**Defence Accreditation Scheme**

**- RNLA - Centre No 795177A**

**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 LRLC and SRLC from 1 Sep 2012 onwards, and for WOSC from 1 Mar 2017 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:** | | |
| Leading Rates Leadership Course (LRLC)  Wef 1 Sep 2012 | Level 4 Certificate in Leadership & Management (Qual code: 8600-21) | £118\* |
| Senior Rates Leadership Course (SRLC)  Wef 1 Sep 2012 | Level 5 Certificate in Leadership & Management (Qual code: 8607-21) | £132\* |
| Warrant Officers Leadership Course (WOSC)  Wef 1 Mar 2017# | Level 7 Award in Leadership & Management  (Qual code: 8617-11)  **# To claim the ILM accreditation the WOSC Learning Log has to be completed and marked by RNLA staff, and attached as proof of eligibility. Pse contact RNLA for details.** | £119\* |

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

\* 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](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**

Once your application, payment and proof of completion (***see note on page 1)*** have been received, ILM will process your registration and a certificate will be issued within 6 weeks, and sent to the address 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*](mailto:armedforces@i-l-m.com) *and we will amend our records accordingly.*