

## ILM Qualifications Registration Form 2018

Quadrilect Ltd has Approved Provider status from the ILM so that, upon successful completion of the assessments, candidates will gain an ILM Qualification. Please confirm you have referenced our online information pages at [www.quadrilect.com/fmqualifications.htm](http://www.quadrilect.com/fmqualifications.htm) and you are happy with your qualification selection, indicated below.

<b>Qualification (please tick you chosen qualification)</b>	
<input type="checkbox"/> Level 2 Award in Leadership and Team Skills following attendance on the 3-day Team Leading course <input type="checkbox"/> Level 3 Award in Leadership and Management following attendance on the 5-day Management Development course <input type="checkbox"/> Level 3 Certificate in Facilities Management following attendance on the 3-day Understanding FM course	
Course dates:	
Need accommodation – 2 nights residential accommodation at £295 + VAT      YES <input type="checkbox"/> NO <input type="checkbox"/> (applicable only for the 3-day Understanding FM course and the 3-day Team leading course)	
Fees:	

Title:	Job title:
First name:*	Company name:
Middle name:*	Company address:
Surname:*	Phone:
Date of birth:	Work email:
Home address:	Personal email:
Gender:	Preferred address for email contact:

(\* ) This is the name that will appear on your certificate of completion

Ethnic origins (please choose between White, Black-Caribbean, Black-African, other Black groups, Indian, Pakistani, Bangladeshi, Chinese or other):
Disability or condition(s) which might affect your study programme (please describe and whether you need any special considerations or arrangements):

Sponsorship (who is paying for your course?):
Alternative invoicing name / email address (if required):
PO number (if any):
Are you a member of any institute (e.g. Institute of Leadership and Management, BIFM, RICS, CIOB, CIBSE – please indicate institute and membership number): <i>Note you will automatically receive one year free Institute of Leadership and Management membership upon registering on an ILM qualification.</i>

<b>Previous training or qualification(s):</b>
---

### Exemptions and recognition of prior learning [RPL]

#### Exemptions:

The ILM may agree exemptions for previous (non-ILM) qualifications or credits that you may have already achieved.

#### Recognised Prior Learning [RPL]:

This allows for potentially recognising previous learning which may be appropriate for the ILM qualifications. If agreed you may not have to attend the training course but just complete and submit the ILM assessment(s) for marking.

If you believe you may be eligible for exemption or RPL, please submit the details to us. Applications must be discussed in detail and agreed with Quadrilect Ltd to confirm that no further learning is required for the Unit.

### Learning Records Service

This is a central Government database set up to:

- Introduce common data definitions to be used and shared by all organisations across the sector
- Create a UK Register of Learning Providers
- Introduce a Unique Learner Number for everyone in education and training, accessed through a web based Learner Registration Service
- Establish a mechanism for enabling learners to create their own records of participation and achievement, which they can share with advisers, providers and potential employers

If you already have a Unique Learner Number please provide it: \_\_\_\_\_

If you do not have a Unique Learner Number but would like us to apply for one please tick the box below:

Please apply for a ULN on my behalf:

**Note: You will be asked to provide proof of your ID on attendance at the 3-day Understanding FM course in order for us to provide you with the ULN and give you access to your learning records.**

### Payment Methods

We can accept payment by cheque [made payable to Quadrilect Limited] or by BACS, but credit cards incur a 4% surcharge on the gross fee. Please note you will not be registered with the ILM until this application has been approved and payment in full has been made.

### Terms and Conditions

#### Payment

You will not be registered until this application is accepted and payment in full has been made.

#### Cancellation Policy

The qualification application fee is non refundable once we have registered you with the ILM. If you cancel pre registration with the ILM and have received no tutorial/assessment support we will refund you less a small administration charge of £50+VAT.

Training programme fees can be cancelled in writing up to 10 working days pre the course start date. After that the full fee applies per programme.

#### Transfers

We accept transfers between training programmes if agreed within the study plan arrangements and provision of assessment materials. If you transfer within 10 working days of the course start date there is a £75+VAT charge per training day

#### **Course cancellation**

Quadrilect Ltd reserve the right to cancel a course 10 working days before the start date but we will always provide an alternative date and ensure your study plan is amended as mutually agreed

#### **Fees**

All prices shown excl. VAT. The training fees quoted include full course documentation, lunch & refreshments.

