



Institute Approved Guidance Notes

Thank you for considering Institute Approved for your leadership development programme.

Please read this document carefully before submitting your application to The Institute.

Thank you for your interest in becoming Institute Approved

The Institute of Leadership has over 75 years of experience in 'inspiring great leadership - everywhere' and we are delighted that you would like to join the Institute Approved family.

Achieving Institute Approved is a rigorous process that organisations should aspire to, but approval is accessible and achievable regardless of whether you are a multinational corporation or a micro business. We want to see strong evidence that gives us confidence that you are delivering a meaningful leadership programme providing value to your learners.

We only approve leadership and management learning, so when seeking approval, you must ensure that the leadership and management elements of your programme are clearly identified in the programme overview submitted as part of your application. A submission based on other disciplines will only be approved if your programme overview clearly demonstrates how a range of leadership models, theories and explanations are embedded in that programme.

You will also need to provide sample session plans for your programme that detail training and learning activities, their timings, and any resources required.

Your Business Manager is here to support you with the process so please do reach out to them if you have any queries about any part of the approval process. They are here to help you and ensure that you and your learners get the maximum benefit from the accreditation.

On behalf of The Institute of Leadership, we wish you the best of luck with the approval process.

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Guidelines on Programme Content

Values of The Institute of Leadership

As part of your application, we ask that you confirm that your programme shares the values of The Institute of Leadership. These values are:

Achievement

We are clear about our purpose and targets. We stretch ourselves and others. We are adaptable and work for long-term impact.

Authenticity

We behave with integrity and stay true to our values. We inspire trust by acting ethically and by challenging others to do so.

Collaboration

We seek to work effectively with others and to be easy to work with. We are socially sensitive and embrace differences.

Ownership

We are responsible, use our initiative, are decisive, abstain from blame, critically reflect on our roles and are always learning.

Vision

We look ahead, take risks and innovate. We are courageous and ready to face the future.

Your programme must cover all five Values in your programme, with content aligned to **at least one MyLeadership+ course** for each Value (see Appendix A).

Assessments

Institute Approved recognises the leadership and management content of the programme only and not assessments which you may choose to conduct as part of the programme.

Content Relating to Other Disciplines

The Institute of Leadership can only approve content relating to leadership and management and it is the responsibility of the provider to ensure that content relating to other disciplines is relevant, current, and comprehensive.

Please note that your programme must contain a minimum of six hours of leadership and management content, or your programme must contain a majority of leadership and management content, depending on which is greater. This content can comprise tutor contact time and self-directed activities such as action learning, workshops, coaching and e-learning.

Intellectual Property

On submission of the form, you will be asked to confirm that you own the content of the programme, or have permission to deliver the programme, including the ownership of, or permission to use the Intellectual Property of, the training programme content.

Policies, Processes and Procedures

As Institute Approved is not an Ofqual, SQA, Qualification Wales or CCEA regulated qualification, we do not assess the quality and experience of staff, internal or external policies, processes and procedures as part of your application.

Programme Titles

Please note that Institute Approved is not a regulated qualification, and as such we ask that your programme titles do not include words or phrases that imply a qualification will be issued. Examples of this include Award, Certificate, Diploma, MBA, mini-MBA, degree, undergraduate, postgraduate or masters. You should also avoid any reference to a 'Level' in the programme title, such as 'Level 3 Leadership Programme'.

If you have dual accreditation, or are a regulated awarding body, then please discuss this with your Business Manager.

Inclusivity and Accessibility

When designing a learning programme and materials, it is important to take a proactive approach to inclusivity and accessibility, as well as to evidence how you capture and respond to individual adjustment requests. This means anticipating a wide range of participants' needs from the outset, including those related to disability, neurodiversity, language and culture so that your programme delivery approach and materials are flexible, accessible and representative without requiring extensive adjustments.

In your application, you should explain how your proactive design helps remove barriers before participants encounter them, creating a positive learning experience for everyone. You should also describe how you carry out accessibility checks on your digital content in addition to providing examples of adjustments you have made (or can make) to support individual participants.

Referencing

The Institute expects Institute Approved clients to reference and acknowledge sources in their programmes to ensure intellectual honesty, compliance with copyright law, and support credibility. Conventions include identifying the author/source at the point of use (in-text citation) and providing full details in a reference list or bibliography. Common styles like APA or Harvard are generally used in leadership development programmes, requiring Author, Date, Title, and Source (URL/Publisher).

