

APPLICATION FOR NOMINATED TESTER TRAINING

EXISTING TESTERS

Please complete the following questions - *tick boxes*

1.	Are you currently testing?	YES <input type="checkbox"/>	Go to 2
		NO <input type="checkbox"/>	Go to 3

2.	Has it been more than 4.5 years since you attended an NTT course?	YES <input type="checkbox"/>	Go to 5 and complete the rest of the form in full
		NO <input type="checkbox"/>	<p>There is a cost for this course of £220 + VAT (£253 inclusive of VAT) Cheques should be made payable to "VOSA" and should be attached to the form Go to 5 and complete the rest of the form in full</p>

3.	Are you returning to testing following a period of disqualification?	YES <input type="checkbox"/>	DO NOT COMPLETE THIS FORM. You must apply as if you are a new tester. Complete a VT78 form.
		NO <input type="checkbox"/>	Go to 4

4.	How long is it since you last tested?		
	0-6 months <input type="checkbox"/>	<p>Contact local Area Office to add you to list of testers YOU DO NOT NEED TO ATTEND A COURSE - if you would like to attend, there will be a cost of £220 + VAT (£253 inclusive of VAT) Complete rest of form in full.</p>	
	6 months-2 years <input type="checkbox"/>	<p>Contact local Area Office for a practical assessment at VTS YOU DO NOT NEED TO ATTEND A COURSE - if you would like to attend, there will be a cost of £220 + VAT (£253 inclusive of VAT) Complete rest of form in full.</p>	
	2 years-5 years <input type="checkbox"/>	<p>Refresher course and practical at VTS required Go to 5 and complete the rest of the form in full</p>	
	Over 5 years <input type="checkbox"/>	<p>NTTLV Course required - DO NOT COMPLETE THIS FORM You must apply as if you are a new tester - complete a VT78 form</p>	

5. Please complete in BLOCK CAPITALS

VEHICLE TESTING STATION (VTS) DETAILS

VTS number

VTS name

VTS address

VTS postcode

**VTS telephone
no. including
area code**

EXPLANATORY NOTES

VTS number and address must be completed in full or we cannot process your application.

All correspondence will be sent to this address.

Please complete. We may need to phone you to check details and arrange course dates.

APPLICANT DETAILS

Mr / Mrs / Miss / Ms

Surname

Forenames

Driver number

You **MUST** complete your driver number. We cannot process your application without this.

COURSE DETAILS

I would like a course for the following classes *tick box*

Class I & II

☐

Class III, IV & VII

☐

Timing

Urgent - will accept cancellation

Within 4 weeks

4-8 weeks

Over 8 weeks

Dates NOT available e.g. holidays

You will be automatically allocated a space on a course at the nearest training location to your VTS. We cannot guarantee that we will be able to book you a course in the time span indicated, but we will make every effort to do so.

6. Please read and sign where appropriate

DECLARATION

TO BE COMPLETED BY THE APPLICANT

I declare that the information given on this form is correct. I understand that if I pass the course:

- I will be legally responsible for the MOT test certificates and other official documents that I use
- I must notify the Authorised Examiner at my VTS (or the VOSA 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

Signed

Print Name

Date

TO BE COMPLETED BY THE AUTHORISED EXAMINER FOR THE VTS

I declare that to the best of my knowledge the information given on this form is correct. I agree to :

- Allow the candidate the necessary time and facilities to prepare for the course and practise for the demonstration test

When the applicant carries out tests, I

- Accept full responsibility for the person's actions as an MOT tester
- Shall arrange that testing is not interrupted by other work
- Understand that substandard testing may put the authorisation at risk
- Will ensure that the person applies the latest MOT testing procedures and standards
- Will notify the VOSA area office of any change which affects the person's suitability as a tester

This declaration must be signed by the person with the overall responsibility for the testing station e.g. the Owner, Partner, Director or Company Secretary

Signed

Job Title

Print Name

Date

We may take disciplinary action if, at any time, we find that a false declaration has been made on this form.

Cancellations must be made in writing to VOSA Training Services at the address below.

Please return form to:

VOSA Training Services, Berkeley House, Croydon Street, Bristol BS5 0DA

For Training Services Use Only:

Date attended course

Signature

MAKE THE MOST OF REFRESHER TRAINING

To ensure that you make the most of the refresher course, here are some tips from VOSA's Technical Trainers:

- **Read your call-up letter carefully and check the enclosed map. Make sure you know exactly where the course is being held and allow plenty of time to arrive for 08.45 check in. Make allowances for roadworks and regular traffic jams. By all means phone ahead if you are lost or late. If you arrive more than 30 minutes late, you will be turned away.**
- **Bring paper, pen, and if needed, your glasses. This is a common problem trainers come across. You'll need your glasses whether you are long or short sighted for close-up work on the manual and distance work on the board and flip chart.**
- **Bring lunch or money to buy a snack during the break.**
- **Don't bring your own MOT manual and guide. Your colleagues back at your garage will need them while they conduct tests. There are copies at the training centre to use on the course.**
- **Make sure you are familiar with the manual and its layout. This shouldn't be a problem, as a good tester will consult it regularly.**
- **If you don't test regularly, try to do a few before the course so you are entirely familiar with the process and the paperwork.**
- **Make sure you are familiar with all the equipment in you own garage, especially exhaust gas analysers. If you have any problems or queries, you can raise them on the course.**
- **Prepare for the course by listing any problems you've encountered when testing in your own garage. These will provide a useful starting point for the course, and you can guarantee that if you are having a problem with an issue, then so will other people in your group. The course is a good opportunity to discuss and share ideas.**
- **Come with an open mind. Be prepared for a new style of course. Be willing to challenge your own ideas about testing and don't be afraid to discuss any problems with the trainer.**

Remember, it's your course. Make the most of it.

Data Protection Act

The personal information you provide on this form will be used for the purposes of VOSA's statutory functions. It will not be disclosed to other organisations unless required or permitted by law. For further information, visit our Information Charter available from VOSA's website: www.vosa.gov.uk