

THE INSTITUTE OF AUTOMOTIVE ENGINEER ASSESSORS

APPLICATION for ADMISSION - GUIDANCE NOTES



These notes must be used in conjunction with the Application for Admission form by those applying for either the Associate.

1. If you have any queries which are not dealt with in these guidance notes please do not hesitate to contact us for advice as forms which are submitted incomplete must be returned to the sender.
2. You must either complete each section of the form or write NOT APPLICABLE.
3. We cannot process or properly consider your application until all essential information requested has been provided.
4. You must have read and understood the requirements of the grade you intend to apply for. These can be found on the Institute website.
5. **Your application must be countersigned by two Proposers who are Corporate members of the Institute – the Corporate grades being Incorporated member, Member and Fellow.** These may be people you work with now, or have done so in the past. If you do not currently know any Corporate members we recommend that you go along to your local regional meetings.
6. Your Proposers must be asked to initial each copy document enclosed – note that they will need to see the original documents for comparison when doing so.

Part 1 – YOUR DETAILS

7. Please complete all sections even if you do not want to receive publications and other communications at home.

Part 2 – WORKING DETAILS

8. Please consider carefully before ticking one of the boxes which defines **your role**:
A Staff Engineer is generally considered to be one who is employed as a Practicing Assessor on the staff of an Insurance Company.
An Independent Engineer is a Practicing Assessor who is either:
Practicing on his own behalf as an Assessing Engineer, OR employed on the staff of an Independent Practice.
An Estimator is a generic term applied by the Institute for an individual who is working in an automobile assessing role in connection with automotive claims. This may, or may not, be at an Insurer approved site.
9. **A Practicing Assessor** being one who:
- works for an insurance company, or an independent consulting practice, acting on behalf of a principal, **and** who is responsible for the authorisation of safe, cost effective and appropriate repair, and/or the categorisation of salvage.

Part 3 – PREFERRED COMMUNICATION

10. Please ensure you mark the Y/N box so we know if we are able to contact you using this information should the need arise.

Part 4 - EDUCATION

11. You must provide documentary evidence / copy certificates for all examinations passed.

Part 5 – INSTITUTES, PROFESSIONAL BODIES AND ASSOCIATED STUDIES

12. Please provide details documentary evidence / copy certificates of any relevant trade and professional bodies that you have studied for, or have membership of.

Part 6 – APPRENTICESHIP or EQUIVALENT TRAINING

13. Provide an outline of your initial period of training and development in the motor industry.

14. If you have formal apprenticeship papers, you should provide a copy of these.

15. The Institute appreciates that many individuals currently making an application may not have formal apprenticeship papers. In which case one or more of the following must be submitted with your application:

- i) A copy of any training agreement made with a previous employer
- ii) Copies of any college attendance reports or letters sent to confirm your attendance on day release from work during years one through three of your early development.
- iii) A letter from a person who worked in a supervisory role to you during your initial period of training and development, confirming your role and development.

Part 7 – EMPLOYMENT HISTORY

16. Start with a brief outline of your current role and responsibilities.

Part 8 – DECLARATION

17. You must have fully completed and signed the form BEFORE passing it to your Proposers for them to countersign and confirm their support of your application.

Part 9 – PROPOSERS

18. Pass your completed form and any associated paperwork to your two **PROPOSERS WHO MUST BE CORPORATE MEMBERS OF THE INSTITUTE.**

19. Proposers shall check and initial documentation submitted with the application, also initialling the sections of your employment record with which they are familiar – accepting that there may be Proposers who only know you in your current role.

20. Proposers must PRINT their names legibly and each must provide his membership number, grade and his usual signature.