**LEEA E-LEARNING TRAINING COURSE ENROLMENT FORM**

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

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.

**ONLY ONE COURSE CAN BE ACCESSED AT ANY ONE TIME AND ALL COURSES INCLUDE AN ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| **Subject (member price/ITS price)** | **Insert an ‘X’ as Required** | **Select Region as appropriate (Standard / UK version will be given if not specified)** |
| LEEA Foundation Certificate can be booked using ‘F4l 2022 LEEA Academy 2.0’ following the launch of Academy 2.0 |
| LEEA Lifting Equipment General has been replaced by Lifting Accessories Diploma (LAC) and can be booked using ‘F4l 2022 LEEA Academy 2.0’ following the launch of Academy 2.0 |
| LEEA Lifting Machines Manual has been replaced by Manual Lifting Machines Diploma (MLM) and can be booked using ‘F4l 2022 LEEA Academy 2.0’ following the launch of Academy 2.0 |
| LEEA Lifting Machines Power has been replaced by Powered Lifting Machines Diploma (PLM) and can be booked using ‘F4l 2022 LEEA Academy 2.0’ following the launch of Academy 2.0 |
| Runways & Crane Structures Advanced Programme @ £345/£690 |  |
| Overhead Travelling Cranes Advanced Programme @ £345/£690 |  |
| Offshore Containers Advanced Programme @ £345/£690 |  |
| Mobile Crane Examination Advanced Programme @ £345/£690 |  |

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

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

**LEEA Copyright Statement**

All rights reserved. No part of this coursework may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without the prior written permission of the association.

Signature confirming above copyright statement: Click or tap here to enter text.

**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.

**Routes to assessment**

1. Contact LEEA with your completed F4e online assessment booking form and a digital passport style photo of the student to assessments@leeaint.com. This can be found on our website under the booking forms and course prices tab.
2. Contact LEEA at assessments@leeaint.com or +44 (0) 1480 432801 to arrange your assessment with an approved LEEA Assessment Centre in your region, or to arrange the approval and booking of a new Assessment Centre in your region.

**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)

**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 learning difficulties, 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 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.

**Terms and conditions**

1. Eligibility for Training
* Trainees must be 18 years or older
* Trainees must be employed by a LEEA Member or registered with LEEA as an Individual Trainee
* Trainees must have passed the LEEA Foundation or previous Part 1 Entry course to complete an Advanced Programme
1. Payment for the e-Learning training course is required in full prior to any course enrolment. If payment has not been made, the delegate will not be enrolled onto the course. No member shall re-sell places on LEEA e-Learning courses to other companies or individuals.
2. All parts of the E-Learning Training Booking Form are to be completed, and it is essential that the employer's declaration or individual trainee declaration is signed.
3. The completed assessment booking form should be e-mailed to assessments@leeaint.com and you will find our terms and conditions for our assessments on those booking forms.
4. 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.
5. 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.