

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 LICENSED ESTIMATOR grade.

GENERAL GUIDANCE

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. We do not sell your home nor office addressing information to other bodies but it will be used to generate mailing lists, the Directory and website information. The Institute does routinely publish and annual list in the form of a Directory.
5. All of the information you provide can be amended by writing to the Administration Manager at the Lichfield office address. You will also receive a print-out of the information we hold on your record each year as a part of the renewals process, when we ask you to check and amend these details by using the subscription / renewal form.
6. It is essential that you **ONLY USE THIS FORM** if you are making an application for either the Associate or Incorporated grade. You must have read and understood the requirements of the grade you intend to apply for. These can be found within the Articles of the Institute, the Institute Information Pack, within individual grade specific advice booklets, and on the Institute website. **Please do not submit the form if you do not yet fully understand what you are applying for.**
7. When you sign the application you give an undertaking that you have read and understood the Rules of Conduct of the Institute and agree to abide by these. These can be found within individual grade specific advice booklets, on the Institute website.
8. 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.
9. 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.
10. These notes are meant to help you complete your application successfully in one 'hit'. If you find them misleading or discouraging please do let us know, so that future applicants may be treated a little better.
11. The checklist at the end is there to help ensure you have included everything that is needed with your application, so that we will be able to process it smoothly.

Part 1 – YOUR DETAILS

12. Please complete all sections even if you do not want to receive publications and other communications at home.
13. Nationality is to allow the Institute to carry out internal monitoring only. You may strike through this box if you do not wish to provide this information.

Part 2 – WORKING DETAILS

14. Please complete all sections even if you do not want to receive publications and other communications at your working location.

15. 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.

So within these terms of reference, if you are employed by an independent practice you are NOT a staff engineer.

If you are in doubt about how to categorise your role you should discuss this with your proposers who should be able to help you with this.

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, and the size and nature of the business is not at issue. Your knowledge and skills are the key.

Other roles within the repair industries will be considered on their merits, the Institute does not apply this as a prohibitive measure, as all applicants must possess a technical / repair background.

16. **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.

OR,

- being a person who has a background which meets the description given above, **and**
- has a responsibility for the effective performance, personal development and quality of Practicing Assessors in his/her direct control, **or**
- has developed specialist skills relevant to investigation techniques and practice, **or**
- works in a way which supports the vehicle engineering and research principles of the Institute.

Part 3 – PREFERRED COMMUNICATION

17. 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

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

19. Your Proposers must be asked to initial each copy enclosed – note that they will need to see the original documents for comparison when doing so.

Part 5 – INSTITUTES, PROFESSIONAL BODIES AND ASSOCIATED STUDIES

20. Please provide details of any relevant trade and professional bodies that you have studied for, or have membership of.

21. You must provide documentary evidence / copy certificates to support all information provided.

22. Your Proposers must be asked to initial each copy enclosed – note that they will need to see the original documents for comparison when doing so.

Part 6 – APPRENTICESHIP or EQUIVALENT TRAINING

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

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

25. 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.
- iv) A letter from a person who worked closely with you during your initial period of training and development, confirming your role and development.

The Institute accept that many applicants will have developed through a period of substantive change in the motor industries, and this is not intended to be a prohibitive requirement, hence any reasonable support of your application will be considered on its merits.

Part 7 – EMPLOYMENT HISTORY

26. Start with a brief outline of your current role and responsibilities. The work back through your career.

27. It is important that we can see your career development as you have built your experience and changed roles. So this should show the whole period.

28. There is no 'wrong' answer! A lack of continuity may only be confirmation of the testing economic climate at the time. Be honest and frank!

29. The Institute appreciate that breaks or alternative job roles may have been taken out of necessity rather than desire. All jobs, roles and responsibilities will have helped you to develop knowledge and skills which your colleagues may not possess.

30. You should include any periods of full-time educational that you have taken and shown in Parts 3 or 4 above.

31. So far as is reasonably possible your Proposers must countersign each element of this record.

Part 8 – DECLARATION

32. Consider the information provided above at 6, 14 and 15 along with the materials and information you have obtained relating to the Institute before confirming the grade you are applying for.

33. Read the declaration statement carefully.

34. 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

35. Pass your completed form and any associated paperwork to your two Proposers who must be Corporate members of the Institute – the Corporate grades being Incorporated member, Member and Fellow.

36. Proposers shall check and initial all documentation to be submitted with the application, also initialing 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.

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

Part 10 – CHECKLIST Please use this to ensure you enclose everything you need.