



## LEEA TRAINING COURSE AND ASSESSMENT ENROLMENT FORM

**PLEASE NOTE THAT YOUR ENROLMENT WILL BECOME EFFECTIVE FROM RECEIPT OF PAYMENT FOR YOUR COURSE**

Use **BLOCK CAPITALS**

|  |
|--|
| Full name: _____ Date of birth: _____  |
| Company name (and branch if applicable): _____   |
| Individual E-mail address for enrolment (without this the enrolment cannot take place):- |

**ONLY ONE COURSE CAN BE ACCESSED AT ANY ONE TIME**  
**ALL COURSES INCLUDE ASSESSMENT (PREVIOUSLY REFERRED TO AS EXAMINATION)**

| Course No | Subject   | Tick as Required |
|-----------|---|------------------|
| Course 1  | Foundation Course @ £460  |                  |
| Course 2  | Lifting Equipment General Advanced Programme @ £460                             |                  |
| Course 3  | Lifting Machines Manual Advanced Programme @ £460                               |                  |
| Course 4  | Lifting Machine Power Advanced Programme @ £460                                 |                  |
| Course 6  | Overhead Travelling Cranes Advanced Programme @ £460                            |                  |
| Course 7  | Offshore Containers Advanced Programme @ £460                                   |                  |
| Course 1  | Foundation Course (Northern American version) @ £460                            |                  |
| Course 2  | Lifting Equipment General Advanced Programme (Northern American version) @ £460 |                  |
| Course 1  | Foundation Course (Australian version) @ £460                                   |                  |
| Course 2  | Lifting Equipment General Advanced Programme (Australian version) @ £460        |                  |

|   |
|---|
| Purchase order number:                    |
| Name of person placing order:             |
| Signature confirming copyright statement: |

### **Credit/Debit card payment:**

Please complete the details below. Card type (please indicate):

MasterCard, Visa Credit, Visa Electron, Maestro, Solo, JCB, American Express, Visa Debit

**PLEASE NOTE:** A surcharge of £3.50 per transaction will be applied for all purchases made by **credit card**. If no card type is indicated the surcharge will automatically be applied

Card number: \_\_\_\_\_

Card expiry date: \_\_\_\_ / \_\_\_\_

Security code (last 3 digits in signature box) \_\_\_\_\_

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

Cardholder's name (as on the card): \_\_\_\_\_

Cardholder's signature \_\_\_\_\_



## 2017 Global Assessments - Voucher (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:**

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

| <b>2017</b>   | February  | May                                     | August                                     | November                                 |
|---|---|---|--|--|
| <b>Assessment Date</b>  | <b>22<sup>nd</sup> February (A)</b>   | <b>24<sup>th</sup> May (B)</b>          | <b>23<sup>rd</sup> August (C)</b>          | <b>22<sup>nd</sup> November (D)</b>      |
| Closing date for entrance forms   | 25th January  | 26th April                              | 26th July                                  | 25th October                             |
| <b>Overseas</b>   |   |   |  |  |
| (Venue 5)<br><br>J W Marriott Hotel Cairo<br>Ring Road, Mirage City<br>11757 Heliopolis<br>Cairo, Egypt                                   | <b>CAIRO, EGYPT</b>   | <b>CAIRO, EGYPT</b>                     | <b>CAIRO, EGYPT</b>                        | <b>CAIRO, EGYPT</b>                      |
| (Venue 6) - <b>UAE</b><br><br>LEEA<br>Block 10, Office 310<br>Dubai International<br>Academic City<br>Dubai<br>UAE                        | <b>These assessments to be held at our Dubai office full details available, please email <a href="mailto:dubai@leeaint.com">dubai@leeaint.com</a> for further information</b> |   |  |  |
| (Venue 7)<br><br>Holiday Villa Hotel &<br>Residence City Centre<br>Doha<br>Al-Muntazah<br>Doha, Qatar                                     | <b>QATAR DATE – 17<br/>FEBRUARY 2017</b>  | <b>QATAR DATE<br/>– 19 MAY<br/>2017</b> | <b>QATAR DATE –<br/>18 AUGUST<br/>2017</b> | <b>QATAR DATE -<br/>17 NOVEMBER 2017</b> |
| (Venue 8)<br><br>British Council Oman, Office<br># 13, First Floor<br>Al Madina Plaza<br>(Above Star bucks / KFC)<br>Madinat Qaboos, Oman |   | <b>OMAN</b>                             |  | <b>OMAN</b>                              |
| (Venue 9)<br><br>Hotel Presidential<br>5141 Aba Road<br>Port Harcourt<br>Rivers State<br>Nigeria<br>(LEEA INVIGILATOR)                    | <b>NIGERIA</b>  | <b>NIGERIA</b>                          | <b>NIGERIA</b>                             | <b>NIGERIA</b>                           |

## **Instructions**

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

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

**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 LEEA.

**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.**

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| <br><br><br><br><br><br><br><br><br><br> |
|--|

**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 e-mailed to [assessments@leeaint.com](mailto: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 exam 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 assessment 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, 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 INVIGILATOR.**
- 14. Candidates who fail the examination will be able to re-sit at a reduced fee of £75 subject to the normal examination re-sit process.**