



CIC ENDORSEMENT & APPROVAL
by the INSTITUTE OF LEADERSHIP & MANAGEMENT (ILM)
- and your OPPORTUNITY TO GAIN AN ILM ENDORSED CERTIFICATE
IN ADDITION TO YOUR CIC DIPLOMA

Cambridge International College is recognised worldwide as an accredited, approved British College. One of the British Awarding Bodies which approves and endorses CIC and CIC qualifications is the Institute of Leadership & Management (ILM) City & Guilds.

CIC's ILM 'Approved Provider' status means that you may - if you want and choose - be awarded an additional **ILM City & Guilds Endorsed Certificate** for the Subject in which you have gained a Cambridge International College Diploma or Award; the application form is on page 2.

ILM APPROVAL OF CAMBRIDGE INTERNATIONAL COLLEGE PROGRAMS



**Institute of
Leadership &
Management**



* Various Cambridge International College Programs are **approved** and **endorsed** by ILM City & Guilds (see page 2). CIC is recognised as an ILM Approved Provider. ILM is the UK's largest awarding organisation for qualifications in leadership, management and enterprise.

* ILM's vision is to improve standards of leadership and management in order to drive social and economic prosperity. ILM works with organisations to develop leadership and management capability in men and women. ILM does this through endorsement of leadership and management programmes, accredited qualifications and services, in cooperation with high quality training providers like CIC. ILM's aim is for learning programs to enable managers to apply their knowledge, skills and awareness in the workplace, to support development, and bring real benefits to their employers.

* ILM City & Guilds endorsed qualifications give employers the assurance that programmes are developed, tested and delivered to high standards. Managers get the confidence that they are qualified to perform to industry standards.

(Pictured: CIC's Vice Principal with the ILM 'Approved Provider' Certificate, issued in recognition of CIC's high quality programs and delivery.)

WHAT IS AN ILM CITY & GUILDS CERTIFICATE?

An ILM City & Guilds Endorsed Certificate is an **official certificate** bearing details of both CIC and ILM. It **certifies** that the holder has successfully completed a Cambridge International College Program and that the target market, intended participants, aims and objectives, content, delivery methods, staffing, assessment, and outcomes have all been reviewed and approved.

An ILM Endorsed Certificate provides additional proof to current and prospective employers, sponsors, scholarship and bursary organizations, higher education establishments (such as universities), and other interested parties, that you **studied with an approved British College** a monitored and endorsed quality management training programme. The ILM Endorsed Certificate confirms that your CIC programme attained the benchmark for high-quality management and leadership training, is quality-assured, credible and validates your investment in your training.

Application Form for the Award of an ILM Endorsed Certificate

Send this completed Form and your payment to CIC at:

Attique House, St Brelade, Jersey, JE3 8FP, Britain.

The Fee is **£85** for **each** ILM City & Guilds Endorsed Certificate (including a CIC Reference & Recommendation letter) for a Program which has been completed and for which a **CIC Diploma** or **Award** has been gained; this charge includes the registered airmail despatch of the certificate(s) to you.

Please tick and complete the appropriate category below:

I am **currently enrolling** for the CIC Program(s) ticked below, and I enclose the amount of _____ being payment for the award of the additional ILM Endorsed Certificate(s)

I am **already enrolled for** the CIC Program(s) ticked below, and I enclose the amount of _____, being payment for the award of the additional ILM Endorsed Certificate(s)

I **already hold** the CIC Award ticked below, and I enclose the amount of _____ being payment for the award of the additional ILM Endorsed Certificate(s)

CIC Membership/Graduate Number(s): _____

Programmes of Study:

Higher Business Administration (including for CIC Honours Diplomas)

Advanced Business Administration (including for CIC Baccalaureates)

Executive Business Administration

Advanced Mastery of Business Management & Administration (including for the CIC Advanced Mastery of Business Administration)

Individual Diplomas:

Business Management & Administration

Education: Classroom Management

Event Management (for Tourism, Cultural, Business and Sporting Events)

Human Resource Management

Logistics, Supply Chain & Transport Management

Money, Banking & Financial Systems, & Management

Office Management & Administration

(Note: the process of ILM City & Guilds endorsement for a course is long and expensive, so CIC has not gone through that process for every Diploma Program offered; for the CIC Diplomas not listed above, EALP Endorsed Certificates are available instead - you are welcome to ask for details of EALP certification.)

FORM OF PAYMENT (see page 3 and 4 - please tick box):

Bank Transfer / On-line bank transfer

Bankers Draft/International Money Order Currency Notes

Western Union 'Quick Pay' Transfer no. _____ (10 digits)

Other: _____

Name and postal address to which your ILM Certificate(s) should be posted - CAPITAL LETTERS:



International Headquarters: Attique House, St Brelade, Jersey JE3 8FP, Britain.

Tel: +44 (0)1534 485485 Email: learn@cambridgetraining.com Website: www.cambridgecollege.co.uk

There are 12 main ways by which you may send your payment to the College:

by Bank Transfer	by On-line Banking	by Western Union 'Quick Pay'
by MoneyGram	by Bank Draft or Bank Cheque	by Western Union 'Will Call'
by Currency Notes	by Credit card or Debit card	by PayPal
by Dahabshiil Money Transfer	by British Postal Orders	by Cheque

These 12 methods are explained below.

By BANK TRANSFER

You can arrange to make a transfer or payment straight in to one of the College's **Bank Accounts**.