**Dress Code:** Smart Casual

**Copyright:** All training materials provided are owned or controlled by Quadrilect Ltd. All rights reserved

#### **Our Training Programmes:**

Our tuition is based upon a selection of short courses from the long-established BIFM Training programme. It is designed to give you a fully rounded learning experience, so we not only cover all the unit learning outcomes, but the wider context too. So studying with Quadrilect Ltd helps to make you more effective in your day-to-day role, while you gain your qualification

#### **Equality of opportunity information**

The promotion of equality of opportunity for all is central to ensuring fair provision of all Quadrilect Ltd services to our customers. Our 'Policy on Equality of Opportunity' is available on request and included in the Learner Induction Handbook.

Quadrilect Ltd and ILM will use this information to monitor registrations and meet statutory requirements. Some of this information may be required by the regulator Ofqual who maintain national statistics but your anonymity is protected. Please reference the Quadrilect Ltd data protection notice for information on use of data.

#### **Quadrilect Limited Data Protection Notice**

We, BIFM Training are required to comply with the provisions of the Data Protection Act 1998 (the Act) in relation to how we handle any personal data we obtain from you. Any personal information we gather will only be used in the context of your employment with us OR the business we conduct with you. We may also collect Sensitive Personal Data about you, but only with your explicit consent in advance.

We may process all the information we obtain from you to enable us to fulfil our contractual obligations to you and we may request further information from third parties or disclose your details to other selected third parties, such as ILM, City & Guilds, BIFM or their regulators or industry bodies.

We may from time to time email or post to you or your company details of products or courses we believe may be of interest to you. If you no longer require such information or you have provided us with any information that you no longer wish us to use, please call us on 02074897628 / 02072485942.

In disclosing your personal details to us, you agree that we may process and in particular may disclose your Personal Data:

- as required by law to any third parties
- to selected third parties who may process Personal Data on our behalf
- to third parties such as ILM or [or other professional bodies we provide recognised training for] who may use your personal data or sensitive personal data (as appropriate) to:
  - enable us to fulfil our contractual obligations to you – for example by providing you with an examination, assessment or certificate;
  - contact you directly about events, courses, programmes, or ILM / BIFM membership
  - carry out statistical analysis

- pass to their regulator or industry bodies to (1) monitor equal opportunities relating to ethnicity or disability, or for other such monitoring purposes or to (2) account for learners where there is a requirement to do so, or to (3) meet their requirement to contact you directly and the information is not readily accessible from any other source
- disclose and publish your details in directories which may contain information about Quadrilect Ltd and
- provide or arrange prizes, remuneration and awards
- contact you about your ILM or BIFM studying membership

If we pass your Personal Data to the awarding/recognising bodies they:

- may transfer your Personal Data outside the European Economic Area (EEA) and if they do they will make every reasonable effort to ensure that any transferred data receives the same protection as if it would within the EEA
- Undertake that it and its staff will take every reasonable step possible to protect the confidentiality and security of all material it receives, to carry out its various responsibilities.

You have the right to have us correct any inadequacies in the personal details we hold about you, and to object to any direct marketing we carry out using your personal details. You also have the right to ask for a copy of the information we hold in our records, in return for a small fee of not more than £10. Please contact us if you want a copy of the personal data we hold about you.

**Please sign below to confirm that you have read and understood:**

- The study requirements for the qualification you wish to undertake (reference the Learner Induction Handbook for Information and [www.quadrilect.com/fmqualifications.htm](http://www.quadrilect.com/fmqualifications.htm))
- The Quadrilect Ltd Data Protection Notice
- Terms and Conditions

Signature: \_\_\_\_\_

Thank you!

Please ensure you have signed your application in the space provided above.

You can return your application by post or by email – remember to include the following details where applicable:

- Details supporting application for Exemptions and/or Recognition of Prior Learning
- Details supporting application for Reasonable Adjustments

Post to: Quadrilect Ltd, 2 Burgon Street, London EC4V 5DR

Email: [info@quadrilect.co.uk](mailto:info@quadrilect.co.uk)

Tel. 020 7489 7628 / 020 7248 5942

Fax. 020 7489 8185

[www.quadrilect.com/fmqualificationsFS.htm](http://www.quadrilect.com/fmqualificationsFS.htm)