



# ARMY

## ARMY COMMAND ORDER 2021/04 – Dated 4 May 2021

TITLE		
<b>ARMY ACCREDITATION OFFER (AAO)</b>		
<b>BACKGROUND &amp; PURPOSE</b>		
Accreditation provides proof of transferable knowledge, skills and experience gained by soldiers and officers during Army training and education courses to prospective joiners and civilian employers. Qualifications from the AAO range from Levels 1 to 7 on the <a href="#">Regulated Qualifications Framework</a> and may grant entry to further studies and higher qualifications. The AAO helps Service Personnel (SP) conduct Continuous Professional Development and demonstrate Whole Life Development during their career and afterwards.		
<b>KEY TASKS AND TIMELINES</b>		
<ul style="list-style-type: none"> <li>• Army personnel should check eligibility and submit applications to Education Branch, APSG.</li> <li>• Courses must have been completed within the last three years, although some have a shorter timeline. Legacy courses can be considered depending on the awarding organisation.</li> </ul>		
<b>PRESENTATION &amp; RISK</b>		
There are no presentational risks associated with the operation of this scheme.		
<b>RESOURCES ALLOCATED/REQUIRED</b>		<b>IMPACT ON OTHER ACTIVITY</b>
Budget held by Education Branch, APSG.		Nil.
<b>ENDSTATE</b>		
Army personnel with civilian-recognised qualifications and transferable academic credits that articulate the value of their military training and education.		
<b>REPORTING REQUIREMENTS (ECAB/QPRR or other mechanism as applicable)</b>		
N/A		
<b>KEY REFERENCES/RELATED STUDIES</b>		
Army Skills Offer Research Paper (dated 8 Aug 16) National Learning and Work Institute Evaluation (dated 24 Apr 20)		
<b>STAKEHOLDERS</b>		
<b>WHO IS ACCOUNTABLE/ RESPONSIBLE</b>	<b>WHO IS TO BE CONSULTED</b>	<b>WHO IS TO BE INFORMED AND HOW</b>
<ul style="list-style-type: none"> <li>• SO2 Int Dev, Education Branch, APSG</li> </ul>	<ul style="list-style-type: none"> <li>• Education Branch, APSG</li> <li>• Pers Pol (A), Army HQ</li> </ul>	<ul style="list-style-type: none"> <li>• Army personnel</li> </ul>

Sponsored by:

Head Army Personnel Services Group

Annexes:

- A. Army Accreditation Offer Outline
- B. Application Process
- C. City & Guilds and Institute of Leadership and Management
- D. Chartered Management Institute
- E. Defence Awarding Organisation

Appendix:

Appendix 1 to Annex B – Army Accreditation Offer Application Form

## ARMY ACCREDITATION OFFER (AAO) OUTLINE

1. **Aim.** The AAO funds civilian accreditation of eligible pan-Army professional development courses<sup>1</sup>. Accreditation demonstrates transferable skills and knowledge gained during Army training and education courses. Civilian accreditation can function as an entry point to Further Education (FE) and Higher Education (HE) courses using funding sources such as Standard or Enhanced Learning Credits. Qualifications from the AAO range from Levels 1 to 7 of the [Regulated Qualifications Framework](#). The organisational effect is that the Army's high-quality training is recognised by prospective joiners and civilian employers, thus supporting the full transition pipeline.

a. **Eligibility.** The AAO is open to all soldiers and officers, Regular and Reserve, who have completed an eligible course. Personnel may apply for one qualification per course. Awarding organisations require all applications for accreditation to be submitted through Ed Branch due to assurance requirements. Applicants cannot approach awarding organisations directly to accredit the courses listed in this ACO. The course competency must be recorded on JPA before applications are submitted, otherwise the application will be rejected. Accreditation must be applied for within three years of completing an eligible course unless shorter time limits apply. Accreditation options are listed in Annexes C-E.

b. **Veterans.** Retired Army personnel are eligible to claim accreditation through the AAO up to 2 years post discharge, subject to the same eligibility requirements above.

c. **Overseas Students on British Army Courses.** It is the intention that students on eligible courses from foreign Armies can apply for the AAO with a supporting letter from their course DS stating what course they have completed and when<sup>2</sup>. Policy will be updated concerning eligibility and the application process in due course. Therefore, applicants are advised to wait to submit their applications for accreditation until this change has been confirmed.

