

Please return all forms to lisa@themotgroup.co.uk

Things to return	✓
Application Form	
Tester Eligibility	
Employment Evidence	
IMI Registration Form	
Copy of Level 3 Certificate	
Photo Card Drivers Licence	

To Bring on the day	✓
Level 3 Certificate	
Downloaded licence from .Gov website Driving licence link	
Lunch	
Work Boots	

HOTELS	Local accommodation – approx. 5-10 mins drive from training centre
Premier Inn Bicester	Premier Inn Bicester
Holiday Inn Bicester	Holiday Inn Bicester
Travel Lodge Bicester	Travel Lodge Bicester



INSTITUTE OF THE
MOTOR INDUSTRY

Application for MOT Tester Training

1. Please complete fully in BLOCK CAPITALS

APPLICANT DETAILS	EXPLANATORY NOTES
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Full Name

Home address

Postcode Date of birth

Telephone Number

Email address (use two lines if necessary)

Please note: We cannot process your application without this.

Have you got 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 note: We cannot process your application without this.

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

2. Please confirm fully in BLOCK CAPITALS

MOTOR TRADE EXPERIENCE

EXPLANATORY NOTES

DATE		EMPLOYER	BRIEF DESCRIPTION OF DUTIES
Start	End		

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

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

PLEASE NOTE: We cannot process your application without this information.

3. Please tick appropriate box

VEHICLE CLASSES

EXPLANATORY NOTES

What classes of vehicle do you wish to test?

Classes 1 & 2

☐


Now go to 5

Classes 3, 4, 5 & 7

☐


Now go to 4

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

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

4. You must hold one of the vocational qualifications or acceptable accreditation

VOCATIONAL QUALIFICATIONS (Classes 3, 4, 5 & 7)

Alternatively, if you have been a tester previously and are returning to MOT Testing, please check the DVSA eligibility requirements and guidance at: <https://www.gov.uk/become-an-mot-tester/returning-to-mot-testing>

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

(Note: you must have a valid IMI Certificate)

- 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. Please sign statement below:

DECLARATION OF NON CONVICTION

EXPLANATORY NOTES

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.

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.

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.

Signature

6. 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

7. Centre to confirm the following details on form have been checked:

Applicant details

Relevant Experience

Vehicle Classes applied for

Relevant qualification (where applicable)

Criminal Convictions

Candidates driving licences confirmed as current and valid

Signature

Job Title

Print name

Date

Tester Eligibility

Full Name			
Driving licence Number			
Qualifications	Date achieved		
Relevant 4 years full time Employment and Employer Details	Date From	Date to	Relevant Duties
Any Unspent Convictions or Currently ceased from MOT Testing	Delete as appropriate		
Yes	No		
If you answered Yes please contact DVSA on 0300 123 9000 before proceeding 030 Not-for-profit organisations, charities and public bodies cost per minute (approximate) up to 10p landlines, 3p to 40p mobiles			

Employment History Evidence

You must provide a printed/ digital copy, of your employment history from [Get proof of employment history - GOV.UK](#).

If you are unable to do this, please state why in the box below:

If the evidence does not relate to the eligibility criteria, we will accept alternative evidence as detailed.

Evidence of employment history to be attached to this form.

This document must be retained by the Training provider in line with Awarding Organisation process and must be produced on request to the Awarding Organisation representative or any DVSA Vehicle Examiner on production of their warrant card. Failure to retain or produce this document on request will result in refusal by DVSA to carry out any future demonstration tests on candidates who have gained a level 2 award from this Training Provider

We collect, use, and store your personal data so that we can monitor and supervise the MOT scheme in line with our statutory duties. We do not routinely share your personal data unless we have a legal duty. For example, as part of a criminal investigation or to prevent fraud. Find out more at gov.uk/dvsa/privacy

Employment History Evidence (continued)

Other evidence you can provide:

- Payslips
- Invoices
- Contract
- Reference letter from employer (signed and on company headed paper) or email from official company email address containing start and end date of employment, role(s) and stating if employment was full time
- If suitable, you can make a 'subject access request' with HMRC [Apply to make a subject access request to HMRC - GOV.UK](#) for tax year information prior to what is available on gov.uk employment history.

This list is not exhaustive.

Evidence must show details that cover the following: full name of learner, employer name, pay and/ or worked hours, start and end dates of relevant employment/ current employment, job description/ roles.

Reference(s)

You must provide at least one professional reference who can be contacted to verify the evidence you have provided. If you need to add more than three references, please use the 'additional information' box on page 3.

Contact name and job role	Contact company and company address	Contact phone number and email address

I confirm that I meet the Eligibility criteria for becoming a Tester as defined in the MOT Testing Guide and <https://www.gov.uk/become-an-mot-tester>

I understand that I may be refused a DVSA demonstration test or disqualified from MOT testing if I have knowingly entered information that is incorrect. Providing false information or failure to disclose material information may result in prosecution under the Fraud act 2006 (Common law fraud in Scotland).

Signature of Attendee _____

Print Name _____

Date _____

Declaration to be completed by Training Provider

I understand that I have verified the information provided and understand that if I have knowingly accepted information that is incorrect DVSA can refuse to complete further Demonstration Tests from this Training Provider/Trainer. Providing false information or failure to disclose material information may result in prosecution under the Fraud act 2006 (Common law fraud in Scotland).

Signed by Trainer _____

Training Provider _____

Print Name _____

Date _____

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Additional information

Please use the box below if there is any additional required information that you need to include as part of your application:

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Centre Name:	The MOT Training & Compliance Group Ltd	Centre No:	000715
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Title (circle as applicable)	Mr	Mrs	Miss	Ms	Other:	
Surname:						
Forename(s):						
Date of Birth (Must be completed):				Gender: (circle as applicable)	Male	Female
Ethnic Origin Number (see codes overleaf)				Special Needs (see codes overleaf)		

IMI Candidate ULN Number (if applicable)		Scottish Candidate Number (if applicable)	N/A
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Home Address:			
		Postcode:	
Telephone No:		Mob No:	
Email:			

Employer Name:			
Employer Address:			
		Postcode:	
Telephone No:		Email:	

Qualification Number:	Qualification Title (including level and route):	Optional Units (ID No's):
610 4563/9	L2 TECHNICAL SPECIALIST IN MOT TESTING CLASSES 4&7	

Signed: Date:.....

Name: (Please print) PIN:.....

Purchase Order No:

England & Wales	C
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	C
White	21
Chinese	22
Irish traveller	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

Candidate Declaration – please tick all the boxes that apply



I have 4 years' experience in the maintenance and repair of vehicles	
I regularly carry out the following activities for maintenance and repair <input checked="" type="checkbox"/> Suspension <input checked="" type="checkbox"/> Engine ignition/emissions <input checked="" type="checkbox"/> Braking systems <input checked="" type="checkbox"/> Steering	
I regularly carry out diagnostics for all vehicle system activities as listed above	
I hold a full UK driving licence for the MOT classes I wish to test	

Candidate signature

Name

Date



COMPLIANCE .TRAINING.SUPPORT
**THE MOT
 TRAINING & COMPLIANCE
 GROUP LTD**