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

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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.**

- A separate version of this Part Two application form must be fully completed for each programme being submitted.
- Section F is for Endorsed programmes only.

## ILM Recognition

Endorsed and Development programme  
application form Part Two

Contact and general information	
Name of providing organisation	
Centre number (if already an ILM or City & Guilds approved centre, otherwise please leave blank)	
Terms and Conditions of ILM Recognition	
Please tick this box to confirm you have read and accept the ILM Terms and Conditions for provider approval, as stated in Part One	
Name	
Job title	
Date of completion	
Signed for ILM by (for ILM use only)	
Name	
Quality & Compliance Manager for (insert region or nation)	
Date	
E The programme	
<b>E1</b>	Please give the proposed title of the programme (the maximum character count is three lines of 40 characters, including spaces)
<b>For ILM use only:</b> The title is acceptable and does not cause confusion with any ILM qualifications	Yes No
The title excludes the words 'Level', 'Award', 'Certificate' or 'Diploma'	Yes No
The title describes the content accurately, clearly and concisely, and reflects the management/ leadership, coaching/mentoring or enterprise nature or context of the programme	Yes No

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<p><b>E2</b> At the point of Learner registration, you will have the opportunity to upload your organisational logo and any secondary logo and/or additional text to appear on your certificates. This is subject to our system limitations and will be checked beforehand by ILM.</p> <p>Your logo and/or text must be uploaded to Walled Garden and approved by ILM before it can be attached to the registration</p> <p>Additional text (up to a maximum of 60 characters) can include:</p> <ul style="list-style-type: none"> <li>▶ Sponsor's name</li> <li>▶ Learning activity undertaken</li> <li>▶ Module or unit descriptor</li> <li>▶ Programme specialism</li> </ul> <p>Logos must have the following criteria:</p> <ul style="list-style-type: none"> <li>▶ File type = jpeg</li> <li>▶ File size (width) = 350 - 375 pixels</li> <li>▶ Resolution = 300 dpi</li> </ul> <p>If you have any queries please discuss these with your ILM Business Development or Quality &amp; Compliance Manager.</p>		
<p><b>For ILM use only:</b></p> <p>The requests have been discussed and agreed as accurate and appropriate for the programme</p>	Yes	No
<p>The requests can be implemented within the ILM system limitations</p>	Yes	No
<p><b>E3</b> Is this programme submitted as an Endorsed or a Development programme? (Please indicate by ticking box adjacent)</p>	Endorsed programme	Development programme

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<b>E4</b>	Please list the aims and key objectives of the programme		
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<b>For ILM use only:</b> Aim(s) and key objectives of the programme are clearly stated	Yes	No
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<b>E5</b>	Please provide a brief profile of the intended participants		
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<b>For ILM use only:</b> A clear indication of the intended audience is provided which matches the programme proposals	Yes	No
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<b>E6</b>	<p>Please provide a summary outline of the following items:</p> <ul style="list-style-type: none"> <li>▶ Total programme hours</li> <li>▶ Main programme topics</li> <li>▶ Programme details</li> </ul> <p><b>Please attach document</b></p> <ul style="list-style-type: none"> <li>▶ Sample content of the programme</li> </ul> <p><b>Please attach document</b></p>	
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**For ILM use only:**

Total programme hours are clearly shown	Yes	No
Main programme topics are clearly shown	Yes	No
A concise and appropriate summary of the programme has been attached	Yes	No
Appropriate sample of content is provided (session plan/ handouts, etc)	Yes	No

<b>E7</b>	<p>Please indicate all the proposed delivery methods to be used</p>	<p>Trainer/tutor-led sessions</p> <p>Text-based open learning</p> <p>Online learning</p> <p>Other Please specify below</p>
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**For ILM use only:**

Methods of delivery are clearly explained	Yes	No
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<b>E8</b>	<p>Please provide the <b>name, role and email address</b> of the staff to be involved in this programme, and indicate their role in relation to it (eg trainer, assessor, IQA, etc)</p> <p>Where only one person is named, please indicate details of support arrangements in place to provide continuity in emergencies/illness</p> <p>Current CVs must be available for ILM to review on request.</p>	Name, Role, E-mail		
<b>For ILM use only:</b>				
Staff and their responsibilities are clearly indicated		Yes	No	
CVs are available – either on file, or attached to this application		Yes	No	
CVs indicate that staff proposals are appropriate for this programme		Yes	No	
<b>E9</b>	<p>Please note any differences to any of the information supplied in Part One that apply to this specific programme</p>			
<b>For ILM use only:</b>				
Differences are noted and acceptable		Yes	No	N/A
<b>E10</b>	<p>What languages will you be delivering and assessing in?</p> <p>Which countries do you wish to operate in?</p>			
<b>For ILM use only:</b>				
Languages are noted and acceptable		Yes	No	N/A
Countries are noted and acceptable		Yes	No	N/A

**The following section requires completion for Endorsed programmes only**

**F Assessment**

**F1** How will the programme be assessed?

What method(s) of assessment will be used to ensure achievement of the learning outcomes?

Please attach the assessment guidance that will be provided to learners

What feedback will be provided to learners to let them know how they have performed?



**Please attach the assessment and associated mark/feedback sheet**

**For ILM use only:**

Selected assessment method(s) is/are appropriate for programme and participants	Yes	No
Selected assessment(s) is/are clearly structured and appear to be valid	Yes	No
Information provided for participants and staff clearly sets out the requirements of all assessment tasks	Yes	No
Assessment criteria and/or marking schemes are clear, unambiguous and provided for participants and staff	Yes	No
The programme does not have grades allocated to it	Yes	No



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**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 this form. Now please email it to your ILM Quality & Compliance Manager.