2. **Eligible Courses.** Accreditation options per course are broken down by accreditation provider and listed in Annexes C-E. These offers are constantly updated as course content is reviewed or re-written. Multiple accreditation options are available for some courses; applicants should ensure they visit awarding organisations' websites before making their decision as different options will suit different SP depending on their situation. Further advice on choosing between awarding organisations is available on the 'Accreditation and the Army Accreditation Offer' section of the Army Knowledge Exchange ([AKX](#)) and the 'Accreditation' page of the Learning and Development Portal (Army) on [Defence Connect](#). Additional personal development advice and support is available from Army Education Centre (AECs). Further details on the comparison between qualification levels can be found on the [GOV.UK](#) website.

3. **Legacy Accreditation Options.** With the transition of mandatory soldier education from CLM 08 to ALDP, CLM will become a legacy course subject to different 'claim-by' dates depending on the awarding organisation. Full details of City and Guilds (C&G) qualifications, which owns the Institute of Leadership and Management (ILM) are listed in Annex C, whilst the Chartered Management Institute (CMI) options are listed in Annex D. The DAO does not currently accredit any legacy qualifications. In outline, the last date that applications can be submitted to Ed Branch, APSG are:

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<sup>1</sup> Regiment and Corps specific accreditation options can be found on the Army Accreditation Matix under Supplementary Information on the Accreditation and the Army Accreditation Offer page of the [AKX](#).

<sup>2</sup> This will be in lieu of a course competency on JPA.

- a. 25 Jun 21: Applications for CMI accreditation cease to be processed for all courses listed in Annex D, Ser 2. This includes all CLM 08 courses.
- b. 1 Apr 23: Applications for C&G and ILM accreditation cease to be processed for all courses listed in Annex C, Ser 3. This includes all CLM 08 courses.

4. **Specific Exclusions.** The following are not included in the AAO:

- a. **Advanced Command and Staff Course (ACSC).** ACSC accreditation is paid for by the Defence Academy. Individuals should contact the Defence Academy for further information at [LrngDevAsrnc@da.mod.uk](mailto:LrngDevAsrnc@da.mod.uk).
- b. **Education Courses Completed More Than Three Years Ago.** All relevant accrediting bodies' assurance strategies state that accreditation cannot be applied for more than three years after the eligible course has been completed. Therefore, these courses are outside of the awarding organisations' specified time window and cannot be accredited.
- c. **Army Trainer Capability (ATC).** ATC courses are accredited through a separate scheme and are not eligible for AAO funding. Further details can be found on the Army Trainer Capability page on the [AKX](#) or on the Army Trainer Capability page on the Learning and Development Portal on [Defence Connect](#).
- d. **Memberships.** Awarding Bodies may offer a year's free membership with certain qualifications but there is no funding available for membership after this date. It should be noted that SLCs may **not** be claimed for annual membership fees for institutes or professional bodies<sup>3</sup>.
- e. **Directing Staff (DS).** DS are not eligible to claim accreditation for the courses they teach on.
- f. **Reimbursement.** The AAO will not refund Army personnel who have already paid for accreditation.

5. **Further Opportunities.** Accreditation may be the first step to further educational opportunities, many of which will be eligible for Army and government funding. For example, accreditation could be used to access a fast-track degree, or degree apprenticeship, with a bridging course funded by Standard Learning Credits and a one-year distance learning degree course funded by an Enhanced Learning Credits claim. Further information and advice on similar opportunities and participating further education colleges and universities is available from the applicant's local AEC, the Elective Development page on the [AKX](#) and the [British Army Website](#).

- a. **In-Service Opportunities.** Further funded opportunities at L7 (Master's) / L8 (PhD) are available to Army personnel through the External Placements (Academic) Programme and the Part-time Post Graduate Master's level Studies at Cranfield University. The Army Higher Education Programme (AHEP) is open to OCdts at RMAS and up to 18 months after they commission and again at ICSC(L) and for up to 6 months after, providing an opportunity to study for a BSc, MSc or MSc Exec in Leadership and Strategic Studies. The Chartered Management Degree Apprenticeship (CMDA) is open to SNCOs and WOs, providing an opportunity to study for a degree in Leadership and Management and gain Chartered Manager Status.
- b. **Further Education and Higher Education Scheme for Service Leavers (SL).** SLs can still access the Further Education and Higher Education Scheme if they apply for any of the accreditation options included on the AAO. [JSP 822 Part 1 Section 6.6 Para 15](#) states that only qualifications above a **full** Level 4 prevent applicants from accessing the Scheme. In this

