



ILM Mapped

HEI Dual Accreditation Centre Guidance

Mapping and approval

These guidelines set out the ILM process and expectations of Higher Education Institutions (HEI) seeking dual accreditation of their own programme/s with ILM qualifications through a process of mapping.

This document covers the mapping process, the streamlined approval and what to expect from the ongoing quality assurance monitoring visits.

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Version History

Date / version	Page	Amendment
22/5/23 v1.1	5	Updated quality email address from quality team 1 to qualityteam2@cityandguilds.com
22/5/23 v1.1	5	Addition of link to HEI Dual Accreditation Centre Guidance - Welcome
11/02/25 v1.2	3	Addition of process diagram
11/02/25 v1.2	4	Instruction to add mapping document to CAP or QAP submission

Dual accreditation

Dual accreditation means that learners achieve both a HEI qualification and an ILM Award, Certificate or Diploma. Achieving a professional qualification as part of an HEI award undoubtedly adds currency to the qualification. It makes a statement about professionalism and employer recognition and demonstrates that the learner not only understands the interface between theory and practice but has demonstrated that their actions have positively impacted on a work organisation. The holder of an ILM Award, Certificate or Diploma makes practical sense of multiple perspectives, thinks strategically, and so recognises the value he or she can add to an organisation and has the confidence to do so. Dual accreditation demonstrates that this has been independently recognised by a professional body.



Mapping

In order to demonstrate how the HEI programme meets the ILM learning outcomes and assessment criteria it will need to be mapped to the ILM qualification that the HEI wishes to offer. This mapping process can be undertaken by ILM or the HEI itself.

Where full assessment mapping is confirmed, learners will not be required to submit additional “ILM” assignments. The modules that support the delivery of the learning outcomes and provide evidence of meeting the assessment criteria will be detailed in the mapping document and evidence of successful completion of these this will be accepted by the External Quality Assurer (EQA) as achievement of the ILM qualification.

ILM recognises the quality assurance systems of the HEI and at approval will ensure that the QAA has “*Confidence in the HEI’s current and likely future management of the academic standards of its awards and the quality of the student learning experience it provides*” through the review of their most recent report.

Option 1 ILM - mapping of provision by ILM

ILM can undertake the mapping on behalf of the HEI. This is a chargeable service, and the fee will be decided on a case-by-case basis. Any upfront quote will be provided, which will include the quality assurance, prior to ILM carrying out any work.

The key information for mapping will relate to the assessments and learning strategy evidenced from the HEI’s course and module or unit specifications.

Option 2 HEI - mapping of own provision and quality assured by ILM

The HEI may choose to map their own provision to the ILM qualification. ILM will quality assure the mapping; this is a chargeable service, and the fee will be decided on a case-by-case basis. An upfront quote will be provided prior to ILM carrying out any work.

Mapping documents for each unit are available.

See Appendix 1 for further guidance and details of documentation required.

Please contact your Higher Education Partnership Manager for further information and mapping templates.

Approval

Following successful mapping of the programme, if you are **not** already an approved centre, a Centre Approval (CAP) form should be completed in the Quality Portal of Walled Garden as follows:

Centre Approval Form (CAP)

- ✓ Fully complete Sections 1-4
- ✓ At Sections 5, 6 and 7.1 to 7.7 You will need to select any of the dropdowns and put a character in the text boxes.
- ✓ Complete 8.1
- ✓ Section 9 answer as appropriate
- ✓ Please tick the box at 10 and put any character in 10.1,10.2 and 10.3
- ✓ Section 11 no need to complete unless you wish to
- ✓ Complete 12
- ✓ At 13.1 select 'Other' and n/a
- ✓ Fully complete 13.3.

The Mapping Document approved by ILM must be uploaded with this form.

If you are already an approved ILM centre, please complete a Qualification Approval form (QAP) in the Quality Portal of Walled Garden as follows:

Qualification Approval form (QAP)

- ✓ Fully complete Sections 1, 2.1 and tick the box at 2.2
- ✓ Section 3 answer as appropriate
- ✓ Tick the box at 4 and then at 4.1, 4.2 and 4.3 put any character in the boxes
- ✓ Fully complete Section 5
- ✓ Section 6 no need to complete unless you wish to although the Mapping Documentation should be uploaded at the end of this section

In both cases the following should also be included in the submission:

1. Policies:
 - ✓ HEI recruitment/admissions policy for lecturing staff
 - ✓ Malpractice and Plagiarism
 - ✓ GDPR/Data Protection including Notice for learners
2. Briefing for learners outlining the impact and benefits of dual accreditation, including free studying membership of the Institute of Leadership and Management.
3. The completed ILM mapping document

When completing the CAP/QAP you will need to select the qualification code (Award, Certificate, Diploma) as applicable. Please also state clearly on the form that the programme has been Mapped and is Dual Accredited as you will need to use a unique qualification code to register your learners on mapped programmes. The correct code will then be added to your contract on approval.

Quality assurance monitoring

You will be required to have the usual External Quality Assurer (EQA) monitoring activities to offer ILM qualifications, however, for any HEI mapped programmes the EQA will not have the same level of involvement in quality assuring the assignments as these will have already been externally moderated by your existing processes.

Useful Contacts

- Centre Quality Team – quality@cityandguilds.com
- Customer Service Team – customer@i-l-m.com
- [Dual Accreditation | ILM \(i-l-m.com\)](#)
- [HEI Dual Accreditation Centre Guidance - Welcome](#) Information on quality assurance monitoring for Dual-accredited programmes, Digital Credentials for learners and what to do if you make changes to your programme.

Appendix 1 – Information required for mapping

You will be asked to provide:

- a course overview in the form of a handbook or publicity leaflet,
- the course planner,
- the units/ module information and
- assessment information.

It also helps if you have a view on the level and length of qualification required.

Please provide your programme information to your Business Partner securely. This could be via:

- a link to a shared area you have loaded the documents to
- a password protected zip file.

How to password protect a folder (Windows 10)

- Using File Explorer, right-click on a file or folder you want password protected
- Click on Properties at the bottom of the context menu
- Click on Advanced...
- Select “Encrypt contents to secure data” and click on Apply
- You’ll be prompted to back up your encryption key, you’ll need it if you lose access to your encrypted files
- Send you password in a separate email