



Welcome to ILM Mapped

HEI Dual Accreditation Centre Guidance

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 what to expect from the ongoing quality assurance monitoring visits and how to claim your Dual Accreditation digital credentials for your institution and your learners.

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Version History

Version	Page	Amendment
May 23 v1.1	4 & 5	Updated quality team email address from quality team 1 to quality team 2.
December 2025 v1.2	4 & 5	Updated quality team email address to quality@cityandquilds.com

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.

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.

EQA activity to release certificates

Planning the activity

- ✓ You should notify your EQA once your Exam Board has taken place and learners work has been moderated.
- ✓ The EQA will ask if there have been any changes to your programme title, content or assessments since the last mapping document was issued or if any future changes are planned. If there are, see **Changes to a centre's programme** at the end of this document.
- ✓ You will receive an email from your EQA explaining what is required and the agenda for the remote visit.

During the activity

- ✓ The mapping document will show information on your mapped programme and where the assessment evidence maps to the ILM qualification.
- ✓ If there have been any changes to the programme, and there are learners who have followed a route different to that which was approved, the results will not be released until the re-mapping has been carried out. If DCS is in place this will be removed until the issue is resolved.
- ✓ The EQA must check and record that the names of the learners conferred on the Exam Board list corresponds with the learner claims for ILM achievement of the mapped units. They should record the date and title of the Exam Board Minutes they have seen and the order number from WG for these learners. They should note the names of any learners that are registered against a listed order number but have not been certificated
- ✓ The EQA will also confirm whether, in line with the mapping document, either:
 - The ILM qualification has been achieved at the end of a full degree or
 - The ILM qualification has been achieved part way through a longer degree programme.
- ✓ Other areas will be checked such as induction, changes in staff etc.
- ✓ The EQA may want to read a couple of examples of learners work to support with knowledge of the programme and to assist in adding value in discussions. Whilst this will be recorded by the EQA it will be clear that the EQA has not externally quality assured the work.
- ✓

Systems activity

Planning the activity

- ✓ Your EQA will liaise with the quality contact in the centre to agree a date
- ✓ You will receive a confirmation letter outlining what you need to prepare.

During the activity

The activity will involve the monitoring of your Quality Systems. **Your EQA** will be looking at the following areas:

- ✓ Management Systems
- ✓ Current mapping documents
- ✓ Assessment and Quality Assurance
- ✓ Continuous Improvement
- ✓ Last QAA review
- ✓ Additional Centre Support

Dual accreditation information for learners

We want to encourage you to ensure your learners are fully aware of the dual accreditation opportunity. Information should be provided to learners at an appropriate stage, which explain the benefits of achieving an ILM qualification in addition to academic achievement. Learners will also be awarded a dual branded **digital credential** that allows them to showcase their achievements from your university and ILM online.

For more information on digital credentials please visit [Digital Credentials | ILM \(i-l-m.com\)](https://www.cityandguilds.com/ilm)

Once your programme mapping is confirmed, you can complete the '**Metadata Template**' to ensure the Digital Credential information is accurate and showcases your programme as much as possible. This template, along with a copy of your University logo can then be emailed to your HEI Partnerships Manager and the Credential will be created for your approval.

Upon completion of the ILM Qualification you can complete the '**Badge Claim**' spreadsheet and these Digital Credentials will be emailed to the successful learners, enabling them to share their achievements online.

Changes to your mapped programme

If there have been changes, or changes are planned, you must complete the '*Mapping Change Request Form*' and send to Quality Delivery Team 2 quality@cityandguilds.com . A judgement will be made about whether the change warrants a re-mapping activity or a minor change to the mapping document.

- ✓ In the case of a minor change this can be amended by the Quality Delivery Team (QDT)
- ✓ If re-mapping is required, this will be referred to the Mapping Service Delivery Manager for re-mapping. Re-mapping could incur costs which your Business Partner / Account Manager will discuss with you.

Where there are learners who have followed a route different to that which was approved, the results will not be released until the re-mapping has been carried out. If DCS is in place this will be removed until the re-mapping has been carried out.

Useful Contacts

Quality Delivery Team 2 – quality@cityandguilds.com

Customer Service Team – customer@i-l-m.com

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