



## 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.*

<b>HERS Organisation Name:</b>		<b>Contact Name:</b>	
<b>Contact E-mail:</b>			
<b>Purchase Order No:</b>		<b>Date:</b>	

**Learners Details:**

<b>Given Full Name:</b>			
Please ensure that the above-named Operative is compliant with the requirements of e-Learning, as specified within the Highway Electrical Training Specification.			
<b>HERS card registration No:</b>		<b>Contact E-mail:</b>	
<b>Courses Required:</b> (Maximum of 7 individual courses can be selected)			
<b>HEA Member Registered Organisation</b>	£40.00 per monthly licence per person	<b>Certificates</b>	£14.00 per individual course
<b>Non- HEA Member Registered Organisation</b>	£50.00 per monthly licence per person		
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](mailto: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 75%. Where, after 2 attempts, the course has not been achieved, a full face to face course will be required.

Please see the Training Specification document for further information on e-Learning. The designated e-Learning courses (see appendix 1 of the Training Specification) **do not** replace the initial full course which must have been completed in the first instance.

Evidence of certification will be required to confirm initial first course completion.

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.

**For HESA Admin only**

<b>Date courses booked onto the system:</b>		<b>Date for removal from system:</b>	
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