

# LEIA New Distance Learning Course Candidate Registration Form/ Learning Agreement May 2018



## ABOUT YOU

☒ where appropriate

Title  Female ☐ Male ☐

First Name/s  Date of Birth

Last Name

## YOUR CONTACT AND MEDIA DELIVERY DETAILS

e-mail Address  You cannot be enrolled without an e-mail address

Home Address  Postcode:

Home Phone N<sup>o</sup>  Mobile Phone N<sup>o</sup>

Work or Weekday Address  Postcode:

Work Phone N<sup>o</sup>

Tick Address for:  
Media Delivery ☐ End Test ☐

Work Address will be taken as default if no choice is made

## ETHNIC ORIGIN To help us monitor our Equality Policy, please complete your ethnic origin below

### WHITE

- ☐ 31 English/ Welsh/ Scottish/ Northern Irish/ British
- ☐ 32 Irish
- ☐ 33 Gypsy or Irish Traveller
- ☐ 34 Any other white background

### ASIAN/ ASIAN BRITISH

- ☐ 39 Indian
- ☐ 40 Pakistani
- ☐ 41 Bangladeshi
- ☐ 42 Chinese
- ☐ 43 Any other Asian background

### BLACK AFRICAN/ CARIBBEAN/ BLACK BRITISH

- ☐ 44 African
- ☐ 45 Caribbean
- ☐ 46 Any other Black/ African/  
Caribbean background

### MIXED/ MULTIPLE ETHNIC GROUP

- ☐ 35 White & Black Caribbean
- ☐ 36 White & Black African
- ☐ 37 White & Asian
- ☐ 38 Any other mixed/ multiple ethnic background

### OTHER ETHNIC GROUP

- ☐ 47 Arab
- ☐ 98 Any other ethnic group
- ☐ 99 Prefer not to say

## DISABILITY, LEARNING DIFFICULTY OR HEALTH PROBLEM

Do you consider yourself to have a disability, learning difficulty or health problem? yes ☐ no ☐

### DISABILITIES

- ☐ 01 Visual impairment
- ☐ 02 Hearing impairment
- ☐ 03 Disability affecting mobility
- ☐ 04 Other physical disability\*
- ☐ 05 Medical condition (eg epilepsy)
- ☐ 06 Emotional/ behavioural difficulties
- ☐ 07 Mental health difficulty
- ☐ 08 Temporary disability\*
- ☐ 09 Profound/ complex disabilities
- ☐ 10 Asperger's Syndrome
- ☐ 90 Multiple disabilities
- ☐ 97 Other\*

### LEARNING DIFFICULTIES

- ☐ 01 Moderate difficulties
- ☐ 02 Severe difficulties
- ☐ 10 Dyslexia
- ☐ 11 Dyscalculia
- ☐ 19 Other specific difficulty\*
- ☐ 20 Autism spectrum disorder
- ☐ 90 Multiple difficulties
- ☐ 97 Other\*

\*Please give details

Office Use only

Date Stamp

Candidate N <sup>o</sup>		Invoice N <sup>o</sup>		Employer N <sup>o</sup>	
Old reg N <sup>o</sup>		Acknowledged by:		Date Entered	
Previous Units:					

## UNIT DETAILS

Unit Ref	Unit Title	Credits	Level	Unit Study <input checked="" type="checkbox"/>	CD/ Mem Stick/ SD?			Start
GT1F3	Introduction to Lift Technology	12	3		CD	M Stick	SD	May 2018
GT2F4	Fundamentals of Lift Technology	12	4		CD	M Stick	SD	May 2018
MTF4	Advanced Lift Technology - Mechanical	12	4		CD	M Stick	SD	May 2018
ETF4	Advanced Lift Technology - Electrical	12	4		CD	M Stick	SD	May 2018
HTF4	Advanced Lift Technology - Hydraulic	12	4		CD	M Stick	SD	May 2018
SCF4	Electronic Systems and Controls for Lifts	12	4		CD	M Stick	SD	May 2018
MSH4	IOSH Managing Safely	6	4		CD	M Stick	SD	May 2018
CM1H4	Management of a Lift/Escalator Contract Pt 1 Commercial	6	4		CD	M Stick	SD	May 2018
CM2H4	Management of a Lift/Escalator Contract Pt 2 Site	6	4		CD	M Stick	SD	May 2018
EW4	Escalators and Moving Walks	6	4		CD	M Stick	SD	May 2018
STH4	Stairlifts	6	4		CD	M Stick	SD	May 2018

## PAYMENT INFORMATION

Fees are due at the time of enrolment. Please indicate how the fees are to be paid:

I will be paying the fees myself ☐ Please invoice my Employer ☐ Please invoice my Sponsor ☐

Sponsor Name

Sponsor Address  Postcode:

Sponsor Phone N<sup>o</sup>

## EMPLOYER DETAILS

Employer  COMPANY NAME  INVOICE CONTACT

Address for Invoices  Postcode:

Phone N<sup>o</sup>

e-mail

Company Contact  NAME  PHONE N<sup>o</sup>

e-mail

The rôle of the Company Contact is to advise and assist the candidate to decide on their learning route and identify the most appropriate unit of study.

