Driver & Vehicle Standards Agency

MOT Manager Training

Every new Authorised Examiner is required to have at least one person, the AEDM, who has attended a DVSA approved MOT Managers course that covers testing responsibilities, administrative arrangements, quality systems, disciplinary and appeal processes. The course is designed to help the AEDM to fully understand the role within the MOT Service

Who to Train

Authorised Examiner Principal (AEP)

Each AE must have one or more AE Principals who has attained a Level 3 Award in MOT Test Centre Management

a. If the application to become an AE is from an individual they must attend
b. If the application is from a partnership, the partner who will exercise the most direct control over all MOT testing operations must attend
c. If the application is from a company, the director or an officer of the company having the most direct responsibility for all MOT testing operations at all sites, must attend
d. If the application is from a Designated Council, then a senior council officer having direct responsibility for all MOT testing operations must be the one to attend the course.

Authorised Examiner Designated Manager (AEDM)

AEDM would be a person from within the AE, however it may also be a senior manager who has responsibility for testing across the entire AE

Please note whilst attendance on a MOT Managers Training course has no eligibility restrictions you may not be the most appropriate person to attend. *If it is your intention to take the role of AEDM (Authorised Examiner Designated Manager and we decide you do not meet the above criteria this may prevent any application for Authorisation progressing.*

Declaration to be completed by candidate

I confirm that I have read and understood the above and I understand that if I wish to take the role of AEDM within an Authorisation I must meet the appropriate criteria and have no unspent convictions and be of good repute as defined in Appendix 7 of the MOT Testing Guide

I understand that I may be unable to progress any application for authorisation or be disqualified from MOT testing if I have knowingly entered information that is incorrect. Providing false information or failure to disclose material information may result in prosecution under the Fraud act 2006

Signature of Attendee _____ Print Name _____ Date

Type of photographic id	tick	Name on ID	Number on ID
Passport			
Driving Licence			

Declaration to be completed by Training Provider

I understand that I have verified the information provided and understand that if I have knowingly accepted information that is incorrect DVSA can refuse progress any applications for authorisation or to complete further Demonstration Tests from this Training Provider/Trainer. Providing false information or failure to disclose material information may result in prosecution under the Fraud act 2006

Training Provider _____

Signed by Trainer _____

Print Name _____ Date

This document must be retained by the Training provider in line with Awarding Organisation process and must be produced on request to the Awarding Organisation representative or any DVSA Vehicle Examiner on production of their warrant card. Failure to retain or produce this document on request will result in refusal by DVSA to progress any future VTS applications on candidates who have gained a level 3 award from this Training Provider

We collect, use and store your personal data so that we can monitor and supervise the MOT scheme in line with our statutory duties. We do not routinely share your personal data unless we have a legal duty. For example as part of a criminal investigation or to prevent fraud. Find out more at gov.uk/dvsa/privacy.

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