**LEEA ASSESSMENT VOUCHER BOOKING FORM**

**(paper-based assessment)**

## Routes for a paper-based assessment

1. Contact LEEA at [assessments@leeaint.com](mailto:assessments@leeaint.com) or +44 (0) 1480 432801 to book an assessment at our Huntingdon Training Centre
2. Contact LEEA at [assessments@leeaint.com](mailto:assessments@leeaint.com) or +44 (0) 1480 432801 to arrange your Assessment and an approved LEEA Assessment Centre in your region, or to arrange the approval and booking of a new Assessment Centre in your region
3. Contact your Company’s LEEA Member Engagement Specialist to arrange the required Assessment(s) at a future audit or other visit *(this should be done through your company’s LEEA Contact)*

If you would like to arrange a LEEA assessment using our online assessment portal, please contact LEEA at [assessments@leeaint.com](mailto:assessments@leeaint.com) or +44 (0) 1480 432801 or you can download the LEEA F4e form by visiting our website, <https://leeaint.com/course-prices>.

# **Requirements for eligibility to book an assessment:**

# Students must have completed or booked the relevant training course to book an assessment. We do not insist that the e-Learning course is completed in full, but it would be highly advantageous

# For students that are completing our Zoom training, assessments must be booked for after the course. We recommend either the last day of the training course, or the following week (in case the training course runs over)

# Bookings for the assessment can only be made at the time of the course booking if payment is made at the time of booking

**Assessment Voucher Form**

**PLEASE NOTE THAT LEEA MEMBER COMPANIES SHOULD ONLY PUT FORWARD THEIR OWN EMPLOYEES FOR LEEA ASSESSMENTS - IF IT IS DISCOVERED THAT NON-EMPLOYEES ARE ATTENDING ASSESSMENTS BOOKED FOR THEM BY A LEEA MEMBER COMPANY THEN ALL ASSESSMENTS IN THAT SESSION FOR THAT PARTICULAR MEMBER COMPANY WILL BE VOIDED.**

**Instructions:**

To book the assessment, please complete the required fields below, then the appropriate section clearly indicating the assessment that you wish to take and the required assessment date and venue.

Please note that we will require written confirmation from any approved assessment venues or Member Engagement Specialists including the chosen date and time. For approved venues we will require at least 6 weeks’ notice for these bookings, and if you are booking through your Member Engagement Specialist, we will require at least 2 weeks’ notice. All LEEA Assessments are CLOSED BOOK.

**Please complete ALL sections below:**

Given Name: Click or tap here to enter text.

Family Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text.

LEEA Student ID (if known): Click or tap here to enter text.

**Please insert an ‘X’ in the correct statement from the below two options:**

Is the student an Employee of Member Company: Click or tap here to enter text.

OR an Individual Trainee (ITS): Click or tap here to enter text.

Company name (and branch if applicable): Click or tap here to enter text.

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| --- | --- | --- | --- |
| **Arranged Paper-based Assessments** | | | |
| **Required Date** | **Time** | **Subject** | **Venue / Other Relevant Information** |
| Click or tap to enter a date. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |

**Please ensure that this booking form is fully completed as it will be returned to you if any information is missing or incorrect and your booking will not be allocated.**

## Upon receipt of fully completed assessment forms, you will receive an e-mail acknowledgement from LEEA.

**Employer’s Declaration (To be signed by employers from member companies only)**

I hereby certify that this candidate is eligible to sit the assessment(s).

Signed: Click or tap here to enter text. Date Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

E-mail address: Click or tap here to enter text.

**Individual Trainee Declaration (To be signed by students registered under the LEEA individual trainee scheme only)**

I hereby certify that I am registered under the Individual Trainee programme and eligible to sit the assessment(s).

Signed: Click or tap here to enter text. Date: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

E-mail address: Click or tap here to enter text.

## Terms and Conditions

1. All parts of the Assessment Entrance Form are to be completed. It is ESSENTIAL that the EMPLOYER'S DECLARATION or INDIVIDUAL TRAINEE DECLARATION is signed.
2. LEEA must be informed at the time of booking if a trainee has a learning difficulty. Depending on what assistance and accessibility arrangements are requested, we may need to see evidence of the trainee’s learning difficulty. Further information about this is available on request.
3. The completed online assessment booking form should be e-mailed to [assessments@leeaint.com](mailto:assessments@leeaint.com) and bookings must be within the notice-periods advised in the paragraph above the booking form.
4. Credits will not be given to members if we are notified of any cancellation 28 days prior to your chosen assessment. Individual Trainees will not receive a refund for any cancellation once the assessment has been booked.
5. Any request received to change a confirmed assessment booking, up to 8 working days prior to the assessment will be subject to an administration fee of £50 per candidate. No changes of any assessment details after this will be accepted. Any candidate that does not attend a booked assessment for which their voucher has been used, will have been deemed to have spent their voucher.
6. All completed Assessment Entrance Forms must be forwarded to LEEA as separate pdf/word documents as each form is stored individually against the employee’s LEEA database record. Each pdf/word document can be attached to one covering e-mail.
7. Advanced Programme certificates will not be issued unless the LEEA Foundation assessment has been passed. All results, certificates and Team Cards (where applicable) will be sent to the company LEEA or training contact.
8. Force Majeure - neither LEEA or the member/individual trainee shall be liable to the other for any failure to perform any part of the agreement which is due to an event beyond the control of either party, including but not limited to terrorism, war, Political insurgence, strike, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man-made eventuality which may cause the termination of the event.
9. Feedback will not be offered to any company/candidate regarding assessment results unless in exceptional circumstances (to be decided by the Training Manager). LEEA is also unable to release any assessment papers or send any extracts of information from them to companies or Individual Trainees.
10. A candidate failing any LEEA assessment will be subject to a 30-day waiting period before the candidate can retake the specific assessment. This is to allow the individual sufficient time to re-visit the LEEA training material and continue with revision studies before the next assessment.
11. Candidates who fail the examination will be able to re-sit at a cost of £75 (plus VAT where applicable) for employees of member companies, or £120 for Individual Trainees subject to the normal examination re-sit process.