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<sup>3</sup> Memberships fees and subscriptions to professional bodies may be reclaimed against income tax. See JSP 822, Part 1, Section 6.4 SLC Scheme, Footnote 399 for more details.

instance, a **full** Level 4 qualification is stated as an HNC which is 120 Credits<sup>4</sup>. The relative Credit rating of each qualification can be checked on [Ofqual's Register of Regulated Qualifications](#). However, no qualification included in the AAO is above this threshold. Individual guidance can be sought from [APSG-EdBr-IntDev-SO2@mod.gov.uk](mailto:APSG-EdBr-IntDev-SO2@mod.gov.uk).

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<sup>4</sup> As an example of credit values, an HNC is equivalent to 120 Credits, an HND is equivalent to 240 Credits and a full Undergraduate degree is equivalent to 360 Credits. In comparison, the highest Credit earning qualification in the AAO is the CMI Level 7 Extended Diploma in Strategic Management and Leadership which equates to only 66 Credits.

## **APPLICATION PROCESS**

1. Applicants are to:
  - a. Identify the qualification for which they are eligible.
  - b. Ensure the course competency listed on JPA
  - c. Apply for only one accreditation option per qualifying course.
  - d. Ensure all relevant details are included on the application form. Incomplete or illegible forms will be rejected.
  - e. Apply within 3 years of completing the qualifying course. This timeline is different for legacy courses, see Annex C and D for more details.
  - f. Decide which qualification is most suitable. Further advice on choosing between awarding organisations is available on the 'Accreditation and the Army Accreditation Offer' section of the Army Knowledge Exchange ([AKX](#)) and the 'Accreditation' page of the Learning and Development Portal (Army) on [Defence Connect](#). Additional personal development advice can be sought from the applicant's local AEC, the location and contact details of which can be found on the 'Find your AEC' section of Learning and Development Portal (Army) on [Defence Connect](#).
2. There are two ways to submit applications:
  - a. Fill out the [Army Accreditation Offer Application Form](#) on MS Forms from either a MODNET terminal or Personnel Electronic Device (PED). The application form takes around 3 minutes to complete, partially completed forms cannot be saved.
  - b. Fill out the application form at Appendix 1 to Annex B and email it to [APSG-EdBr-Accreditation@mod.gov.uk](mailto:APSG-EdBr-Accreditation@mod.gov.uk). Scanned copied are acceptable.

### **Data Protection Privacy Notice**

3. Education Branch is bound by MoD/Army Policy and the data Protection Act 2018 (DPA 18)<sup>5</sup>. By applying for the AAO, you consent to Education Branch sharing your personal data with the awarding organisation you nominate to accredit your course. In processing personal data, Education Branch is acting on behalf of the MoD; where the MoD is the Data Controller. Education Branch has put policy and processes in place to ensure processing is conducted appropriately, safely and by trained administrators in accordance with the DPA 18 Six Principles.
4. Education Branch will only collect personal data that is necessary to deliver the service specified within this project/application. The minimum necessary data will be passed to the accreditation provider by Education Branch for the purposes of issuing certification which consists of the following: surname, forename, date of birth, gender, postal address, civilian email address.
5. Applicants with queries about how their data will be handled by the accreditation providers should visit the relevant websites:
  - a. C&G: <https://www.cityandguilds.com/help/privacy-statement>

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<sup>5</sup> See the Six Principles of the Data Protection Act 2018, ACSO 2190 Data Protection and the Management of Information Assets and ACSO 3229 Accreditation Sect 17.b for more details.

- b. ILM: <https://www.i-l-m.com/privacy>
- c. CMI: <https://www.managers.org.uk/policies/privacy-policy>

6. Education Branch may be bound to disclose personal data to Governmental/Judicial departments or agencies/regulators but will do so provided the processing is conducted lawfully and meets the standard required of the Data Protection Principles.

