**LEEA ACADEMY DIPLOMA ZOOM TRAINING COURSE BOOKING FORM**

**Please note that your joining instructions will only be issued once we have received full payment for your course.**

**Any spaces held or booked whilst awaiting payment are subject to our cancellation fees.**

**Students Details**

Given Name: Click or tap here to enter text. Family Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text. LEEA Student ID (if known): Click or tap here to enter text.

**Please insert an ‘X’ in the correct statement from the below two options:**

Is the student an Employee of Member Company: Click or tap here to enter text.

OR an Individual Trainee (ITS): Click or tap here to enter text.

Company name (and branch if applicable): Click or tap here to enter text.

Individual E-mail address: (without this, students cannot be sent their training invitation from our Academy):

 Click or tap here to enter text.

**Please select the course below including the preferred date and return with a recent digital photo of the student which is required for verification following their assessment**

|  |  |  |
| --- | --- | --- |
| **Subject (member price/ITS price excl. VAT)** | **Link to dates and availability** | **Insert an ‘X’ as Required** |
| LEEA Foundation Certificate @ £395 / £790 | [**FOU**](https://leeaint.com/course-details/courses-fou-leea-foundation-certificate) |  |
| Lifting Accessories Course Diploma @ £650 / £1300 | [**LAC**](https://leeaint.com/course-details/courses-lac-lifting-accessories-diploma) |  |
| Powered Lifting Machines Diploma @ £650 / £1300 | [**PLM**](https://leeaint.com/course-details/courses-plm-powered-lifting-machines-diploma) |  |
| Manual Lifting Machines Diploma @ £650 / £1300 | [**MLM**](https://leeaint.com/course-details/courses-mlm-manual-lifting-machines-diploma) |  |
| Supporting Structures Diploma @ £650 / £1300 | [**SUP**](https://leeaint.com/course-details/courses-sup-supporting-structures-diploma) |  |
| Bridge and Gantry Cranes Diploma @ £650 / £1300 | [**BGC**](https://leeaint.com/course-details/bridge-and-gantry-cranes-diploma) |  |
| Offshore Containers Diploma @ £650 / £1300 | [**OSC**](https://leeaint.com/course-details/courses-osc-offshore-containers-diploma) |  |

**Preferred course start date:** Click or tap here to enter text. **Alternative course start date:** Click or tap here to enter text.

Purchase order number: Click or tap here to enter text.

Name of person placing order: Click or tap here to enter text.

Our payment terms can be found in our terms and conditions and if you wish to pay via credit card there is a section for that later in the form.

**Employer’s Declaration (TO BE SIGNED BY EMPLOYER ONLY)**

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

Signed

Date Click or tap here to enter text.

Name Click or tap here to enter text.

Position Click or tap here to enter text.

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

Click or tap here to enter text.

**Individual Trainee Declaration (TO BE SIGNED BY REGISTERED INDIVIDUAL [ITS] TRAINEES ONLY)**

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

Signed

Date Click or tap here to enter text.

Name Click or tap here to enter text.

**\*Important changes\***

All new LEEA Academy 2.0 courses have an online assessment, and students will be given access to their assessment during their attendance on the course. All LEEA Assessments are CLOSED BOOK.

This must be completed on the new ‘LEEA Academy’ App, and details on how to download the application can be found on the following link, and the LEEA trainer will also show students how to do this: <https://leeaint.com/presentation/welcome-to-leea-academy-2-0>.

**The joining instructions for this course booking will include all of the key information and rules for the new assessment.**

**Assessment Resit Fees**

For re-sits of Assessments, where students did not achieve the required “pass” mark on the first attempt the cost is:

Employees of LEEA Member Companies: £90 (incl. VAT) £75 (excl. VAT)

Individual Trainees: £120 (All incl. VAT to comply with UK law)

**Results**

All assessments are individually reviewed and verified by LEEA, and we aim to release your results within 4 weeks from the date of your assessment. They will be sent as soon as they are available.

If you work for a LEEA Member company, your results will be sent to the nominated LEEA contact or training contact at your company. If you are an Individual Trainee, we will send the results to you directly.

