**LEEA ACADEMY 2.0 E-LEARNING TRAINING COURSE ENROLMENT FORM**

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

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

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. PLEASE ALSO RETURN A DIGITAL PHOTO OF THE STUDENT AS THIS IS REQUIRED FOR THE VERIFICATION OF THEIR ASSESSMENT.**

|  |  |  |
| --- | --- | --- |
| **Subject (member price/ITS price)** | **Insert an ‘X’ as Required** | **Select Region as appropriate (UK Global version will be given if not specified)** |
| Foundation Certificate @ £270/£540 |  | Choose an item. |
| Lifting Accessories Course Diploma @ £345/£690 |  | Choose an item. |
| Manual Lifting Machines Diploma @ £345/£690 |  | Choose an item. |
| Powered Lifting Machines Diploma @ £345/£690 |  | Choose an item. |
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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.

With the new LEEA Academy 2.0 portal, we have introduced some exciting changes. One of these changes relates to the assessment which is only available to complete within the LEEA Academy App. Details on how to download this can be found in the presentation below.

<https://leeaint.com/presentation/welcome-to-leea-academy-2-0>

**\*Important changes\***

**Routes to assessment**

1. Following completion of the course students will automatically be given access to their relevant assessment. Students will be able to access the assessment for up to 30 days from completion.

**Assessment Key Information & Rules**

1. You will have 1 hour to complete the Foundation Certificate assessment and 2 hours for the Diploma assessments.
2. You will be unable to exit the assessment and re-access it. If you exit the app, it will update LEEA that you have done this, and the assessment room will be locked.
3. Foundation Certificate is 100 questions and Diplomas are 150 questions that are to be answered, all of which are multiple choice format with only one correct answer.
4. Once you click the next page button to move on to the next question, you are unable to go back to a previous question.

 **Assessment Requirements Checklist**

1. Ensure no other applications are running or are open when you start your assessment. (This includes second screens)
2. Ensure you are in a well-lit room – it’s not too dark or too bright for the camera to take pictures of you to verify who you are.
3. Ensure you have enough battery on your device for the assessment.
4. Be mindful that no one else is with you when taking your assessment.
5. Do not close the academy app’ or open any other app’ whilst taking your assessment – you will be locked out of your assessment. If you do so you may be charged £50 GBP (+ vat where applicable) to have a new assessment provided to you.
6. Ensure that when using a mobile phone or tablet, the camera is angled correctly to see your whole face, as incomplete images recorded during your assessment will not be accepted and you may have to repeat the assessment process at additional cost.

**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 additional 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 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.

**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**

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 a Diploma
1. 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 trainee’s additional needs. Further information about this is available on request.
2. 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.
3. Credits will not be given to members if the course booking is cancelled or amended after the delegate has been enrolled.
4. A £50 administration fee will be charged for any student wishing to change their course version/language following the course enrolment. This is only available for those who have not completed their course, and the fee must be paid prior to the changes being made.
5. 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.
6. Any student who does not sit the assessment within the 30 days automatically given following their completion of the course, will be subject to a £50 administration fee which must be paid before access to the assessment is reissued.
7. Students have a 12-month period from the date of enrolment to complete the training course in full and pass the required assessment. Any student who does not complete the course and pass the respective assessments within the 12-month allowance will be required to complete the course and assessment again at full cost.
8. 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.
9. Feedback will not be offered to any company/candidate regarding assessment results unless in exceptional circumstances (to be decided by the Training Manager). LEEA is also 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.

1. A candidate failing any LEEA assessment will be subject to a 30-day 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. The resit costs are outlined on page 2 of this booking form.
2. 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.