

Dear customer

Thank you for your enquiry regarding training courses related to MOT

Please find the required forms as shown below

	Level 3 Light Vehicle Inspection Accreditation	MOT Manager	MOT New Tester
Booking Form	✓	✓	✓
Application Form	✓	✗	✓
Level 3 Certificate [Pre-Requisite]	✗	✗	✓
Driving Licence Check [Pre-Requisite]	✗	✗	✓

Please Note: Certificates can take up to 6 weeks after the complete of the above courses. Light Vehicle Inspection Certificates will be sent direct to the home address of the candidate from the IMI. MOT Manager and Tester certificates will be sent 1st class signed for post from Auto Education Academy, T2, Tamworth. We will NOT be able to request certificate numbers as these are generated as the certificates are printed and then posted to ourselves.

Prior to booking onto one or more of the above courses, please make sure you have any pre-requisites completed.

Please complete the booking form with all spaces completed, candidate and employer details cannot be the same unless the candidate and employer contact is the same person, for example Garage Owner / Workshop Manager.

When we have received the required forms, we will register the employer contact and candidate onto our Learning Management System/Booking System [LMS] and automatic notifications will be e-mailed to both Employer contact and candidate via e-mail/SMS.

After you have received the notifications, you will be registered on the system, you can login at www.autoeducationacademy.com using your e-mail address and password as Welcome123 [default], the password can be changed after you have logged into the system.

If you have any queries regarding your booking or you would like to change dates or cancel your booking, please contact the Auto Education Training Team on 0845 6006048 or training@autoeducationacademy.com

Regards,

Auto Education Academy Training Team

0845 6006048 / training@autoeducationacademy.com

Out of Hours: 07817128770 [Andy]



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MOT Training Course Booking Form November 2019

Centre Name:	<i>Auto Education Academy</i>	Centre No:	<i>000718</i>		
<i>Candidate Contact Details</i>					
Title (circle as applicable)	Mr.	Mrs.	Miss.	Ms.	Other:
Surname:					
Forename(s):					
Date of Birth (Must be completed):			Gender: (Circle as applicable)	<i>Male</i>	<i>Female</i>
Ethnic Origin Number (see codes overleaf)			Special Needs (See codes overleaf)		
Home Address:					
City/Town			Postcode:		
Mobile No.			Email:		
<i>Employer Contact Details</i>					
Employer Name:			Contact Name:		
Employer Address					
Telephone No.			Postcode:		
Account Number			Contact Email:		

<u>Qualification Number</u>	<u>Qualification Title</u>	<u>Start Date</u>	<u>Location</u>	<u>Price</u>
263771660	<i>MOT Management 2 Day Course</i>			<i>£ 499 + VAT</i>
263771900	<i>Level 3 Light Vehicle Inspection Prep Training 2 Day</i>			<i>£ 396 + VAT</i>
263771670	<i>Level 3 Light Vehicle Inspection Accreditation 1 Day</i>			<i>£ 299 + VAT</i>
263771650	<i>Level 2 MOT New Tester Course Class 4 & 7</i>			<i>£ 899 + VAT</i>
263771650	<i>Level 2 MOT New Tester Course Class 1 & 2 (Selected Locations Only)</i>			<i>£899 + VAT</i>

Signed: Date:

Name: (Please print)



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Ethnic Origin Codes

England & Wales	Code
White	
British	01
Irish	02
Any other white background	03
Mixed	
White and black Caribbean	04
White and black African	05
White and Asian	06
Any other Mixed background	07
Asian or Asian British	
Indian	08
Pakistani	09
Bangladeshi	10
Any other Asian background	11
Black or Black British	
Caribbean	12
African	13
Any other Black background	14
Chinese or other ethnic group	
Chinese	15
Any other ethnic group	16

Scotland (S/NVQ only)	Code
White	
Scottish	41
Other British	42
Irish	43
Any other White background	44
Mixed	
Any Mixed background	45
Asian, Asian Scottish or Asian British	
Indian	46
Pakistani	47
Bangladeshi	48
Chinese	49
Any other Asian background	50
Black, Black Scottish or Black British	
Caribbean	51
African	52
Any other Black background	53
Other ethnic background	
Any other ethnic group	54

Northern Ireland	Code
White	21
Chinese	22
Irish traveler	23
Indian	24
Pakistani	25
Bangladeshi	26
Black Caribbean	27
Black African	28
Black Other	29
Mixed ethnic group	30
Any other ethnic group	31

Special Needs	Code
Sight	S
Hearing	H
Learning	L
Mobility	M
Other	X
Candidate prefers no statement	O

If Course Fee is to be invoiced to your trading account, the document must be signed by an authorized account holder. Cancellation within 14 days of a booked course assessment date may incur a 25% administration charge.