The Company Contact should authorise this course registration form and forward to LEIA.

The Company Contact must act as point of contact with LEIA and liaise on points such as a candidate's change of address, withdrawal etc.

The Company Contact will need to motivate candidates whose work is showing signs of being below standard. This information will be reported to company contacts.

The Company Contact will be required to notify students where and when the end test is to be undertaken. LEIA will notify the Company Contact of this information.

The Company Contact may also act as a Company Mentor to advise on technical queries.

## DECLARATION

I declare that I have read and understood the LEIA Educational Trust Distance Learning Course Privacy Policy and agree to the processing of my personal data as outlined in the policy.

I agree to be bound by the LEIA Educational Trust Policies and Procedures as amended from time to time. I have read the Terms and Conditions (downloadable from <http://www.leia.co.uk/index.php?cid=43> )

I confirm that I am aware of the LEIA Educational Trust Distance Learning Course Appeals Policy.

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 registration fees
- (iii) the time required for study
- (iv) the need for computer access for study materials and online access for all testing**
- (v) the requirements of the programme, to enable me to make an informed choice of programme.

I confirm that my name as spelled on this registration form will be used by LEIA on any certificate or transcript in respect of my programme of study.

I agree to ensure that payment is made for any tuition fees for which I am assessed and properly invoiced. I understand that failure to do so may result in referral to an external debt collection agency in which event I will be liable for any collection costs incurred.

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

Candidate Signature

Date

Company Contact Signature

Date

Note that this document forms a contract. It will be returned if unsigned. LEIA will not be held responsible for consequent delays

## TERMS AND CONDITIONS

**GUIDANCE NOTES/BOOKING CONDITIONS FOR REGISTERING CANDIDATES** – Please read the instructions carefully.

**LEARNING DIFFICULTIES/DISABILITIES** If you feel you would benefit from additional support, please complete the relevant section on the form. LEIA wishes to ensure that it complies with the requirements of the Equality Act 2010. LEIA is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled Candidates and other disabled people are not substantially disadvantaged. If you are a disabled person, please ensure that we know what you need so that we can make all reasonable adjustments to help you.

**FEES** – The fees stated are for the Semester stated. You will be required to pay a fee for each unit in each year of study or other relevant part of the course. All fees are due at the time of your enrolment. Fees can be accepted by cash, cheque, or bank transfer. Fees can be accepted by debit card with an additional charge. The Course is not part of the Qualifications Curriculum Framework and therefore does not attract government funding. There are no concessions for age.

**ENROLMENT** – Enrolment forms will not be accepted if received after the last day of the first month of the Semester.

**EMPLOYER SPONSORED CANDIDATES** – For the convenience of employers, invoices can be issued for employee's fees. Course material for employees of non-LEIA Members will not be released until payment is received. If an employer accepts responsibility for the payment of an employee's fees, that responsibility remains even if the employee leaves the company before the account is paid. If the employer does not pay the required invoiced fee the cost will be passed to the Candidate.

**CANCELLED COURSES** – If LEIA has to cancel a course then the course fees will be refunded in full.

**COURSE FEE REFUNDS** – It is LEIA policy not to provide a refund of course fees to Candidates who, having enrolled and embarked on a programme of study, decide to withdraw. However, in exceptional circumstances, a refund of course fees will be considered if the Candidate makes a written request to the Exams Officer stating the reason for withdrawal. The request will be considered by the LEIA Education and Training Committee at its next meeting in accordance with the LEIA Educational Trust Distance Learning Course Appeals Policy.

**ETHNIC ORIGIN** The Awarding Body requires LEIA to collect information about the ethnicity of its Candidates. This information is also vital to LEIA for its own equal opportunities monitoring. The categories are in line with those developed by the Office of National Statistics.

**PRIVACY STATEMENT** LEIA endeavours to comply fully with the Data Protection Act 1998 in its handling of personal data. We aim to keep your data safely and securely and to use them only for stated purposes. Where you give us personal data in order for us to provide you with a service, your data will be used in connection with that service. Full details are contained within the LEIA Educational Trust Distance Learning Course Privacy Policy.