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Lifting Equipment Engineers Association 2017 Global Assessments (Entrance 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.

LEEA will be facilitating 4 global assessment dates during 2017, all assessments will be available on each of the following dates:

2017	February	May	August	November
Assessment Date	22nd February (A)	24th May (B)	23rd August (C)	22nd November (D)
Closing date for entrance forms	25th January	26th April	26th July	25th October
Assessment Venues (UK)				
(Venue 1) LEEA 3 Osprey Court, Kingfisher Way, Hinchingsbrooke Business Park, Huntingdon PE29 6FN	HUNTINGDON	HUNTINGDON	HUNTINGDON	HUNTINGDON
(Venue 2) DoubleTree by Hilton Hotel Sheffield Park Chesterfield Road South Sheffield S8 8BW	SHEFFIELD	SHEFFIELD	SHEFFIELD	
(Venue 3) Holiday Inn Express Aberdeen City Centre, Chapel Street, Aberdeen AB10 1SQ		ABERDEEN	ABERDEEN	
(Venue 4) City of Glasgow College, Riverside Campus 06.17 21 Thistle Street Glasgow G5 9XB		GLASGOW		GLASGOW

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Overseas				
(Venue 5) J W Marriott Hotel Cairo Ring Road, Mirage City 11757 Heliopolis Cairo, Egypt	CAIRO, EGYPT	CAIRO, EGYPT	CAIRO, EGYPT	CAIRO, EGYPT
(Venue 6) - UAE LEEA Block 10, Office 310 Dubai International Academic City Dubai UAE	These assessments to be held at our Dubai office full details available, please email dubai@leeaint.com for further information			
(Venue 7) Holiday Villa Hotel & Residence City Centre Doha Al-Muntazah Doha, Qatar	QATAR DATE – 17 FEBRUARY 2017	QATAR DATE – 19 MAY 2017	QATAR DATE – 18 AUGUST 2017	QATAR DATE - 17 NOVEMBER 2017
(Venue 8) British Council Oman, Office # 13, First Floor Al Madina Plaza (Above Star bucks / KFC) Madinat Qaboos, Oman		OMAN		OMAN
(Venue 9) Hotel Presidential 5141 Aba Road Port Harcourt Rivers State Nigeria (LEEA INVIGILATOR)	NIGERIA	NIGERIA	NIGERIA	NIGERIA

Instructions

Please complete the required fields below, clearly indicating the assessment that you wish to take and the required assessment date:

Date of Birth - (COMPULSORY - If not completed form will be returned):			
Candidate's full name:			
Candidate's Company:			
Individual Trainee Reference Number (where applicable):			
On-Line / Postal Students (Enter your student number here) - COMPULSORY:			
Examination Date (A, B, C & D)	Venue	Examination	£ GBP
<i>Example</i> A	2	LEEA Foundation Course (09.30 - 10.30am)	£104.17.
		LEEA Foundation Course (09.30 - 10.45am)	
		Lifting Machines Manual Advanced Programme (11.00am - 1.15pm)	
		Offshore Containers Advanced Programme (11.00am - 1.15pm)	
		Runways & Crane Structures Advanced programme (11.00am – 1.15pm)	
		Lifting Equipment General Advanced Programme (2.00pm - 4.15pm)	
		Lifting Machines Power Advanced Programme (2.00pm - 4.15pm)	
		Overhead Travelling & Portal Cranes Advanced Programme (2.00pm – 4.15pm)	
		Mobile Cranes Advanced Programme (EXAM RESITS ONLY) (2.00 – 4.15pm)	
		TOTAL COST	£

PLEASE NOTE: ASSESSMENT TIMINGS ARE SUBJECT TO CHANGE - you will be notified of any changes in timings when the candidate admission letters are emailed out

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 the Association.

Employer's Declaration (TO BE SIGNED BY EMPLOYER ONLY)

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

Signed _____ Date _____

Name _____ Title _____

e-mail address _____

Employers of candidates with learning difficulties, e.g. Dyslexia, should make LEEA aware at the time of completing this form by providing a brief explanation of their difficulty in the box below.

