

# How to Receive your ILM Qualification



## Learner Application Guide – RAF & Defence Academy

For the past 30 years ILM has been supporting ex-military to succeed in the business world, making the process of re-joining civilian life less daunting.

ILM qualifications are mapped to the content and assessment of inhouse courses to help you make the most of the accreditation opportunities available. They present the skills and abilities you gain during the course in a way that employers recognise and find valuable.

It is easy to claim your ILM qualification:

1. Following completion of your course, your training school will provide ILM with your details, advising you have successfully completed. This will be within a month of completion.
2. ILM will send you an email to acknowledge we have received your details and provide instructions how to pay for your ILM qualification if you wish to claim it.
3. Once you have received this email, please contact the ILM Customer Services Team on 01543 266867 to make payment.

**This should be within three months of receiving your email.**

4. Once we have received payment, we will process your application. You will receive a hard copy certificate in the post to your home address following sign off from ILM. We aim to issue certificates within 2 – 6 months, subject to successful external quality assurance of assessments completed during the training course.
5. Please note that ILM will not be accepting applications for qualifications directly. These need to come via the training school where you completed your training course and your achievement verified. If you for any reason miss the opportunity to claim your qualification after the completion of your course, please contact your training school.
6. The costs of qualifications are below. Your RAF training school will confirm which qualification you are eligible for.

Centre	RAF programme	Qualification code	Qualification title	Price
Defence Academy of UK 007881	1) Defence Diversity and Inclusion Practitioner Course - D&I (P) 2) Defence Diversity and Inclusion Adviser Course - D&I (A)	8757-61	Level 4 Award in Managing Equality & Diversity in Organisations	£98.58
Defence Academy of UK 007881B	Intermediate-Level Officer Development Programme (IOD5)	8617-63	L7 Diploma in Leadership and Management	£252.96

RAF Halton 052928C	Junior Management and Leadership Course (JMLC)	8600-62	Level 3 Certificate in Leadership and Management	£75.82
RAF Halton 052928C	1) Intermediate Management & Leadership course (IMLC) 2) Direct Entrants Senior Non-Commissioned Officers Course (DESNCO)	8607-61	Level 5 Award in Leadership and Management	£72.56
RAF Halton 052928C	Advanced Management & Leadership Course (AMLC)	8607-52	Level 5 Certificate in Leadership and Management	£93.72
RAF Halton 052928C	Higher Management and Leadership Course (HMLC)	8617-51	Level 7 Award in Leadership and Management	£128.52
RAF OTA 078894B	Reserve Officers initial Training (ROIT)	8607-52	Level 5 Certificate in Leadership and Management	£93.72
RAF OTA 078894B	1) Modularised Initial Office - Training Course (MIOTC) 2) Specialist Officer Initial Training SOIT 3) Specialist Entry/Re-entry Course (SERE) course (ROIT)	8607-63	Level 5 Diploma in Leadership and Management	£135.63

\*Prices may be subject to slight annual increase from September

## GDPR

We require your email address to enable us to process your certificates.

We will also use your email addresses to:

- register you with The Institute of Leadership & Management (TILM) to provide you with a year's free membership
- provide you with a digital credential which enables you to showcase your achievements online. (Please note – digital credentials data is hosted in the US)

If you don't wish for us to use your email address for the above, please notify your course organiser so they can record against your name prior to submitting information to ILM.