I understand that on completion of this document, candidates will automatically be registered to the Auto Education Learning Management System. Further training information and course confirmations are available for access at:

www.autoeducationacademy.com

Please e-mail form back to training@autoeducationacademy.com for the attention of Natasha Chetwynd

If you require further details, please ring Natasha on 0845 6006048

This Form MUST Be Completed By The Candidate

1. APPLICANT DETAILS **Please complete fully in BLOCK CAPITALS*

Full Name:*

Home Address:*

Postcode:*

D.O.B.:

Email:*

Do you have a FULL driving licence? Yes No

You must hold a full unrestricted UK licence for the classes of vehicles you wish to test as per Section E27.7 of the MOT Test Guide.

Driving Licence No:*

Please confirm your license will be valid for the classes you are applying for, at the time of your training

2. MOTOR TRADE EXPERIENCE ** Please complete fully in BLOCK CAPITALS*

Please list the month and year that you started and finished with each employer.

Requirements are at least 4 years full time experience repairing the classes of vehicle you wish to test.

Date Start	Date End	Employer	Brief Description of Duties

***Please note:** *We cannot process your application without this.*

3. VEHICLE CLASSES *Please tick appropriate box*

What classes of vehicle do you wish to test?

Class 1 & 2 *Now go to 5*



PLEASE NOTE: If you also want to test classes 3, 4, 5 & 7, please use a separate form.

Classes 3, 4, 5 & 7 *Now go to 4*



PLEASE NOTE: These courses require the use of a computer for which basic IT skill will be required.

4. VOCATIONAL QUALIFICATIONS (CLASSES 3, 4, 5 & 7)

- You must hold one of the vocational qualifications or acceptable accreditation
- Alternatively, if you have been a tester previously, we will accept a copy of the original letter authorising you to test.
- If you are returning to testing following cessation for disciplinary reasons, we cannot accept your original authorisation letter.
- Please see below for examples of acceptable qualifications:

NVQ / SVQ / VCQ - Level 3 e.g. - L3 Light vehicle maintenance and repair.

- Maintaining automotive vehicles

IMI VRQ - Minimum level 3 e.g. - L3 Diploma in Light Vehicle Maintenance and Repair

- L4 Diploma for Automotive Master Technicians

National craft certificate - Motor vehicle mechanics

IMI Accreditation - Light Vehicle Diagnostic Technician

- Light Vehicle Inspection Technician

- *If you have any of these qualifications or any other motor vehicle related certificates we will require a copy of them. **Do not send originals.***
- *We only accept copies of the **final certificate.***

5. DECLARATION OF NON-CONVICTION

Please sign statement below:

I confirm that I have **NO UNSPENT CRIMINAL CONVICTIONS** as defined in the Rehabilitation of Offenders Act 1974 for criminal offences connected with the Vehicle Testing Scheme or the motor trade, or involving acts of violence or intimidation.

I am aware that if, in the future it is brought to DVSA's attention that there are any such unspent convictions that have not been disclosed, this may result in the cessation of my approval to carry out statutory testing.

Please provide information (on a separate sheet) of any 'unspent' convictions for criminal offences connected with the Vehicle Testing Scheme or the motor trade, or involving acts of violence or intimidation.

Signature: _____

6. APPLICANT DECLARATION

Applicant to complete:

I declare that the information given on this form is correct. I understand that if I pass the course and progress onto become an MOT Tester:

- I will be legally responsible for the MOT test certificate and other official documents that I use.
- I must notify the Authorised Examiner at my VTS (or the DVSA Area Office if I am the Authorised Examiner) if my driving licence is suspended or restricted.
- I may be disqualified from testing if I fail to carry out tests to the required standard.

Signature: _____

Job title: _____

Print name: _____

Date: _____

How to generate a Driving License 'Check Code'

Locating the correct website

The following slides have been put together as an aid for generating a Check Code for your driving license, for the new MOT testing scheme.

Please be advised that the code is valid for 21 days, and we therefore advise you to follow these steps no more than 21 days before the start date of your course.

To do this you will need to hand certain information which includes your;

1. Driving License Number.
2. National Insurance Number.
3. Your postcode.

Your first task is to navigate to the following web site; <http://www.gov.uk/view-driving-licence>

Create a License Check Code

1. Click 'Start Now'
2. Enter the relevant information.
3. Click 'View Now' (you must first agree to the DVLA privacy policy)

Choose the tab 'Share your license information' and click "Get Code".

Save Check Code

1. You can print or save the code which will remain active for 21 days (please be aware the code is case sensitive and is for a **Single Use**)
2. Please e-mail the driving License code to training@autoeducationacademy.com and we will process the driving license check prior to the start date
3. If your code has expired before the course start date, please repeat the above steps before attending your course.