Lead Assessor Programme

Application Form

# **By applying for this Programme, I agree to participate and pay the Programme fee** [ ]

# Please return the completed form including the Invoice details to: administratorciea@herts.ac.uk

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| Applicant Details |
| Name  | Click here to enter text. |
| Current role | Click here to enter text. |
| Email Address | Click here to enter text. |
| Name of School or College | Click or tap here to enter text. Click here to enter text. |
| CIEA Member | Yes [ ]  No [ ]  |
| Programme Fee | £395 |
| Date Attending | Choose a date. |

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| Work Experience |
| Please write a brief description of your current role and responsibilities in assessment. |
|  Click here to enter text. |

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| Invoice Details |
| Please complete details of your organisation and finance department or your own personal details if you are self-funding your course. |
| Customer's full legal name | Click here to enter text. |
| *NB: If a Limited Company please also provide official letterhead of company showing company name, number and registered office address* |
| Customer's full postal address | FAO : Accounts Payable |
| Address line 1 | Click here to enter text. |
| Address line 2 | Click here to enter text. |
| Address line 3 | Click here to enter text. |
| City | Click here to enter text. |
| County | Click here to enter text. |
| Post Code | Click here to enter text. |
| Country | Click here to enter text. |
| Accounts Payable telephone number | Click here to enter text. |
| Accounts Payable e-mail address  | Click here to enter text. |
| VAT Reg No. (EU customers only) | Click here to enter text. |
| UK, EU or overseas sales? | Click here to enter text. |
| Purchase Order Number | Click here to enter text. |
| Please add a Purchase Order number if your organisation requires this to be quoted on the invoice.  The purchase order should be emailed to **administratorciea@herts.ac.uk** |
| If customer is a company is it an SME? | Click here to enter text. |

## FOR OFFICE USE ONLY

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| Application Form Received | Click to enter date. |
| Date Approved | Click to enter a date. |