

### **Initial enquiry**

You make the initial enquiry - discussion about the standards – understanding your needs

### **SFEDI / ILM Registration**

We will register you with SFEDI & ILM

### **Self assessment**

You complete the on line self assessment

### **Assessor meeting**

You have the first meeting with your allocated assessor – to review your self assessment and agree an assessment plan

### **Observations**

3 'observations' by the assessor of the candidate delivering support to clients by the assessor

### **Professional discussion**

Final assessment with the assessor including opportunity to cover any outstanding areas

### **Assessment decision**

The assessor and verifier will complete a final assessment of your work

### **Accreditation**

On successful completion you will be awarded with you SFEDI & ILM Certification

### **IBC Register**

You will be eligible for inclusion on Institute of Business Consultants register