**Defence Accreditation Scheme**

 **- RAF Halton (ACS & RTS), Centre No 052928C**

**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 JMLC/IMLC/AMLC from July 2010 onwards; for NCATMT (Pt1&2) from Nov 2015; for BRTC from July 2016 and HMLC from Dec 2017

*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 [ ] Nominal Roll [ ]  |

|  |
| --- |
| **Please tick the relevant box for the qualification that you are applying for:** |
| Basic Recruit Training Course (BRTC)Wef 1 Jul 2016 | Level 2 Certificate in Effective Team Member Skills (Qual code: 8003-21)  | [ ] £98\**Note: SLCs available* |
| Junior Management & Leadership Course (JMLC)Wef 1 Jul 2010 | Level 3 Certificate in Leadership & Management (Qual code: 8600-21) | [ ] £72\* |
| Intermediate Management & Leadership Course (IMLC)Wef 1 Jul 2010 | Level 5 Award in Leadership & Management(Qual code: 8607-11) | [ ] £59\* |
| Senior Management & Leadership Course (AMLC)Wef 1 Jul 2010 | Level 5 Certificate in Leadership & Management (Qual code: 8607-21) | [ ] £89\* |
| Non-Commissioned Aircrew Trade Management Training Parts 1&2 (NCATMT Pt 1 &2))Wef 1 Nov 2015 | Level 5 Certificate in Leadership & Management (Qual code: 8607-21) | [ ] £89\* |
| Higher Management & Leadership Course (HMLC)Wef 1 Dec 2017 | Level 7 Award in Leadership & Management (Qual code: 8617-11) | [ ] £119\* |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 ACS or RTS Admin Staff 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

**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 against the nominal roll provided by ACS/RTS staff (if applying whilst on course) and providing your application, payment and proof of completion (***see note on page 1)***  have been received correctly your certificate will be issued within 6 weeks and sent to the address that you have provided on the application form.

*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.*