**IMPORTANT INFORMATION REGARDING THE COURSES**

* All diploma courses (excluding BGC, OSC & MLM which run Monday to Thursday 09:00 – 16:30) will commence at 09:00 and finish at 16:00 (Monday to Thursday) and 09:00 to 15:00pm at the latest (Friday).
* Our LEEA Foundation Certificate is delivered across 3 days, and will run between 09:00 – 16:00, if the course finishes on a Friday it will run 09:00 – 15:00 on the last day. The timings throughout the week may change depending on group progress but this will be communicated by the trainer.
* Whenever possible we will endeavour to provide training on the preferred dates selected on the booking form. However, places will be allocated on a first-come basis. Please therefore indicate any acceptable alternative dates.
* These courses will be delivered via Zoom, and the joining instructions will include details on how to download Zoom if required. The Zoom links for these courses, and any relevant training materials will be issued by the trainer the week before the course is due to start.
* Students on ZOOM training courses have 12 months from the start date on the course to successfully complete their final assessment. They will not be eligible for resit assessments following the 12 months.

**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: 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:

Alternatively, we can issue you with a secure payment link or take payment via the phone on +44 1480 432801.

**Terms and Conditions**

**ELIGIBILITY FOR TRAINING**

* Students must be at least 16 years of age
* Students must be employed by a LEEA Member or registered with LEEA as an Individual Trainee
* Students must have passed either LEEA Foundation or the previous Part 1 Entry course to attend a Diploma course

Please note that LEEA members must only nominate their own employees for any LEEA training - if LEEA discovers that non-employees are in attendance, they will not be permitted to continue with the training course and certificates will not be issued.

**ADDITIONAL LEARNING NEEDS**

LEEA must be informed at the time of booking if a trainee has additional needs. Depending on what assistance and accessibility arrangements are requested, we may need to see evidence of the trainees’ additional needs. Further information about this is available on request.

**PAYMENT TERMS**

Payment is required in full ahead of the course start date and joining instructions will not be issued until payment is received.

Please note that any courses booked within 35 days of the course start date must be paid for at the time of booking, courses outside of this period can be invoiced but payment is required on receipt of the invoice or within our strict 30-day payment terms.

If you have made a booking pending payment, the below cancellation terms will still apply to this booking.

No member shall re-sell places on LEEA training courses to other companies or individuals.

 All payments should be made in Pounds Sterling net of all currency charges.

**CANCELLATION – COURSE CANCELLED BY LEEA**

LEEA reserves the right to postpone or cancel a course if the number of trainees or operational demands mean that it is not viable to run the course.

Whilst very rare, if a course is cancelled due to LEEA staff illness, all fees paid by the member will be refunded in full. LEEA does not accept responsibility for costs incurred by members/ITS for loss of earnings or subsistence. Delegates are therefore strongly advised to book accommodation that may be changed or refunded due to such an unlikely eventuality. LEEA will not be responsible for lost deposits or cancellation charges.

**CANCELLATION – ATTENDANCE CANCELLED BY MEMBER/ITS**

If you cancel the booking or fail to show for the course, refunds will not be given. If the invoice has not been paid, or the booking is cancelled within the below policies we will invoice for the appropriate cancellation fee

Credit notes or transfers to alternative courses are available in this event, aligned to the cancellation periods stated below.

Cancellation within 7 working days of the commencement of the course = 50% of the course fee

Cancellation within 2 working days of the commencement of the course = 100% of the course fee

**SUBSTITUTIONS**

If a delegate becomes unavailable before the commencement of the course, a substitute may be nominated. Substitution once the course has commenced is not accepted

**CERTIFICATION**

Diploma certificates will not be issued unless the LEEA Foundation Certificate assessment has been passed. All results, certificates, and Team Cards (where applicable) will be sent to the company training contact

**FEEDBACK**

LEEA is unable to release any assessment papers or send any extracts of information from them to companies or Individual Trainees. In the rare event that you wish to challenge your assessment result, your LEEA contact must email assessments@leeaint.com with the necessary details. Emails sent from candidates (other than Individual Trainees) will not be responded to. Your complaint/appeal will be dealt with by our team who will in turn respond to your LEEA contact with our findings. In all cases, the decision of the Deputy CEO (Chief Examiner) will be final.

**Please note:** any cases of plagiarism or cheating will be dealt with in accordance with our Assessment Policy (details available on request) and can result in individuals being prevented from taking a LEEA assessment for significant periods of time.

**FORCE MAJURE**

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.