

Application Form

Section One – Your Details:

Title Forename(s)

Surname Date of Birth

Home Address

Post code

Home / Mobile Telephone Number

Employer

Work Address

Post Code

Work Telephone Number

Applicant's Preferred Email Address

Section Two – Accreditation Application:

Tick the level at which you want to become accredited:

Service Maintenance Diagnostic Master

Section Three - Career History

Previous positions (over the last five years, starting with the most recent. Use separate sheet of paper if necessary)

From / To	Job Title	Company Name	Type of Business
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section Four – Qualifications:

Details of relevant vocational and professional qualifications. Please attach COPIES of certificates and any supplementary information you may feel appropriate, e.g. current C.V. We regret that we are unable to return copies of certificates received.

Date Achieved	Description	Place	Level / Grade

ATA Registration no (if applicable):		ATA membership no (if applicable):	
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Section Five – Registration on Accredited Technician Database:

Upon successful completion of your assessment, you will be registered on the Automotive Technician Accreditation database.

As part of this process, you are required to read and sign the Code of Conduct printed below to signify your acceptance:

Code of Conduct:

- Accept the Code of Conduct as a condition of Automotive Technician Accreditation registration
- Uphold the standing of the profession and conduct themselves in such a manner as not to bring the profession into disrepute
- At all times be strictly professional in their approach to the public, business colleagues and all those whom they meet in their day to day business activities
- Maintain professional competence and skills in respect of all developments and legislation applicable to this profession (CPD)
- Perform their duties and observe their responsibilities to their employers, staff and the public with integrity, courtesy and consideration
- Take all reasonable steps to ensure that work undertaken by staff under their control is performed with integrity, courtesy and consideration
- Not incur personal gain through abuse of their professional position
- Work within the framework of the law at all times, particularly relating to the operation of the organisation with which they are connected
- Respect the confidentiality of any information given by customers, employers, staff and suppliers
- Not directly, indirectly or unfairly injure the reputation of another accredited technician
- Encourage staff under their control to raise their educational standards and skill through continuing professional development (CPD)

Section Six – Declaration:

I hereby apply for inclusion to the Automotive Accredited Technician register. I confirm that the information supplied in support of my application is correct, that I have not been convicted of any offence relating to my employment in the motor industry, and that nothing has been withheld that would affect my suitability for inclusion.

I accept the above Code of Conduct as a condition of my being registered on the Automotive Technician database

I consent to this information being collated, stored and released for the purposes of Automotive Technician Accreditation and its register, both in written and electronic format. This will be done in line with the principles of the Data Protection Act 1988.

Signature

Date

Guidance Notes

1. Download the application form.
2. *Because of the time limits imposed by the ATA please ensure that you are ready to take the accreditation tests. S&B offer ATA training days see details at point 10.*
3. **Section One** – Complete your personal details.
4. **Section Two** – You should tick the level to which you are asking to be accredited
 - a. Service Maintenance – Minimum two years workshop experience required
 - b. Diagnostic – Minimum three years workshop experience required
 - c. Master Technician – Minimum five years workshop experience requiredPlease contact Steve Woodward for further details
5. All other sections are self explanatory.
6. Send the completed application form with **two signed passport photos** (digital format preferred) and a **£185 + VAT cheque** (made payable to S&B Training Ltd) to:

Steve Woodward
S&B Training Ltd
Princess Street
Bedminster
Bristol
BS3 4AG
swoodward@sandbtraining.com
Tel: 01173730925.

7. Candidates will have to pass the ATA on-line theory test and the ATA practical test at S&B Training Ltd to become accredited.
8. You will be notified with a date to take the theory test at S&B Training. Candidates are allowed 1 retake.
9. Once the theory test is successfully completed you will be issued with a date for the practical test.
10. If you fail the theory test it is recommended that you take the ATA one day training course. Please contact Jon Winter at the above address, email: jwinter@sandbtraining.com, Tel: 0117 3002910.

The current fees are:

Service Technician £100 + VAT
Diagnostic Technician £125 + VAT
Master Technician £150 + VAT

Please note! A minimum group of 5 is required to run the course.

11. A minimum of 5 people is required before a date will be issued for the theory and practical tests.
12. The practical test will take 1 day. Candidates who fail the practical test will be required to pay a full fee to retake.
13. **ATA rules state that candidates must complete both tests within 6 months of initial registration.**