Individual Trainee Declaration (TO BE SIGNED BY REGISTERED INDIVIDUAL TRAINEES ONLY)

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

Signed _____ Date _____

Name _____ Title _____

e-mail address _____

Guidance

1. All parts of the Assessment Entrance Form are to be completed. In particular it is ESSENTIAL that the EMPLOYER'S DECLARATION or INDIVIDUAL TRAINEE DECLARATION is signed.
2. The completed Assessment Entrance Form should be forwarded to LEEA either by post or e-mailed to assessments@leeaint.com and must be received before the closing date.
3. Credits will not be given to members if we are notified of any cancellation within 28 days of your chosen assessment. Individual Trainees will not receive a refund for any cancellation once the assessment has been booked.
4. 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.
5. Any request received to change an assessment booking may be accepted up to 8 days prior to the assessment and changes will be subject to an administration fee of £50 per candidate. PLEASE NOTE THAT CHANGES MADE AFTER THIS TIME WILL RESULT IN CANDIDATES BEING MARKED AS ABSENT FROM THE ASSESSMENT AND NO REFUND WILL BE GIVEN.
6. Advanced Programme certificates will not be sent to any delegate unless the LEEA Foundation Course has been passed.

7. 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.
8. All results, certificates, Diplomas and Team Cards (where applicable) will be sent to the company training contact once payment in full has been received for the assessment fees. **Subject to annual subscription fees having been paid.**
9. Feedback will not be offered to any company/candidate regarding assessment results unless in exceptional circumstances (to be decided by the Training Supervisor). 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 3 month waiting period before the candidate can retake the particular assessment. This is to allow the individual sufficient time in order to re-visit the LEEA training material and continue with revision studies before the next assessment.**
- 11. Registration will take place 15 minutes prior to the assessment session time stipulated - late arrivals will not be allowed entry into the assessment room.**
- 12. If you are found to be collaborating or communicating with anybody else during the assessment, then you will be instantly excluded from the assessment.**
- 13. ALL MOBILE PHONES AND WATCHES SHOULD BE SWITCHED OFF AND PLACED ON THE CANDIDATE'S DESK IN THE ASSESSMENT ROOM SO THAT THEY ARE IN FULL VIEW OF THE EXAMINATION INVIGILATOR**

MEMBERS - Assessment Fees per subject - (prices are inclusive of VAT)

Please ensure that the correct price is inserted on page 3 of this form otherwise it will be returned.

Assessment Type	GBP (incl. VAT)	GBP (excl. VAT)
LEEА Foundation Course	£90	£75
LEEА Advanced Programmes	£90	£75
Assessment Re-sits	£90	£75
Individual Trainees	£120 (All assessments include VAT by UK law)	

Method of Payment

* **MEMBERS:** Members of the Association will be invoiced, please provide us with a purchase order number below.

Purchase order number: _____

INDIVIDUAL TRAINEES:

* Payment by credit or debit card – Please complete the following form and return it by fax to the LEEA. For security reasons please do NOT return it by e-mail.

INDIVIDUAL TRAINEE

CREDIT/DEBIT CARD SUMMARY PAYMENT FORM

PLEASE USE BLOCK CAPITALS AND COMPLETE ALL SECTIONS OF THE FORM

Full Name _____

Address _____

Please complete the details below. Card type (tick appropriate box). **A surcharge of £3.50 is applicable to credit card transactions. If no card type indicated the surcharge will automatically be applied.**

MasterCard	<input type="checkbox"/>	Visa Electron	<input type="checkbox"/>	Solo	<input type="checkbox"/>	American Express	<input type="checkbox"/>
Visa Credit	<input type="checkbox"/>	Maestro	<input type="checkbox"/>	JCB	<input type="checkbox"/>	Visa Debit	<input type="checkbox"/>

If you do not wish to provide your card details in writing, please contact the LEEA office to provide details verbally.

Card number: _____

Security code (last 3 digits in signature box) _____

For Maestro and Solo cards the issue number or start date: _____

Cardholder's name and initials: _____

Card expiry date: ____ / ____

Cardholder's signature _____