


Learning and Organisational Development

a Division of the
Office of Human Resources
Oik Skimmee



Course Application

Please complete using
BLOCK CAPITALS

What are your applying for?				
First Line Management Development Programme <input type="checkbox"/>		Middle Management Development Programme <input type="checkbox"/>		
Professional Workplace Coaching Programme <input type="checkbox"/>		Delivering Service Process Improvement <input type="checkbox"/>		
Part 1 - Your Details	Title	Surname	Forenames	Date of Birth
Job title and Grade		Department		Division
Email address			Work Address	
Telephone	How many people report to you?		What skills do you hope to develop as a result of attending this programme? If you do not have direct reports, when are you required to lead or manage others?	
How long have you been in this post? _____ years _____ months				
These programmes can lead to qualifications from 				
You do not need to make that commitment now but we would like to know if you are interested in gaining a qualification. Please circle <p style="text-align: center;">YES or NO</p>				
A full induction into the ILM is provided at the start of the programme. Only then will you need to make the decision.				
Note to all applicants				
If you decline our initial invitation, you will be offered a place on two other dates . If you do not attend by the third offer you will have to re-apply and join the bottom of the waiting list. We will advise you if we have to take this action. Hopefully our active management of the waiting lists will enable your needs to be addressed quickly.				
Details of this application, registration or completion will be held and may be released to your line manager and/or departmental representative at their request.				
Both you and your line manager/reporting officer need to have a clear understanding of the commitment you will need to make to the programme. There is a requirement to attend all elements of the programme. The module dates will be given to you in advance of attendance and there is an expectation that if you commit to those dates you will attend.				
Signed			Date	
Please pass this form to your line manager/reporting officer for completion of Part 2 overleaf.				

Part 2: for completion by line manager/reporting officer

Please complete using BLOCK CAPITALS

Title	Full Name	Job Title
Email address	Telephone	Fax
Department	Division	

Please let us have your reasons for supporting this application and tell us how you expect to see the learning applied in the workplace.

Both you and the applicant need to have a clear understanding of the commitment you will need to make to the programme. There is a requirement to attend all elements of the programme. The module dates will be given in advance of attendance and there is an expectation that if a commitment is made to those dates the applicant will attend.

A candidate registration fee is required by the ILM and includes free studying membership for one year and a range of benefits. This fee is to be funded by the sponsoring Department. At September 2012 the fees are as follows:

- ILM Level 3 Certificate in Leadership £105 (First Line Management Development Programme)
- ILM Level 5 Certificate in Leadership £121 (Middle Management Development Programme)
- ILM Level 3 Certificate for Professional Workplace Coaches £101
- ILM Level 3 Award in Service Improvement £75

By returning this form you are agreeing to accept, on behalf of your Department, any cancellation fee in respect of non-attendance. Actual cancellation fees will be advised when an offer of a place is made. Additionally, you are agreeing to fund the registration fee if the applicant opts to undertake the qualification.

Signed Date.....

Please post to:
Learning and Organisational Development
Office of Human Resources
Goldie House
1-4 Goldie Terrace
Douglas
IM1 1EB
Fax - 685465
Email - lodd@gov.im



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