**ILM ASPIRE – NEW STUDENT REGISTRATION CSC 2024**

Please complete both sides of this registration form. On the second page, there is space for your manager to confirm their understanding of your involvement in and commitment to this course of study. Please ensure that this form is completed, signed and returned to csc@gov.ky

**Face-to-Face teaching time**: 3 hours per month

**Self-study time**: 25 hours

**Modules**: Induction + 4 modules

**Assessment**: One assignment per module

Your full name to appear on your certificate

Date of Birth Employee Number

Work Email Address

Telephone number
(daytime)

Job Title

Ministry / Department

Please write 500 words describing the person that you most admire (Continue on separate page if necessary)

I fully understand what is expected of me during this planned period of study. I will set sufficient time aside to undertake the course work and will submit the assignments by the due dates. I understand that I need to be fully engage in the workshops and will take responsibility to attend on time and make arrangements to ensure I am free of distractions. I understand that it is strongly recommended that I do not engage in any other courses whilst I am completing the ILM Aspire Award.

The Civil Service College/Cayman Islands Government will pay your ILM registration, course fees and tutor fees in full but reserves the right to recover this amount from your department if you fail to complete the programme in a diligent manner.

**Signature of Student & Date**

This form is used to register you with the Civil Service College, the ILM, the Institute of Leadership and Management and provides your contact information for use by your tutor. Your data will be retained securely for the duration or the programme and will be passed to CSC, ILM and Inst Leadership and Management for course registration and certification purposes. Data forwarded to ILM and Institute of Leadership and Management will be protected and handled in accordance with their data protection policies.

* Please note that photographs may occasionally be taken in the class and used as stock images for CSC.

**Name of Line Manager**

**Email / telephone**

**Line Manager Endorsement:** Please ensure as a line manager you have had a meaningful conversation with your staff member and explain why you feel the programme is right for them. Please tell us the ways in which you might be able to support this person to apply the knowledge they gain from the programme practically into their role (e.g. leading projects, mentoring staff, managing a team etc.)

I will support my employee and ensure there is sufficient opportunity to study and apply what is learnt.

I will release my employee for a minimum of 6 hours per month during normal working hours in order to complete these studies.

I believe the employee is sufficiently competent and motivated to complete the study. I recognise the obligation for my Department to reimburse the Civil Service College for $600 in the event that the programme is not completed in a diligent and timely manner.

**Signature of Line Manager & Date**

ILM registration number Date entered on ILM Cohort