If you (or a friend, or a family member, or your company) have a bank account, you can ask the bank to transfer a payment to the College. Most banks will allow you to send a payment by bank transfer even if you do not have an account in British Pounds, US Dollars, or Euros.

Or, you can go into a bank with some money (such as cash) and ask the bank to send that amount to a College bank account. Most banks will accept money in your local currency or British Pounds, US Dollars, or Euros; the bank will ensure the College receives British Pounds, US Dollars, or Euros.

To transfer money to one of the College's accounts, your bank needs the details below (which you might need to write in a bank transfer form):

Bank Account Name: Services to Management (for Cambridge International College)

Bank name: HSBC Bank plc

Bank address:- road: King Street; City & Region: St. Helier, Jersey; Post Code: JE4 8NJ; Britain

for transfers in British Pounds (£) send to: Account Number: 32144670

Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

for transfers in US Dollars (US\$) send to: Account Number: 68294583

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

for transfers in Euros (€) send to: Account Number: 68343364

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

Then post, or scan and email, or fax, your details **with the bank receipt** to the College in Britain. We can "credit" you **only** with the sum the College actually receives, so ensure you also pay any bank charges, and **add £15 or US\$30 or €20** to the Fee amount for incidental charges.

Note, to overcome possible problems of changes in exchange rates between your local currency and British Pounds or US Dollars, you can use the "Western Union Global Pay for Students" service - for details see the "How Can I Make a Fee Payment" section of the CIC website.

By ON-LINE BANKING

If you (or a friend, or a family member, or your company) have a bank account which offers "**on-line banking**", you can make a transfer or payment straight to one of the College's bank accounts. The College's bank account details are stated above in the "By Bank Transfer" section.

By WESTERN UNION 'QUICK PAY' SERVICE

This is **the best and quickest way** to send a payment to the College. If there is a Western Union Agent in your country or area which offers the 'Quick Pay' service, then the Agent can send your payment to the College on your behalf. You can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). You (or a friend, family member or your company) can make a payment through Western Union **Quick Pay** service using these details:

Account Name: Services to Management Code City: SMCOLLEGE,UK Account No: AUK040697

(If you need more information about using Western Union Quick Pay, ask the College)

By MONEYGRAM

If there is a MoneyGram Agent in your country or area, then the Agent can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the MoneyGram Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). If you wish to make a payment by MoneyGram transfer *you should first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm to you the **name of the receiver** (the person to whom the transfer should be sent) and the **location** of the receiver (this is information the MoneyGram Agent will need).

By BANK DRAFT or INTERNATIONAL MONEY ORDER (IMO):

You (or a friend, or family member, or your company or employer) can buy or order a bank draft - sometimes called a bank cheque or IMO - from a bank. The bank draft or IMO must be payable to 'Cambridge International College' and **must** be in British Pounds or US Dollars or Euros. It must be posted by registered post or courier to the College in Britain. A **bank** draft or IMO in **British Pounds** or **Euros** must be drawn on a bank in **London** (England); a bank draft or IMO in **US Dollars** must be drawn on a bank in **New York** (USA). Bank drafts and IMOs in Euros or US\$ can only be accepted if they have a minimum value of €200 or US\$200.

By WESTERN UNION 'WILL CALL' SERVICE

If there is a Western Union Agent in your country or area, the Agent might be able to send a payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). If you wish to make a payment by Western Union 'Will Call' transfer *you must first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm if it will accept a payment by Western Union 'Will Call', and to whom a transfer should be addressed.

(Do NOT use Western Union 'Will Call' without receiving permission, and 'receiver' details, from the College)

By CURRENCY NOTES

The College accepts notes in **British Pounds (£), United States Dollars (US\$), Euros (€)**. The notes must be clean and new. If you send currency notes by post, send them by registered postal delivery or courier to minimise the chance of theft whilst on their way to the College.

By CREDIT or DEBIT CARD

You can make a payment using your **American Express, Mastercard** or **Visa** debit or credit card. You **must** send the College by post or email: a **signed letter** from the **cardholder** stating the **card number** and **expiry date** and his/her **name** and **contact address**, which authorises a **stated sum** of money to be paid, and the purpose of the payment; and a **photocopy of the front and back** of the **signed** credit or debit card itself. The amount charged will be in British Pounds.

By PayPal

If you have a debit or credit card, or a PayPal account, then you can quickly enrol and make your Fee payment through the College website using the secure worldwide PayPal payment system: simply go to the **College website**, fill in your details, and follow the instructions so that you can use your debit or credit card, or a PayPal account, to make a payment.

Additionally, if you have a PayPal account, you can also send other payments to CIC by sending from your PayPal account to: **registrar@cambridgetraining.com**

By DAHABSHIIL Money Transfer:

A Dahabshiil Agent in your country or area can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Dahabshiil Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). Address the transfer to:

Beneficiary: David Simon Lawson Destination: Britain Telephone: 01534 485485

Then post, or scan and email, or fax, your details **with** the Dahabshiil **receipt** to the College, stating clearly the Money Transfer Number and the "sender name" exactly as it is on the receipt.

By BRITISH POSTAL ORDERS

You (or a friend or family member) can purchase British Postal Orders from **British Post Offices** and send them to the College - by registered or recorded delivery post - with your details.

By PERSONAL CHEQUE

Avoid using "personal" cheques wherever possible, because despatches of Study & Training Materials will be delayed by at least 4 weeks when Fee payment is made by personal cheque.