

3 Osprey Court Tel: + 44 (0) 1480 432801

Hinchingbrooke Business Park E-mail: academysupport@leeaint.com

Huntingdon Website: www.leeaint.com

PE29 6FN *Chief Executive: Ross Moloney*

United Kingdom

**INDIVIDUAL TRAINEE APPLICATION FORM**

This application form is in two parts. Both parts must be completed in all cases and it is essential that the declaration on the last page is completed.

**Please send a digital passport style photo saved as a .jpeg file with your application, without this your application will be rejected.**

Forename: Click or tap here to enter text. Middle Name(s): Click or tap here to enter text.

Surname/Family Name: Click or tap here to enter text.

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

Residential Address: Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

 Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Landline telephone number including code: Click or tap here to enter text.

Mobile telephone number including code: Click or tap here to enter text.

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

Please give brief details of previous lifting equipment experience including any former LEEA member companies that you have worked for (examination, repair, maintenance, installation, testing etc:

Click or tap here to enter text.

Please give details of any LEEA training previously undertaken whilst working for a member company:

Click or tap here to enter text.

Please state how you become aware of the Association:

Click or tap here to enter text.

For which LEEA training course(s) do you intend to initially enrol and by what method (Online/ZOOM/at LEEA HQ):

Click or tap here to enter text.

Employment status: Choose an item.

If employed, what is the full name of your company? Click or tap here to enter text.

**DECLARATION**

I confirm that I have read the Association's rules regarding the LEEA Individual Trainee Status and undertake to abide by them if accepted onto the scheme. Sign and date below to confirm.

Name of person making the declaration: Click or tap here to enter text.

Date (Day/Month/Year): Click or tap here to enter text.

INDIVIDUAL TRAINEE – SCHEME RULES

Individual Trainees will be bound by the Association rules applicable to the scheme and may be removed from the scheme by the Chief Executive should the rules be breached.

Eligibility – Applicants should meet the following minimum requirements

Minimum age 16 years

Spoken and written English, unless studying a translated version of the course

Certificate in Mathematics

Reliable access to the internet

An individual with the necessary qualifications, status or experience may register, for a one-off fee (plus VAT at the prevailing rate) to access the Association’s training courses. Under HMRC rules as an individual (rather than a company) our sale to you is classed as a Business to Consumer sale and the sale is deemed to take place in the UK - as such VAT is chargeable at the applicable rate.

Applicants are permitted to cancel their individual trainee registration within 30 days of approval and receive a full refund. After the 30-day period, no refund will be offered regardless of whether the applicant has accessed any of the services provided under the scheme.

LEEA Training Course fees will apply to all Individual Trainees, prices available at [www.leeaint.com](http://www.leeaint.com/)

Individual Trainees will not be issued with a Team Card. The Team Card is only issued to qualifying persons that are employed by a member company of the Association.

An Individual Trainee will be able to post their CV onto the LEEA website to promote themselves to potential employers.

The Individual Trainee status **is not a membership** category of the LEEA and as such, Individual Trainees will have no membership rights granted to them and should not advertise themselves as LEEA members or use any LEEA logos on their stationery or documentation.

Replication of any training material is strictly prohibited under the rules of this scheme and copyright law.

Registered Individual Trainees have a duty to inform the LEEA of any changes in their employment status.

Individual Trainees wishing to take a LEEA examination must be registered as a student of the corresponding LEEA training course. Individual Trainees completing an Academy 2.0 course are given 12 months from the date of enrolment to complete the course and pass the assessment. Those on an Academy 1.0 course will be given 2 years from the date of enrolment. The training courses can be purchased as eLearning or instructor-led training where applicable. Availability and prices can be found at [http://leeaint.com/uk/Individual-Trainees.](http://leeaint.com/uk/Individual-Trainees)

**Credit/Debit card payment:** Invoices are not issued for Individual Trainee Scheme Application Fees so please complete the below. Alternative payment methods are secure payment links, or phone payment on +44 1480 432801.

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

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

Card number: Click or tap here to enter text.

Card expiry date: Click or tap here to enter text.

Security code (last 3 digits in signature box): Click or tap here to enter text.

Issue number or start date (Maestro/Solo only): Click or tap here to enter text.

Card holder’s name (as on the card): Click or tap here to enter text.

Card holder’s Signature: