

# LEIA DISTANCE LEARNING COURSE - ENROLMENT FORM

(Please complete in full including your email address)



Title (Mr/Mrs/Miss/Ms)	Forenames	Surname	Date of Birth

Job Title	Nationality	Country of Residence

Home Address & Postcode	Address to send course material if different from home

Telephone:	Home:	Work:	Mobile:

Email: \_\_\_\_\_

**The Introduction to Lift Technology, Fundamentals of Lift Technology and Electronic Systems and Controls for Lifts are now available for study using a CD based learning route as an alternative to the present paper based system. For the CD route you will need access to a computer with a CD Rom player, printer and Adobe Acrobat software, an internet connection is not necessary. Please indicate below in the appropriate column if you wish to study the course using the CD. Further information is available.**

Distance Learning Titles	Tick Unit to be Studied	Unit Value	Manuals	CD ROM
Introduction to Lift Technology (001)		1.0		
Fundamentals of Lift Technology (015)		1.0		
Advanced Lift Technology - Mechanical (016)		1.0		
Advanced Lift Technology - Electrical (017)		1.0		
Advanced Lift Technology - Hydraulic (018)		1.0		
Electronic Systems & Controls for Lifts (012)		1.0		
Escalator & Passenger Conveyors (005)		0.5		
Lift Technology Project (007)		0.5		
Managing Safely (009)		0.5		
Practical Management of a Lift/Escalator Contract Part 1 - Commercial (010)		0.5		
Practical Management of a Lift/Escalator Contract Part 2 - Site (011)		0.5		
Stairlift Technology (014)		0.5		

Employer's Name & Address	Name & Address of Company Contact
Post Code: _____ Tel: _____	Post Code: _____ Tel: _____

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Contact Signature: \_\_\_\_\_ Date \_\_\_\_\_

Once the enrolment form is completed please pass to your appointed company contact for authorising prior to sending it back to LEIA

**Please complete section overleaf**

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LEIA Approved



Office use only

	Number	Date	Initial
QLS			
Lift Database			

The **BTEC Advanced Diploma/Professional Diploma in Lift and Escalator Technology** is delivered by The University of Northampton on behalf of LEIA.

Students enrolling on this course are therefore asked to provide the following additional information (to comply with statutory requirements) and to note and SIGN the following:

Are you Male or Female?		Do you have a disability?		Yes	No
Ethnicity (see attached sheet for codes).		Disability Code (see attached sheet)			
Your Highest Qualification:		Disability Allowance Code (see attached sheet)			

**STUDENT'S RESPONSIBILITIES TO THE UNIVERSITY OF NORTHAMPTON**

1. Statement of Principle

The University of Northampton, as an institution of education, exists as a community for the acquisition and advancement of knowledge, skills and understanding. The Student Code of Conduct is designed to protect the rights of all members of that community, whether staff or students, to participate freely in the purposes of the institution, both formally and informally.

2. Responsibilities of Students

- (i) All students are expected to conduct themselves with due regard for their own legal responsibilities as students of The University of Northampton as an Institution of Higher Education and to conduct themselves so as to preserve and enhance its good name and reputation
- (ii) All students are expected to comply with the Student Code of Conduct and its procedures.
- (iii) All students are under an obligation to keep themselves familiar with general The University of Northampton regulations, those relating to their programme of study, the Student Charter and the Student Code of Conduct. These are available on the University of Northampton website ([www.northampton.ac.uk](http://www.northampton.ac.uk)).
- (iv) All students are required to register for each successive year or other relevant part of the programme

**OVERSEAS STUDENTS -**

I am classified as an Overseas Student (from outside the UK/European Union)

**DECLARATION**

I declare that I have read and understood the Data Protection statement provided in the General Student Regulations and agree to the processing of my personal data as outlined in the statement.

I agree to be bound by the University's Rules and Regulations as amended from time to time and to observe the Student Code of Conduct.

I confirm that I have received sufficient information about my programme of study, in relation to (i) career opportunities (ii) the costs involved including any additional charges eg. Studio levies or field trips (iii) the time involved (iv) the requirements of the programme, to enable me to make an informed choice of programme.

I understand that information about my progress will be given to my employer.

Full Name

(BLOCK CAPITALS) .....

Signed ..... Date .....

## **Ethnicity and Disability Codes**

Please use the codes listed below to complete page 2 of the enrolment form.

### **Ethnicity Codes**

- 11 White.
- 14 Irish Traveller.
- 21 Black or Black British - Caribbean.
- 22 Black or Black British - African.
- 29 Other Black background.
- 31 Asian or Asian British - Indian.
- 32 Asian or Asian British - Pakistani.
- 33 Asian or Asian British - Bangladeshi.
- 34 Chinese.
- 39 Other Asian background.
- 41 Mixed - White and Black Caribbean.
- 42 Mixed - White and Black African.
- 43 Mixed - White and Asian.
- 49 Other Mixed background.
- 80 Other Ethnic background.
- 90 Not known.
- 98 Information refused.

### **Disability Code**

- 0 No known disability.
- 2 Blind/partially sighted.
- 3 Deaf/hearing impaired.
- 4 Wheelchair user/mobility difficulties.
- 5 Personal care support.
- 6 Mental health difficulties.
- 7 An unseen disability, e.g. diabetes, epilepsy, asthma.
- 8 Multiple disabilities.
- 10 Autistic Spectrum Disorder Asperger Syndrome.
- 11 A specific learning difficulty e.g. dyslexia.
- 96 A disability not listed above.
- 97 Information refused
- 99 Not known.

### **Disability Allowance**

- 4 Student has a disability and is in receipt of Disabled Student Allowance.
- 5 Student has a disability and is NOT in receipt of Disabled Student Allowance.
- 9 Student has a disability but information about Disabled Student Allowance is not known