## ARMY ACCREDITATION OFFER APPLICATION FORM

Education Branch may be bound to disclose personal data to Governmental/Judicial departments or agencies/regulators but will do so provided the processing is conducted lawfully and meets the standard required of the Data Protection Principles. <b>Qualifying course details</b>							<b>Appendix 1 to Annex B to ACO 2021/04 Dated 4 May 21</b>
<b>Name of course completed</b>			<b>Date completed (last day of course)</b>		<b>Location</b>		
<b>Surname</b>	<b>Forename</b>	<b>Date of Birth</b>	<b>House name/number and Street</b>	<b>Town</b>	<b>Postcode</b>	<b>Country</b>	<b>Email address (civilian)</b>
<b>Qualification requested</b> Only one qualification may be requested per course and it must have been completed within the last 3 years. Ensure the course competency is listed on JPA. Only enter a qualification that is achievable from the course you have stated in the <i>Qualifying course details</i> box at the top. Failure to do this will necessarily result in your application being rejected.							
<b>Personal details for anonymised statistics purposes</b> Service Number will not be included in data analysis but is required to provide a means of identifying an individual through JPA in case of some error in the certification process (e.g., your certificate is paid for but not received), and to ensure that Education Branch can identify total number of applicants. Each soldier may apply for one qualification per course, and therefore could appear more than once in statistics purposes. Service Numbers are unique to the individual and so can be used to filter out multiple applications from the same person.							
<b>Gender</b>	<b>Service Number</b>	<b>Rank</b>	<b>Regular/Reserve/Overseas</b>		<b>Corps/Regiment</b>		

**Data Consent.** The information given by me for the purposes of applying for accreditation will be sent to APSG Education Branch and held there on a limited document library for statistics and assurance purposes. I consent for my data to be passed by APSG Education Branch to the accreditation provider of my choice so that a certificate can be issued to me. My full name, date of birth, gender, and postal and email address will be passed to the provider. This is the minimum necessary data required by the provider. The accreditation provider will retain my data in accordance with their policies, further details of which can be found on their websites.

C&G: <https://www.cityandguilds.com/help/privacy-statement>

ILM: <https://www.i-l-m.com/privacy>

CMI: <https://www.managers.org.uk/policies/privacy-policy>

**CITY AND GUILDS AND INSTITUTE OF LEADERSHIP AND MANAGEMENT (C&G and ILM)**

1. **Introduction.** The Institute of Leadership and Management (ILM) and City and Guilds (C&G) are part of the same organisation. All ILM and C&G's accreditation options are nationally recognised Ofqual regulated qualifications<sup>6</sup>. You can select only one option per eligible course.
2. **OFQUAL Regulated Qualifications.** ILM and C&G accreditation directly translates the leadership, skills and knowledge gained through military training courses into a civilian qualification making them more meaningful to employers without any additional work. Your civilian qualifications grow alongside your military career, creating a CPD portfolio that will demonstrate capabilities and highlight transferable skills. Accreditation with either ILM or C&G gives you access to their membership area for one year following accreditation. Here you can access numerous leadership and management resources to continue your professional development.
3. **Legacy Accreditation Options.** These options are for CLM 08. They expire on 1 Apr 23. After which, ILM and C&G accreditation will consist only of the options listed at Annex C, Section 4. Applications for these courses will not be accepted after 1 Apr 23.

<b>Rank</b>	<b>Course</b>	<b>Date accreditation ceases</b>	<b>Accreditation</b>	<b>Additional work</b>	<b>Nationally recognised qualification</b>
<b>LCpl</b>	CLM 08 (Regular)	1 Apr 23	ILM Level 2 Certificate in Team Leading	No	Yes
<b>Cpl</b>	CLM 08 (Regular)	1 Apr 23	ILM Level 4 Certificate in Leadership and Management	No	Yes
			C&G L4 Professional Recognition Award	Must complete 2 yrs substantive	Yes
<b>Sgt</b>	CLM 08 (Regular)	1 Apr 23	ILM Level 5 Certificate Leadership and Management	No	Yes
			C&G L5 Professional Recognition Award	Must complete 2 yrs substantive	Yes
<b>WO2</b>	CLM 08 (Regular)	1 Apr 23	ILM Level 7 Award Leadership and Management	No	Yes
			C&G L6 Professional Recognition Award	Must complete 2 yrs substantive	Yes

<sup>6</sup> Whilst both ILM and C&G qualifications are awarded by C&G, they occasionally result in different levels. This is because they are different qualifications and subject to different mapping processes despite being awarded by the same awarding organisation.



