



e-Learning Course Booking Form

Organisation Details:

Please Note: All parts of this form are required to be completed, any shortfalls in completion will result in delays with the setting up of the e-Learning courses.

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| HERS Organisation Name: | | Contact Name: | |
| Contact E-mail: | | | |
| Purchase Order No: | | Date: | |

Learners Details:

| | | | |
|---|---------------------------------------|--------------------------|---|
| Given Full Name: | | | |
| Please ensure that the above named Operative has held a HERS card for 5 years or more and is compliant with the requirements of e-Learning, as specified within the Highway Electrical Training Specification. | | | |
| ECS card registration No: | | Contact E-mail: | |
| Courses Required: <i>(Maximum of 7 individual courses can be selected)</i> | | | |
| HEA Member Registered Organisation | £40.00 per monthly licence per person | Certificates | £14.00 per individual course |
| Non- HEA Member Registered Organisation | £50.00 per monthly licence per person | Invigilator Cards | Free Image created for HERS system |
| Your nominated employee will be notified by email of the courses selected on their behalf and will be informed by the system of their success in passing the course. Certificates for each successfully completed course will be provided within 28 working days. | | | |

Please email your request for e-Learning to: - e-learning@thehea.org.uk

HESA e-Learning Terms and Conditions

HESA e-Learning completes a fully blended approach for learning. The courses have been specifically designed to ensure continued underpinning knowledge of the Highway Electrical Sector workforce.

The e-Learning Courses will require an end of course learning theory assessment with an achievement pass of 100%. Where, after 3 attempts, the course has not been achieved, a full face to face course will be required.

Please see the e-Learning Training Specification document for further information. The designated e-Learning courses (see appendix 1 of the Training Specification) does not replace the initial full course, (see specific criteria), which has been delivered by face-to-face training or by remote training.

It is the responsibility of the employer organisation to monitor the progress of their employee during the e-Learning period, it is also the responsibility of the employer to confirm with the employee that they have successfully completed and passed the course. The HESA e-Learning will only notify the employee if they have not been successful.

e-Learning specific criteria

Under the following conditions e-Learning is **not** permissible.

1. New to the industry, not held a HERS card.
2. Operatives on the Apprenticeship route (must hold a HERS Trainee Card).
3. Full HERS card applied for, but not held a HERS card for more than 5 Years.
4. Any HERS card applied for, where a break in holding a HERS card for more than 18 months applies.

Under the following conditions, e-Learning is permissible.

1. HERS Interim Card being applied for, but the operative has been in receipt of a full card with another organisation.
2. HERS Experience Worker card being applied for, but the operative has been in receipt of a full card with the organisation.
3. A full occupation HERS card for 5 years or more.

Organisations can opt for full face to face training if they wish to do so.

For HESA Admin only

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| Date courses booked onto the system: | | Date for removal from system: | |
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