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**Defence Accreditation Scheme - OACTU (RAF CRANWELL), Centre No 078894A/ 078894B**

**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.

**This form is only valid for courses from January 2004 onwards**

*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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course start date** |  | **Course end date** | |  |
| **Course number** |  | | **Have you enclosed proof of completion?** | Yes No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick the relevant box for the qualification that you are applying for: ON CSE POST CSE**  **(078894A) (078894B)** | | | |
| Initial Officer Training Course (IOTC)  Wef 1 Jan 2004 | Level 5 Diploma in Leadership and Management (Qual code: 8607-31) | £99 | £129 |
| OACTU Staff Induction Course (OSIC)  Wef 1 Jan 2004 | Level 5 Diploma in Leadership and Management (Qual code: 8607-31) | £99 | £129 |
| Specialist Entry/ Re-Entry course (SERE)  Wef 1 Jan 2004 | Level 5 Diploma in Leadership and Management (Qual code: 8607-31) | £99 | £129 |
| Reserve Officers Initial Training course (ROIT)  Wef 1 Jan 2004 | Level 5 Certificate in Leadership & Management (Qual code: 8607-21) | £79 | £89 |
| Non-Commissioned Aircrew Initial Training course (NCAIT)  Wef 1 Jan 2004 | Level 4 Diploma in Leadership & Management (Qual code: 8605-31) | £89 | £99 |

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

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

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

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

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| --- | --- | --- | --- |
| **Phone number** |  | **Unique Learner No (if known** |  |
| **Postal Address to which you wish the certificate**  **to be sent** |  | | |

\* Please note that registration fees are reviewed annually and are generally non-refundable. The prices shown are valid from **1 September 2017** until **31st August 2018**.

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

**Step 1** **– Application**

Hand your application to the ILM rep or post/ email your application directly 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**

* **by cheque:**

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

* **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 with the OACTU Accreditation Manager if you cannot supply an end of course certificate or JPA screen shot (if you are applying retrospectively) 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.

**STEP 4 - Data Protection**

By completing, submitting and signing below (personally or electronically) I understand and give consent, to ILM and OACTU, to process and/or share my personal data solely for this application and its moderation.

I understand that moderation may involve ILM viewing elements of my personal training record whilst here at OACTU, which is necessary to ensure that the required criteria for accreditation are being met by OACTU in accordance with ILM standards.

If you would like more information about how ILM use your personal data, please refer to the below:

ILM - <https://www.i-l-m.com/privacy/learnerpersonaldata>

**Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time.**

Should you have any questions about this process, or wish to withdraw your consent please contact:

Flt Lt Clare Capell

OACTU Accreditation Manager

Training Development Flight

OACTU

RAF Cranwell

[Claire.capell757@mod.gov.uk](mailto:Claire.capell757@mod.gov.uk)

01400 266379

*Signature………………………..*

*Date……………………………..*

*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*](mailto:armedforces@i-l-m.com) *and we will amend our records accordingly.*