4. **Current Accreditation Options.** The list below details C&G nationally recognised qualifications for current courses.

Rank	Course	Accreditation	Additional work	Nationally recognised qualification
<b>Rank ranged</b>	Range Management SA (B) 90	ILM L3 Award in Leadership & Management	No	Yes
<b>Pte</b>	Basic Training (Regular)	C&G L1 Certificate in Effectiveness at Work	No	Yes
	Initial Trade Training (Regular and Reserve)	C&G L2 Award in Employability Qualifications	No	Yes
<b>LCpl</b>	ALDP LCpl (Regular and Reserve)	ILM L3 Certificate in Leadership and Management	No	Yes
<b>Cpl</b>	ALDP Cpl (Regular and Reserve)	ILM L4 Certificate in Leadership and Management	No	Yes
		C&G L4 Professional Recognition Award Leadership & Management	No	Yes
<b>Sgt</b>	ALDP Sgt (Regular and Reserve)	ILM L5 Diploma in Leadership and Management	No	Yes
		C&G L5 Professional Recognition Award Leadership & Management	No	Yes
<b>WO2</b>	ALDP WO (Regular and Reserve)	ILM L7 Award in Leadership and Management	No	Yes
		C&G L7 Professional Recognition Award Leadership & Management	No	Yes
<b>OCdt</b>	RMAS CC (Regular)	ILM L5 Diploma in Leadership and Management	No	Yes
		C&G L5 Professional Recognition Award in Leadership & Management No	2 years in substantive rank	Yes
	RMAS CC PQO (Regular and Reserve)	ILM L5 Diploma Leadership and Management	No	Yes
<b>Capt</b>	JOTAC (Regular)	ILM L5 Diploma in Leadership & Management	JOLP 3	Yes
		C&G L6 Professional Recognition Award in Leadership & Management	2 years in substantive rank and JOLP 3	Yes
	JCSC(L) (Regular)	ILM L7 Award in Leadership and Management	No	Yes
	LEOC (Regular)	ILM L7 Certificate in Leadership & Management	No	Yes
<b>Maj</b>	ICSC(L) (Regular)	ILM L7 Diploma in Leadership and Management	No	Yes
		C&G L7 Professional Recognition Award Award in Leadership & Management	2 years in substantive rank	Yes
	ICSC(L) (Reserve)	ILM L7 Certificate in Leadership & Management	No	Yes

## CHARTERED MANAGEMENT INSTITUTE (CMI)

1. **Introduction.** CMI offers two options for accreditation: the first is a nationally recognised Ofqual regulated qualification which requires additional work, the second is a certificate of recognised learning which is not a nationally recognised qualification. You can select only one option.

a. **Ofqual Regulated Qualifications.** To apply for a CMI qualification requires additional work. The additional modules will be sent to the email address you specify on your application. CMI will contact you within 6 weeks with the additional modules to be completed. Modules must be completed within 9 months and returned to [ea.marking@managers.org.uk](mailto:ea.marking@managers.org.uk).

b. **Recognised Certificates.** The certificate of recognised learning is a suitable option if you want to access CMI's management resources, networks and member benefits for the year following accreditation without undertaking additional work. However, this is not a formal qualification.

2. **Legacy Accreditation Options.** These options are for courses completed before 1 Mar 21. They expire on 25 Jun 21. After which, CMI accreditation will consist only of the options listed at Annex D, Section 3. Applications for these courses will not be accepted after 25 Jun 21.

