**Defence Accreditation Scheme - Army Education & Career Development Branch Courses, Centre No 011908L**

**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 2015 until 31 August 2016\*

**This form is only valid for courses from the dates shown**

*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** |  | **Location\* (AEC)****(\*COMPULSORY FIELD)** |  |

|  |  |  |
| --- | --- | --- |
| Course | Qualification | Tick the relevant box |
| Potential Non - Commissioned Officer (PNCO) CLMWef 1 January 2008 | [Level 2 Certificate in Leadership and Team](http://www.i-l-m.com/learn-with-ilm/1036.aspx) Skills (Code 8000-21) | **[ ]** **£46** |
| Range Management Qualification (RMQ)Wef 18 September 2014 | Level 3 Award in Leadership and Management (8600-11) | **[ ]** **£76** |
| Junior Non – Commissioned Officer (JNCO) CLMWef 1 September 2011 | Level 4 Award in Leadership and Management (Code 8605-11) | **[ ]** **£83** |
| Junior Non – Commissioned Officer (JNCO) CLMWef 1 September 2011 | Level 4 Certificate in Leadership and Management (Code 8605-21)\*\*Extra Work Required– see: [JNCO Moderate extra work](https://www.i-l-m.com/information-for-armed-forces/army-accreditation) | **[ ]** **£112** |
| Senior Non – Commissioned Officer (SNCO) CLMWef 1 March 2012 | Level 5 Certificate in Leadership and Management (Code 8607-21) | **[ ]** **£75** |
| Senior Non – Commissioned Officer (SNCO) CLMWef 1 March 2012 | [Level 5 Diploma in Leadership and Management](http://www.i-l-m.com/learn-with-ilm/4513.aspx) (Code 8607-31)\*\*Extra Work Required– see: [SNCO Moderate extra work](https://www.i-l-m.com/information-for-armed-forces/army-accreditation)  | **[ ]** **£121** |
| Warrant Officer (WO) CLMWef 1 March 2012 | Level 7 Award in Leadership and Management (Code 8617-11) | **[ ]** **£113** |
| Captains Warfare Course (CWC)Wef 1 Sep 2013 | Level 7 Award in Leadership and Management (Code 8617-11) | **[ ]** **£113** |

\* Please note that registration fees are reviewed annually and are generally non-refundable. Withdrawal from the qualification or recognised training programme does not constitute grounds for a refund at any stage. However, we may consider a refund in exceptional circumstances such as illness and will look at every case on merit.

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

**APPLICATION, PAYMENT, REGISTRATION AND CERTIFICATION GUIDELINES**

**Step 1 – Application**

Post, fax or email your application to:

Armed Forces Co-ordinator, ILM, Centre Operations, Stowe House, Netherstowe. Lichfield WS13 6TJ

Fax:      +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 & Certification**

ILM will verify your details 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: Extra Work** - If you are required to complete further work in order to achieve your ILM qualification (in addition to successfully passing your Army training), please download the assignment details from the links provided in the table on page 1 and send your completed work to armedforces@i-l-m.com for this to be assessed. You will be notified of your result by e-mail and your certificate will then be ordered.

*ILM will use the personal data you provide to process your registration and certification request. We may contact you by post, 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.*