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Lifting Equipment Engineers Association



Engineering Construction
Industry Training Board

JOINING INSTRUCTIONS

DELEGATE	COURSE TITLE	DATES	TOTAL

YOUR BOOKING REFERENCE IS:	
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Once you receive this booking agreement, please check the details carefully, sign and return by email. Your booking is now confirmed and will be charged at the above rate. Should you wish to cancel the booking for any reason then please check our cancellation policy in our Terms and Conditions of trading below.

I confirm that I am authorized to make this purchase and agree to abide by the Terms and Conditions outlined in the accompanying document. I also confirm that the delegate (s) meet the pre-requisites of the courses(s).

Signed _____ Print _____ Date _____

CONTACT DETAILS FOR COURSE CONFIRMATION (if different from above)

Contact _____

Address _____

Email address _____

A Company Limited by Guarantee Registered in England Number 3660509 Registered Office as above
VAT Registration No. 248 1013 88

Additional Information

Delegates must arrive at least 15 minutes prior to the start time of the course. Late arrivals may be refused entry to the course.

Delegates should bring with them one of the following documents in order to prove their ID –

- A current original signed passport
- A current original signed UK photo driving licence

If neither of the above can be shown then other acceptable ID will be at least 2 items shown together, one of which includes the attendee's photograph e.g. one from List A and one from List B –

List A

Non UK driving licence
Work ID card
EU country ID card
CCNSG card
ECITB ACE card
CITB Construction Skills Scheme card
Citizen card
British Armed Forces card
Proof of Age card (containing a photograph)
UK Concessionary Travel card (with photograph)
UK Parking card for Disabled people (with photograph)

List B

Credit card, debit card or cheque guarantee card
National Insurance card
Student ID card
Trade Union card
Paper driving licence
Bank statement
Named utility bill (less than 6 months old)

A valid UK issued Shotgun or Firearms licence containing a photograph of the individual is also acceptable ID.

Combining ACE & CCNSG Cards

If a delegate holds an ACE card once a CCNSG card is issued or renewed, then they are entitled to receive a new card that bears the CCNSG and ACE logos plus the ECITB logo and CSCS logo. In this way the individual's ACE card status will be automatically renewed by successfully completing a CCNSG course (the 2-day Initial course or the 1-day renewal version). Subsequently the individual's ACE and CCNSG renewal dates will fall on the same day.

Delegates will need to bring 2 passport photos for their CCNSG card and sign the ECITB register and data consent form.

If you have additional needs, then please make us aware prior to the course commencing.

You must have conversational use and understanding of the English language as, if not, then you will not be able to continue with the course.

TERMS AND CONDITIONS APPLY – as overleaf.

We hope you will find the course both beneficial and enjoyable and please do not hesitate to contact us should you require any further information.

LEEA ECITB Passport to Safety Training - TERMS AND CONDITIONS

1) AIR FARES

- To be paid by the member for return travel (LEEA will provide details of preferred airline and flight times to coincide with training schedules)
- Single journey times in excess of 10 hours will be Business Class.
- As an alternative, LEEA can arrange and procure flights. If this is requested the costs will be invoiced to the member (prior to outbound travel date) at cost +10% handling fee for administration.

2) TRAVEL VISA AND INNOCULATION CHARGES

- Included in your quotation. Any additional expenses incurred whilst overseas will be invoiced separately.

3) LOCAL TRANSPORTATION

- To be arranged and provided by the member and includes return airport transfers to hotel, also daily return transport from hotel to training venue.
- LEEA staff can locally source these services but costs would be invoiced to our customer on completion of the training at cost +10% handling fee.

4) HOTEL AND EXPENSES

- Member company to cover costs of all meals and reasonable expenses as follow:
 - o Hotel accommodation with in-room internet access.
 - o Hotel laundry service for training in excess of 5 days on location.
 - o Breakfast, lunch and evening meal (to include non-alcoholic beverages) for all days on location.
- LEEA staff can procure these services but costs would be invoiced to the member on completion of the training at cost +10% handling fee.

5) COURSE NUMBERS

- LEEA are bound by ECITB rules regarding delegate numbers for Passport to Safety Courses. We reserve the right to postpone or cancel courses when minimum numbers cannot be secured.

6) PRACTICAL TRAINING FACILITIES (ON SITE PTS COURSES)

- A suitable, risk assessed training room is required for all courses. A digital projector, screen and flip-chart and/or white board.

7) CUSTOMER CANCELLATION

In the event of cancellation, the following will apply:

- more than fourteen days' notice before the course start date, we shall refund you the course price
- between 14 and 7 days before the course start date we shall refund you 50% of the course price
- less than 7 days before the course start date no refund shall be made

Delegate substitution is permissible up to the start of the course but please note that registration with an external examination body may not be transferable and an additional examination fee may be charged.

8) FORCE MAJEURE

- Neither LEEA or the member 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 agreement.

9) PAYMENT TERMS

- Payment due immediately on booking please