Course (EDIAC)Wef June 2013 | L4 Award in Managing Equality and Diversity in Organisations (Code 8757-11) | [ ] £69 |
| Equality, Diversity & Inclusion Advisers Refresher (EDIAR)Wef 8 Dec 2014 |  L4 Award in Managing Equality and Diversity in Organisations (Code 8757-11) | [ ] £69 |

\* 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.

 **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

**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 and Certification**

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

*Note: ILM will use the personal data you provide to process your application and will only contact you by email or telephone in relation to your request. If your details change, please email us at* *armedforces@i-l-m.com* *and we will amend our records accordingly.*