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**ILM Recognition**  
**Endorsed and**  
**Development programme**  
**application form**  
**Part One**

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## Notes for completion

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**Where you see this paperclip icon: **  
**Please attach the relevant document to your application, either as an email attachment or using the Acrobat attachment tool (paperclip symbol).**

**If you have too many attachments for one email, please send on additional emails.**

- To submit your programme(s) for ILM recognition please complete this form and email it to your ILM Quality & Compliance Manager for processing.
- Please submit accurate and current information about your organisation and the programme(s) to be recognised. Additional information may also be requested if necessary to process your application.
- The details you provide on this application will form the basis of our computerised record of your organisation and its activities, and may be used to provide information on other ILM products and services and/or for quality audit purposes.
- To submit multiple programmes please complete an additional Part Two of this form for each programme.
- Please leave grey shaded areas blank for ILM use.
- This version of the ILM Endorsed and Development application form supersedes all previous versions.
- Please refer to the Endorsed and Development programme guidelines to answer any questions. If you have any further queries please contact your ILM Business Development or Quality & Compliance Manager.
- Sections D5 (Part One) and F (Part Two) are for Endorsed programmes only, and should not be completed for Development programme applications.

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<b>A Contact and general information</b>			
<b>A1</b>	Name of providing organisation		
<b>A2</b>	Centre number (if already an ILM or City & Guilds approved centre, otherwise please leave blank)		
<b>A3</b>	Contact name and email address of the Centre Contact (this should be the person who will be the single point of accountability for the programme's quality assurance)		
<b>A4</b>	Job title (and department if applicable)		
<b>A5</b>	Full postal address, including postcode		
<b>A6</b>	Telephone number (inc country and area code)		
<b>A7</b>	Email address (This should be an email address appropriate for all general enquiries about your programme(s), and will be published on the ILM website if you offer open courses)		
<b>A8</b>	Website (if applicable)		
<b>A9</b>	Is this a first application to ILM?	Yes	No
<b>A10</b>	If yes, has payment been made?	Yes	No
<b>A11</b>	Has the credit process been completed satisfactorily?	<b>For ILM use only</b>	
		Yes	No
<b>A12</b>	Please indicate the number of programmes included in this submission	Endorsed programmes	Development programmes

## B Terms and Conditions of ILM Recognition

**Please read these Terms and Conditions carefully before emailing the completed form and attachments to your ILM Quality & Compliance Manager.**

**You are also urged to refer carefully to the Endorsed and Development programme guidelines before completing the application form.**

### The Provider agrees to:

- Comply with the **ILM Customer Handbook**
- Provide a single, named contact for queries and correspondence and to notify ILM promptly of any future changes to this named contact
- Provide information about the programme(s) (and assessment for Endorsed programmes only) as detailed in this application and the attached documents
- Register all participants with ILM within the timescales set out in the Endorsed and Development programme guidelines
- Inform ILM (through the Business Development or Quality & Compliance Manager) of any significant changes to this submission before repeating the programme(s)
- Allow access for authorised ILM personnel to monitor the programme(s) and associated activities
- Implement health & safety and equal opportunities policies in relation to the programme(s) and associated activities
- Not represent itself as a fully-approved ILM centre unless it also holds such approval for ILM qualifications
- Advertise/promote/present the programmes accurately as ILM Recognised Endorsed or Development programmes, not as ILM qualifications, and as agreed in this application
- Comply with the current conditions for use of the appropriate ILM logo(s)
- Allow ILM to use the name of the provider and/or programme(s) for promotional purposes, with the provider's consent

### Declaration and contact details

This declaration should be completed by the Head of Centre or equivalent. By completing this declaration the person named below confirms and agrees that:

- He/she is duly authorised to complete and return this form on behalf of the provider;
- The information provided in this application is complete and accurate;
- If this application is accepted by ILM, it will (together with ILM manuals, policies, procedures and guidelines notified to the provider from time to time) form agreements between the provider and ILM for ILM Recognition, which shall come into force on the date that ILM accepts the provider's application for its first approval for ILM Recognition.

