



THE INSTITUTE OF AUTOMOTIVE ENGINEER ASSESSORS

APPLICATION for CATEGORISATION of VEHICLE SALVAGE COMPETENCY EXAMINATION.

Please use **BLOCK CAPITAL LETTERS.**

We cannot properly consider your application unless you provide all of the information requested.

Part A – Your Details.	
Title, forenames and surname.	
Home address.	
Personal email.	
Home phone/personal mobile.	
Date of Birth.	
Employer or Business name.	
Employer/office or Business address.	
Daytime email	
Daytime phone/mobile	
Date started current job	
Current job title and responsibilities	



Part A – Your details (cont).

IAEA member	Yes*	No
*IAEA membership number		
IAEA Associate and Full Member grade can proceed to Part C and do not need to complete Part B.		
IMI VDA	Yes*	No
*IMI VDA number		
Applicants who have passed IMI VDA can proceed to Part C and do not need to complete Part B.		

Part B – Employment history, training and qualifications.

IAEA Associate and Full Member grades and/or holders of ATA VDA do not need to complete Part B

Applicants are required to meet the requirements of an Appropriately Qualified Person as defined in the Code of Practice for the Categorisation of Vehicle Salvage. *“A comprehensive technical education and training record, relevant to motor vehicle repair.”*

Candidates who do not meet the pre-requisite requirements are not be eligible to take the assessment and may have their allocated competency based unique identifier removed.

Employment history (relevant to motor vehicle repair)

Date from (mm/yy)	Date to (mm/yy)	Employer. Role and responsibilities.



Part B – Employment history, training and qualifications

Qualifications and Apprenticeships (relevant to motor vehicle repair)

Date	Award	Institute or Awarding Body

Training/Experience (relevant to motor vehicle repair)

Date (mm/yy)	Employer or Training Provider & description of the training/learning outcomes



Part C – Declaration.

I, the undersigned, confirm the following (please tick to confirm):

I certify that the particulars provided by me on this form and enclosed with it, are correct, are significant to my achievements, and refer directly and only to me.

I have read and understood the definition of an Appropriately Qualified Person within the Code of Practice for Categorisation of Vehicle Salvage and confirm that I meet the requirements. I understand that failure to meet the pre-requisite requirements can result in removal of the allocated competency based unique identifier.

I have read and understood the standard of conduct within the Code of Practice for Categorisation of Vehicle Salvage. I understand that failure to adhere to these standards can result in disciplinary proceedings and possible removal of the allocated competency based unique identifier.

Signed (Applicant)

Date

Payment Details

Application fee: £195 (£175 for IAEA Member and Associate grades) **Please note the application fee is non-refundable.**

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Debit/credit card at the IAEA online shop. Please include your full name as the reference.
http://www.iaea-online.org/shop/ |
| <input type="checkbox"/> | BACS payment to: IAEA. Sort code: 30-95-04, Account number: 00502151.
Please include your full name followed by CVSCE as the reference. |
| <input type="checkbox"/> | Payment by Employer to be invoiced (bulk payment or individual) |

Return this form to: Email: salvage@theIAEA.org

Post: IAEA.The Home Office, Pennyroyal Court, Station Road, Tring, Hertfordshire. HP23 5QY

For further information contact: Sally Hurst 01296 642895

Privacy statement.

The information on this form will be processed by the Institute of Automotive Engineer Assessors in accordance with the Institute's [Privacy Policy](#) for the sole purpose of administering the Code of Practice for Categorisation of Vehicle Salvage Assessment.

I agree that the Institute may share my personal information within the organisation or with other bodies where it would not be inconsistent with the purposes for which I have provided it, and/or where it is required or permitted to do so by law. This includes exchanging information with other companies and organisations for the purposes of fraud prevention.

I confirm that the Institute may share the results of my Categorisation of Vehicle Salvage Assessment with my employers.

I have read and understood the privacy statement:

Signed (Applicant)

Date



What happens next?

Step 1: Application is reviewed by the IAEA. The application will be reviewed against the prerequisite criteria for an Appropriately Qualified Person (AQP).

Step 2: Application acknowledged by the IAEA. The acknowledgement will confirm:

- Your application is accepted, or
- Additional information is required.

Applications will only be accepted once the application fee is received, this includes applications supported by a bulk payment by the applicant's employer.

Please note that there is no requirement to submit supporting documentation (certificates, CPD or training records) with the application. You need only to submit supporting documentation if the IAEA requests to see it. Typically the IAEA will randomly sample between 15-20% of applications each year to check they have been fully and correctly completed.

Step 3. Booking the exam. The exam can be booked as soon as your application has been accepted. The exam booking is made direct with the exam centre and there is a £50 examination fee payable to the exam centre.

Details of regional exam centre will be included with the application acknowledgement and will also be available on the IAEA website.

Step 4. Exam confirmation. Once the exam is booked with an exam centre you will receive an exam confirmation from the IAEA. This confirmation will include your exam personal identification number (PIN). You must have access to the exam confirmation when arriving at the exam centre as the exam PIN is unique to each candidate and the exam centre will not have access to this information.

Step 5. The exam. You will be required to show proof of identity to the invigilator, the following are acceptable as identification:

- Current passport.
- Company identification card containing a photograph.
- Photograph driving licence.

Full details of the exam structure, syllabus and specimen questions are available on the website.

Candidates will be provided with a pass/fail result at the end of the assessment.

Step 6. Successful candidates will receive their AQP unique identifier within 10 working days of the exam session. Unsuccessful candidates will receive a breakdown of their results and if the examination is rebooked within three months they will be able to retake only the section/s which they have failed. Candidates retaking after three months of the original exam session will have to retake all three sections of the exam.

Exam retakes are subject to a £90 fee payable to the IAEA and a £50 exam fee payable to the exam centre.