



Ms. Sunnette De Jager  
Moetapele Academy  
25 Olifantsrivier Street  
Vanderbijlpark  
1911  
South Africa

18<sup>th</sup> March 2016  
848399/FD

Dear Sunnette

### **Centre approval application - Welcome to ILM**

I am pleased to confirm that your request for approval as an ILM centre has been successful - welcome to ILM.

You are now approved to deliver ILM qualifications in South Africa. Should you wish to operate elsewhere you will need to seek further approval from us. By choosing ILM you are now working with the leading provider of leadership and management qualifications in the UK and part of the wider City and Guilds Group: a global leader in skills development.

Your Centre number is given above and this should be used in all future correspondence with us. Please note that your approval is only for the qualifications listed below.

Your contract with City & Guilds came into force on the date of this letter and as you will recall the terms and conditions are set out in the ILM Customer Handbook [www.i-l-m.com/handbook](http://www.i-l-m.com/handbook). We suggest that you keep copies of your Centre Application Form, this letter, and a copy of the current Customer Handbook, as evidence of your contract and its current contents.

The Handbook also includes information about internal and external quality assurance, policies, administration and your use of the ILM Approved Centre logo which is attached. It is important to be familiar with the Customer Handbook particularly as you have agreed to adhere to our policies as part of your ILM Approval contract.

Please also refer to the ILM Guide to Fees for details of approval fees for additional qualifications and registration fees (including the minimum number of registrations required to maintain your approval status).



You'll also find the support available for the ILM Walled Garden helpful. This is our online system for registering learners and entering results for certificates. Visit [www.i-l-m.com/walledgardenguide](http://www.i-l-m.com/walledgardenguide) to view and download Walled Garden information and guidance.

Your External Verifier details are as follows:

David Young

[David.Young@ilmexternalverifier.com](mailto:David.Young@ilmexternalverifier.com)

If you have any queries please get in touch with your local Customer Service team which is here to help:

T +44 (0) 1543 266867  
(Monday to Thursday 8.00am to 6.00pm; Friday 8.00am to 4.30pm)  
E [customer@i-l-m.com](mailto:customer@i-l-m.com)

I wish you every success in working with us over the coming years.

Yours sincerely

A handwritten signature in black ink that reads "Suzanne Hendry".

Suzanne Hendry

Head of Quality and Interim Director of Quality, Product & Operations

Cc External Verifier – David Young  
Quality and Compliance Manager – Prav Patel  
Business Development Manager – Mokgadi Khoza



**ILM qualifications your centre is approved for:**

- 8600-11 Level 3 Award in Leadership and Management
- 8600-21 Level 3 Certificate in Leadership and Management
- 8600-31 Level 3 Diploma in Leadership and Management

The above qualification(s) will be awarded by The City and Guilds of London Institute