



LEEA TRAINING COURSE AND ASSESSMENT ENROLMENT FORM

**PLEASE NOTE THAT YOUR ENROLMENT WILL ONLY BE ACTIVATED
ONCE WE HAVE RECEIVED FULL PAYMENT FOR YOUR COURSE**

Please use **BLOCK CAPITALS**

Given Name: _____ Family Name: _____ Date of birth: _____ Is the student an: Employee of Member Company <input type="checkbox"/> OR an Individual Trainee (ITS) <input type="checkbox"/> (tick) 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 AND ALL COURSES INCLUDE AN ASSESSMENT

Subject (member price/ITS price)	Tick as Required
Foundation Course @ £360/£720	
Lifting Equipment General Advanced Programme @ £460/£920	
Lifting Machines Manual Advanced Programme @ £460/£920	
Lifting Machine Power Advanced Programme @ £460/£920	
Runways & Crane Structures Advanced Programme @ £460/£920	
Overhead Travelling Cranes Advanced Programme @ £460/£920	
Offshore Containers Advanced Programme @ £460/£920	
Foundation Course (Northern American) @ £360/£720	
Lifting Equipment General Advanced Programme (Northern American) @£460/£920	
Foundation Course (Australian) @ £360/£720	
Lifting Equipment General Advanced Programme (Australian) @ £460/£920	

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

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 _____

How To Book Your LEEA Assessment

We are offering a single Global Assessment date – in April – with the addition of a variety of alternative methods that are accessible throughout the year.

Routes to Assessment

1. Register for the Global Assessment day (*complete booking section on the following pages*)
2. Contact your Company's LEEA Technical Specialist to arrange the required Assessment(s) at a future audit or other visit (*this should be done through your company's LEEA Contact*)
3. Contact LEEA at assessments@leeaint.com or +44 (0) 1480 432801 to book an assessment at our Huntingdon Training Centre
4. Contact LEEA at 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

Important Note

Any student enrolled on an online course must have started the course in order to sit the assessment. Although we do not insist the course is completed before sitting the assessment it would be highly advantageous as the assessment tests are closely aligned to the course material. LEEA will check that a student has started the course before processing any assessment application.



Global Assessment Day

The table below details all venues included in the Global Assessment Day for 2019:

Assessment Date Wednesday 17th April 2019			
Closing date for all entrance forms is Friday 15 th March 2019			
UK Venues		Overseas Venues	
(Venue 1) LEEA 3 Osprey Court, Kingfisher Way, Hinchingsbrooke Business Park, Huntingdon PE29 6FN (LEEA Invigilator)	HUNTINGDON	(Venue 4) Petrolift Badr Industrial City, Plot 196, 148, Badr City Cairo 11826, Egypt (LEEA Invigilator)	CAIRO, EGYPT
(Venue 2) DoubleTree by Hilton Hotel Sheffield Park Chesterfield Road South Sheffield S8 8BW (LEEA Invigilator)	SHEFFIELD	(Venue 5) Abu Dhabi Quality and Conformity Council Head Quarter Intersection of Falah street with Najda street Banyans Tower 5 th Floor Roya Meeting Room	UAE
(Venue 3) EnerMech Ltd EnerMech House, Howes Road, Aberdeen, AB16 7AG (LEEA Invigilator)	ABERDEEN	(Venue 6) Diss (Doha Industrial Safety Services) Villa No. 8, St No 44 Ahmed Bin Zoudin, Al Hilal Doha, Qatar (LEEA Invigilator)	QATAR

3 Ramsay Court,
Hinchbrook Business Park,
Huntingdon,
PE29 6FY
United Kingdom



Document Reference: F4b 2019
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Email: assessments@leeaint.com
Website: www.leeaint.com
Chief Executive: Dr Ross Moloney

		(Venue 7) Safety Technical Services Ltd Safety House, Al Safat Street Ghubra Muscat, Oman (LEEA Invigilator)	OMAN
		(Venue 8) Hotel Presidential 5141 Aba Road Port Harcourt Rivers State Nigeria (LEEA Invigilator)	NIGERIA



2019 Assessment – 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.

Instructions

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

PLEASE NOTE THAT ALL LEEA ASSESSMENTS ARE PAPER BASED

Given Name:	Family Name:
Date of birth (COMPULSORY - If not completed, form will be returned):	
Is the student an: Employee of Member Company <input type="checkbox"/> OR an Individual Trainee (ITS) <input type="checkbox"/> (tick)	
Company name (and branch if applicable):	
Individual Trainee Reference Number (where applicable):	
Enter your LEEA student number here (if known):	

Global Assessment Day 2019		
Examination Date (A)	Venue	Examination
		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 Cranes Advanced Programme (2.00pm - 4.15pm)
		Mobile Cranes (EXAM RESITS ONLY) (2.00pm - 4.15pm)



Arranged Assessments (non-Global Assessments)		
Required Date & Time	Subject	Venue / Other Relevant Information

PLEASE NOTE: ASSESSMENT TIMINGS ARE SUBJECT TO CHANGE

We appreciate that should we need to change assessment session times, this could present our members with operational difficulties, therefore we will endeavour to notify you of any such changes up to 10 days prior to any scheduled assessment.

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.

3 Ramsay Court,
Hinchingsbrooke Business Park,
Huntingdon,
PE29 6FY
United Kingdom



Document Reference: F4b 2019
Tel: + 44 (0) 1480 432801
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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. 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 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 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. 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 training contact.
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. 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.
9. A candidate failing any LEEA assessment will be subject to a 3-month 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.
10. 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.