**Defence Accreditation Scheme -** **Application Form for Vocationally Related Qualifications in Leadership & Management**

**Joint Equality & Diversity Training Centre**

**Equality & Diversity Advisors Course/ Equality & Diversity Advisors Refresher course**

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 the course indicated.**

*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.*

*Please ensure all boxes are completed. All information is required to process your application.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course start date** |  | **Course end date** | |  |
| **Course number** |  | | **Have you enclosed proof of completion?** | Yes  No  Nominal Roll |

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

|  |  |
| --- | --- |
| L4 Award in Managing Equality and Diversity in Organisations (Code 8757-11)  (with effect from June 2014) | £65 |

\* 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.

**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](mailto:armedforces@i-l-m.com)

**Step 2** **– Payment**

Attach a cheque (Insert Cheque No……………………), payable to **ILM** for the appropriate amount or contact the Customer Services Team on +44 (0)1543 266867 to make payment by card.  You will need to quote the following information when calling:

|  |  |
| --- | --- |
| Centre name | Defence Academy of the United Kingdom |
| Centre number | 007881B |
| Qualification code | *8757-11* |
| Qualification cost | *£65* |

**Step 3** **– Registration and 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 on the application form. It is your responsibility to contact ILM on +44 (0)1543 266867 to provide payment details if paying by card.

*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*](mailto:armedforces@i-l-m.com) *and we will amend our records accordingly.*