Use of AI in Programme Design

We recognise that AI tools can support learning programme design by generating ideas, drafting materials, and accelerating content creation. However, it is essential that the programme(s) you submit for approval are developed and contextualised by your organisation. If you use AI-generated content, you must:

- Ensure it is accurate, relevant, and tailored to the specific needs, context, and audience of the programme
- Review, adapt, and refine all AI outputs to reflect your organisation's expertise, delivery style, and learner needs
- Be able to demonstrate a full understanding of the content and its intended learning outcomes, as those delivering the programme are expected to explain and apply it confidently
- Take responsibility for the originality and quality of the final submission.

Submissions that rely heavily on unedited AI-generated text, without clear contextualisation or evidence of applicant input, will be asked to submit further evidence to meet Institute Approved standards.

Supporting Materials

You will need to showcase how your programme meets the criteria by providing sufficient examples of programme material. Please use one form per programme title. We ask to see the following:

- A programme overview, which clearly describes the aims and objectives of learning, and outlines the leadership models and theories embedded in the programme
- A session plan, which details teaching and learning activities, their timings and any resources required
- Sample resources for each module which clearly demonstrate how leadership models, theories and explanations are used during delivery.

Materials can vary depending on how your programme is delivered, and you may include providing log-in details to an e-learning portal, screenshots of materials, videos, workbooks, and anything else that you think might help the assessor with the approval.

Use of 'Institute Approved' and 'The Institute of Leadership'

Please ensure that when you are referring to 'The Institute of Leadership' in your application, programme content and programme collateral, that you use the abbreviation 'The Institute' or 'IoL' where appropriate. The Institute no longer uses the acronym ILM. You will be able to refer to your organisation as an 'Institute Approved Provider' on receipt of your outcome notification and your programme as an 'Institute Approved programme'. You will receive a PR toolkit to help you articulate the offer to your learners and clients.

Submission for Approval

Billing and Credit

Please ensure your organisation details are accurate. We will use the details provided to undertake a credit check, which will determine the level of credit we are able to provide as part of your contract with us.

Submission Process

Please e-mail your completed application form and supporting materials to enquiries@leadership.global, copying in your Business Manager. You can submit your supporting materials in a variety of ways, including via compressed folder, OneDrive, Dropbox or similar.

On receipt of your application, we will confirm receipt and confirm a date that you can expect to receive an outcome. Your Account Manager will contact you to arrange payment of the approval fee.

Successful Approval

Once we have successfully approved your programme, we will be in touch promptly to confirm this with you and to share the approval checklist. You will also receive an outcome notification and contract from your Account Manager, as well as next steps to register learners. We will need to confirm receipt of the approval fee and the signed contract to issue you with the Institute Approved logo and start registering learners.

Timescales

We will respond to your application with an outcome within 20 UK working days of receipt of your application. Please note that inaccurate billing details or insufficient supporting documentation may result in your application being delayed.

Unsuccessful Approval

In the event that we are unable to approve your programme, we will notify you, informing you of the reasons we have declined to approve, and the steps you will need to take to approve your programme.

You will have 30 days to make the needed amendments to your application and resubmit it. Extensions can be given where necessary, but please discuss this with your Business Manager. We will review up to three iterations of your application in total, including your initial submission.

Appendix A: Five IoL Values

Achievement

MyLeadership+ Course
The importance of leadership styles
Leadership styles in action
Leading digital change & transformation
Personal professional networking
Coaching for growth
Coaching as leadership tool
Spotting & growing talent
Leading talent strategically
Mentoring
Evaluating team performance
Leadership for sustainable impact

Authenticity

MyLeadership+ Course
Trust in action
Strengthen, measure and rebuild trust
The role of values in leadership
Values, culture and performance
Leading with vision, inspiration & purpose
Crafting vision and purpose
Personal leadership brand
Know your team, know yourself: understanding Belbin team roles
Leading with emotional intelligence & empathy
Motivating with emotional intelligence
Ethics and integrity

Collaboration

MyLeadership+ Course
Psychological safety and inclusivity
Leading a high trust culture
Working with your stakeholders
Strategic stakeholder thinking
Effective communication for new leaders
Communicating to lead
Giving and receiving feedback
Difficult conversations
Managing inclusivity, equality & diversity
Strategic management of equality and diversity
Leading and delivering projects and activities

Ownership

MyLeadership+ Course
Delegating with confidence
Delegation for development
Empowering your team
Embedding empowerment and engagement
Improving performance with reflection & growth mindset
The power for reflection in high performing teams
Critical reflection
Personal development planning
Mastering your time
Leading by example: time and priorities

Vision

MyLeadership+ Course
Strategic thinking in action
Developing strategy with purpose
Decision-making
Risk management
Problem-solving
Organisational planning
Leading through change
Putting change into practice
Becoming future ready
Future readiness in a changing world