**Please tick this box to confirm you have read and accept these Terms and Conditions**

Name

Job title

Date of completion

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**For ILM use only**

**The programmes listed below are acceptable** (QCM to list titles of each programme recognised)

**Endorsed programmes** (Please number)

**Development programmes** (Please number)

**The programmes listed below have not been accepted** (QCM to list title of any programme submitted but not recognised)

**Signed for ILM by**

Name


Quality & Compliance Manager for (insert region or nation)

Date

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C Resources		
<p>Please give details about available resources that support each of the programmes, for example:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety arrangements (both for buildings and equipment)</li> <li>• Training Facilities</li> <li>• Equipment available</li> <li>• Equality &amp; Accessibility</li> </ul>		
<b>For ILM use only:</b>		
Health & Safety arrangements	Yes	No
Training Facilities	Yes	No
Equipment available	Yes	No
Equality & Accessibility requirements are met	Yes	No


D Programme management, promotion and Quality Assurance		
<p><b>D1</b>  Please confirm that the following policies are in place before the commencement of any programme. <b>A copy of each policy must be attached to this application:</b></p> <p><b>For Endorsed programmes only</b></p> <ul style="list-style-type: none"> <li>Equality &amp; Diversity, which includes equal and fair access to the programme and to assessment</li> <li>Internal quality assurance of programme</li> <li>Reasonable adjustments</li> <li>Data protection</li> <li>Plagiarism</li> <li>Appeals</li> <li>Conflict of interest</li> <li>Malpractice and maladministration</li> <li>Complaints</li> </ul> <p><b>For Development programmes only</b></p> <ul style="list-style-type: none"> <li>Equality &amp; Diversity, which includes equal and fair access to the programme</li> <li>Data protection</li> <li>Conflict of interest</li> <li>Malpractice and maladministration</li> <li>Complaints</li> </ul>	Notes:	
<b>For ILM use only:</b>		
Suitable arrangements are in place to meet the above requirements	Yes	No

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<b>D2</b>	List the staff members and systems that are in place to record details of programme completion by participants				
<b>For ILM use only:</b> There are appropriate staff and systems to record details of programme completion		Yes	No		
<b>D3</b>	How will the effectiveness of the programme(s) be evaluated, and how will the information be used for future improvement of the programme?				
<b>For ILM use only:</b> Proposed evaluation methods are appropriate for the programmes and should provide valid information for future action		Yes	No		
Ways of using evaluation to improve future provision are appropriate		Yes	No		
<b>D4</b>	Outline how you propose to promote the programmes.				
	<b>Please attach an example of any marketing or promotional material to be used.</b>				
<b>For ILM use only:</b> Promotion proposals are appropriate and acceptable		Yes	No		
Promotional material examined is appropriate and does not misrepresent the status of the programme(s) (If not seen at approval, indicate n/a)		Yes	No	N/A	
Promotional material examined is appropriate and does not misrepresent the organisation's relationship to ILM (If not seen at approval, indicate n/a)		Yes	No	N/A	
Promotional material not seen at this time – to be checked by EV later (tick yes for EV to check; tick n/a if seen and previous two points completed)		Yes	No	N/A	
Application will be made for use of ILM Recognised Provider logo		Yes	No		

## Endorsed programmes only

<b>D5</b>	Briefly state the internal quality assurance (IQA) policy that will be applied to the endorsed programmes.		
	<b>Please attach the complete IQA policy to this application, and state who will be responsible for IQA</b>		

<b>For ILM use only:</b>	Yes	No
Suitable staff are identified to be responsible for IQA		
Proposed IQA systems are appropriate to monitor the fairness and accuracy of assessment(s)		
IQA staff will provide feedback to assessors to ensure ongoing quality and fairness of assessment		

## Any additional information that the applicant wishes to include may be recorded here:

## For ILM use only: Any additional comments that the ILM QCM wishes to include may be recorded here:

Thank you for completing **Part One** of this application. Please now complete a **Part Two** form for each programme being submitted, and then email the completed forms to your ILM Quality & Compliance Manager.