**Defence Accreditation Scheme –**

**Royal Military Academy Sandhurst, Centre No 731038i**



**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\***

*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 [ ]  |

|  |  |  |
| --- | --- | --- |
| *Regular Commissioning Course* *Wef 1 Sep 2002* | Level 5 Diploma in Leadership and Management(Qual code: 8607-31) | [ ] £129\* |
| *Career Commission Short (CCS) inc Professionally Qualified Officers (PQO), Gap Year Commission & Reserves Commissioning Course (Modules A, B, C & D) delivered at RMAS**Wef 1 Nov 2008* | Level 5 Diploma in Leadership and Management(Qual code: 8607-31) | [ ] £129\* |
| *Junior Command and Staff Course Land (JCSC(L))**(formerly known as Captains Warfare Course (CWC))**Wef 1 Sep 2013* | Level 7 Award in Leadership and Management(Qual code: 8617-11) | [ ] £119\* |
| Late Entry Officers Course (LEOC) *Wef 1 Jan 2003* | Level 7 Certificate in Leadership and Management (Qual code: 8617-21) | [ ] £179\* |
| Reserves Soldier Conversion Officers Course (Reserves (SCOC)) \**Wef 1 Jan 2003* | Level 7 Certificate in Leadership and Management (Qual code: 8617-21)**\****Note: Extra work is now required for Reserves (SCOC) applicants. Please contact RMAS staff**for details.* | [ ] £179\* |

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

Send your application by post or email 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 and Certification**

ILM will verify your details against the nominal roll provided by RMAS staff (current students only - see note on page one) 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.*