Rank	Course	Date accreditation ceases	Accreditation	Additional work	Nationally recognised qualification
LCpl	CLM 07 (Regular and Reserve)	25 Jun 21	Level 2 Certificate in Team Leading	No	Yes
Cpl	CLM 08 (Regular)	25 Jun 21	Level 3 Diploma in First Line Management	No	Yes
Sgt	CLM 08 (Regular)	25 Jun 21	Level 4 Diploma in Leadership and Management	No	Yes
WO2	CLM 08 (Regular)	25 Jun 21	Level 6 Diploma in Management & Leadership	No	Yes
OCdt	MTQ 2 (Reserve)	25 Jun 21	L5 Award in Management & Leadership	No	Yes
	RMAS CC (Regular)	25 Jun 21	L5 Diploma in Management & Leadership	No	Yes
Capt	JOTAC (Regular)	25 Jun 21	L5 Extended Diploma in Management and Leadership	No	Yes
	CWC/JCSC(L) (Regular)	25 Jun 21	L6 Certificate in Management and Leadership	No	Yes
	LEOC (Regular)	25 Jun 21	L7 Certificate in Strategic Management & Leadership	No	Yes
Maj	ICSC(L) (Regular)	25 Jun 21	L7 Extended Diploma in Strategic Management & Leadership	No	Yes
	ICSC(L) (Reserve)	25 Jun 21	L7 Diploma in Management and Leadership	No	Yes

3. **Current Accreditation Options.** From 1 Mar 21 onwards all CMI accreditation will change to the options listed below. Please note that some of these options require additional work and others are not nationally recognised qualifications.

Rank	Course	Year course accredited	Accreditation	Additional work	Nationally recognised qualification
<b>LCpl</b>	ALDP LCpl (Regular and Reserve)	From 1 Apr 20	L2 Award in Team Leading	Must complete unit 2008V1 with option to also complete 2002V1	Yes
<b>Cpl</b>	ALDP Cpl (Regular and Reserve)	From 1 Oct 20	L3 Award in Principles of Management & Leadership	Must complete <b>one</b> of the following units: 301, 306, 321	Yes
			L3 Certificate in Principles of Management & Leadership	Must complete units 301 and 306	Yes
			Recognised Certificate	No	No
<b>Sgt</b>	ALDP Sgt (Regular and Reserve)	From 1 Apr 20	L4 Award in Management & Leadership	Must complete unit 4001V1	Yes
			Recognised Certificate	No	No
<b>WO2</b>	ALDP WO (Regular and Reserve)	From 1 Apr 21	L6 Award in Professional Management & Leadership Practice	TBC*	Yes
			L6 Certificate in Professional Management & Leadership Practice	TBC*	Yes
			Recognised Certificate	No	No
<b>OCdt</b>	RMAS CC Gap Year (Reserve)	From 1 Mar 21	L4 Award in Management & Leadership	Must complete unit 4006V1	Yes
		From 1 Mar 21	Recognised Certificate	No	No
	RMAS CC PQO (Regular and Reserve)	From 1 Mar 21	L4 Award in Management & Leadership	Must complete unit 4006V1	Yes
		From 1 Mar 21	Recognised Certificate	No	No
	RMAS CC Short (Reserve)	From 1 Mar 21	L4 Award in Management & Leadership	Must complete unit 4006V1	Yes
		From 1 Mar 21	Recognised Certificate	No	No
	RMAS CC (Regular)	From 1 Mar 21	L5 Certificate in Leadership and Management	Must complete unit 535	Yes
		From 1 Mar 21	Recognised Certificate	No	No

<b>Rank</b>	<b>Course</b>	<b>Year course accredited</b>	<b>Accreditation</b>	<b>Additional work</b>	<b>Nationally recognised qualification</b>
<b>Capt</b>	JOTAC and JOLP 3 (Regular)	From 1 Mar 21	Level 5 Award in Leadership and Management	Must complete unit 535	Yes
	JCSC(L) (Regular)	From 1 Mar 21	TBC*	TBC*	TBC*
<b>Maj</b>	ICSC(L) (Regular)	From 1 Mar 21	TBC*	TBC*	TBC*
	ICSC(L) (Reserve)	From 1 Mar 21	TBC*	TBC*	TBC*

\* Those that wish to apply for qualifications listed as TBC are advised to wait until the course mapping has been completed and the additional work and award level confirmed. Once remapping is complete, this ACO will be updated. Applicants will have three years from their course completion date to submit their application for the qualification.

**DEFENCE AWARDING ORGANISATION (DAO)**

1. **Introduction.** The DAO offers a nationally recognised Ofqual regulated qualification for ICSC(L).

<b>Rank</b>	<b>Course</b>	<b>Year course accredited</b>	<b>Accreditation</b>	<b>Additional work</b>	<b>Nationally recognised qualification</b>
<b>Maj</b>	ICSC(L) (Regular)	1 Mar 21	Level 7 Diploma in Leadership and Management	No	Yes