

# Master Locksmiths Association




**British  
Locksmiths  
Institute**


**British Locksmiths Institute**  
a Sector of  
**MASTER LOCKSMITHS ASSOCIATION**





## TRAINING FOR LOCKSMITHS


The Master Locksmiths Association offers a very successful "Locksmiths Training Programme". This commenced in September 1992 and is now recognised throughout the locksmithing industry as a qualification in its own right.

 All courses are held at the MLA's Training Workshops at Woodford Halse near Daventry in Northamptonshire.


 They provide something for everyone - from newcomers and beginners through to locksmiths with some prior knowledge who want to learn new skills, and various methods, or update existing ones.


 A course calendar is enclosed; early booking is recommended.


 Details of some of the course content are enclosed,.

 New courses are under consideration and details will be advertised in due course.


*You will be required to undergo a Disclosure and Barring Service (formerly CRB) check – the application form is enclosed in this pack and the cost of this is £36.00.*

 Accommodation is included in the cost of the General Locksmithing course (and any two day courses held at Daventry) on a bed, breakfast and evening meal basis. All refreshments during the day are also included in the overall cost.

 An attendance certificate will be provided at the end of each course.

 Full training notes are included.

£ Full payment must be made one month prior to the commencement of all courses

 Places on all courses are strictly limited and bookings, together with appropriate deposits, will be dealt with on a first come, first served basis.

## THE PROFESSIONAL LOCKSMITH

Whilst there are no essential academic qualifications required in order to become a professional locksmith, an interest in mechanical and electronic gadgetry, excellent manual dexterity, good communications/public relations, maths and possibly some carpentry skills would be an asset.

The topics listed below are just a few of the skills you will need to learn if you wish to become a professional locksmith, but it must be said that locksmithing is one of the careers in which you can never say that you know it all. New products are constantly being developed, requiring new understanding and techniques on the part of the locksmith - it's a constant challenge! There are also many specialist fields and no one locksmith would be expert in all of them.

One way of gaining entry into the profession is to become an apprentice to a local locksmith, but at the present time, these apprenticeships are few and far between, so you will need to approach local locksmiths to check if any opportunities exist

### LOCKSMITHING SKILLS

- ◆ An understanding of the principles and methods of key duplication, physical keycutting by hand, machine and code, procedures relating to security keys, and a knowledge of all principal lock types and systems and their keys. Knowledge of key types with regard to security, ease of duplication and pick resistance.
- ◆ Knowledge of British Standards relating to locks, an understanding of lock terminology and the operation of different lock types. An appreciation of lock fitting requirements and an ability to fit all types of lock. An understanding of electric locks and releases. An understanding of master keying and its implementation.
- ◆ An understanding of common lock malfunctions and their rectification. Skills in lock stripping, servicing, repair and reassembly. An appreciation of locksmithing hand and power tools, their use, care and maintenance. A knowledge of current safety legislation. Experience in the use of materials and appropriate cutting, shaping and joining methods. An ability in lock picking, manipulation and entry procedures with no or minimal damage to property.
- ◆ A knowledge of basic safe types, their construction and lock mechanisms, installation, removal, opening, malfunctions, repair and insurance company requirements.
- ◆ Product knowledge with regard to security devices for doors and windows, a knowledge of what to fit and where for best possible security, an ability to identify locks and padlocks by manufacturers names and codes, a working knowledge of door closers and floor springs, their servicing and repair.

### BRITISH LOCKSMITHS INSTITUTE

The British Locksmiths Institute is the professional Sector of the Master Locksmiths Association. The Association was founded in 1958 and has some 1500 members in its four Sectors, which comprise of the British Locksmiths Institute, the MLA Trade Sector, the MLA Affiliate Sector and the Guild of Keycutters.

For more information, contact:

**THE MASTER LOCKSMITHS ASSOCIATION**  
**5d Great Central Way, Woodford Halse, Daventry, Northants NN11 3PZ**  
**Tel: 01327 262255 Fax: 01327 262539**



# BRITISH LOCKSMITHS INSTITUTE APPLICATION FOR MEMBERSHIP

Please complete this form in **BLOCK CAPITALS**, entering details in each box.  
Do not leave blanks but enter "N/A" or "None" if appropriate.

**Please enclose £47 NON-REFUNDABLE Registration Fee and £36 for a Disclosure and Barring Records Check**

and return to: **5d Great Central Way, Woodford Halse, Daventry, NN11 3PZ**

Temporary No:

License No:


*boxes  
for office  
use only*

Title (e.g. Mr.)	<input type="text"/>	<input type="checkbox"/>				
Forename(s)	<input type="text"/>	<input type="checkbox"/>				
Surname	<input type="text"/>	<input type="checkbox"/>				
Home Address	<input type="text"/>	<input type="checkbox"/>				
	<input type="text"/>	<input type="checkbox"/>				
County	<input type="text"/>	<input type="checkbox"/>				
Postcode	<input type="text"/>	<input type="checkbox"/>				
Country	<input type="text"/>	<input type="checkbox"/>				
Telephone No.	<input type="text"/>	<input type="checkbox"/>				
Email Address	<input type="text"/>	<input type="checkbox"/>				
Date of Birth	<input type="text"/>	<input type="checkbox"/>				
Place of Birth	<input type="text"/>	<input type="checkbox"/>				
Current Job Description	<input type="text"/>	<input type="checkbox"/>				
Present Employer	<input type="text"/>	<input type="checkbox"/>				
If employer is a MLA member please give their Registration Number	<input type="text"/>	<input type="checkbox"/>				
Work Address	<input type="text"/>	<input type="checkbox"/>				
	<input type="text"/>	<input type="checkbox"/>				
Include Postcode	<input type="text"/>	<input type="checkbox"/>				
Telephone No.	<input type="text"/>	<input type="checkbox"/>				
Facsimile No.	<input type="text"/>	<input type="checkbox"/>				
Date joined Company	<input type="text"/>	<input type="checkbox"/>				
If unemployed please state date employment ceased	<input type="text"/>	<input type="checkbox"/>				
If self-employed, please give the following information						
Business Name	<input type="text"/>	<input type="checkbox"/>				
Business Address	<input type="text"/>	<input type="checkbox"/>				
If different from home	<input type="text"/>	<input type="checkbox"/>				
Address for correspondence	<table border="1"> <tr> <td>Tick</td> <td>Home address</td> <td>OR</td> <td>Work address</td> </tr> </table>	Tick	Home address	OR	Work address	<input type="checkbox"/>
Tick	Home address	OR	Work address			
How long have you been a trainee/practising Locksmith?	<input type="text"/>	Years	<input type="checkbox"/>			
Have you ever applied for Membership before?	<input type="text"/>	Yes/No	<input type="checkbox"/>			
If YES, please give dates	<input type="text"/>		<input type="checkbox"/>			
Have you ever been refused membership?	<input type="text"/>	Yes/No	<input type="checkbox"/>			
If Yes, please give details	<input type="text"/>		<input type="checkbox"/>			

**Membership Categories-brief details below.** Bylaws giving full classifications are issued with acknowledgement of application.

**PLEASE NOTE: ALL APPLICATIONS WILL BE PROCESSED AT STUDENT LEVEL UNTIL THE RELEVANT EXAMINATIONS HAVE BEEN PASSED.**

Please tick one box

**Student** - less than 12 months in locksmiths trade  
**Advanced Student** - minimum 12 months in locksmiths trade & Pass Entry Exam  
**Member** - minimum 4 years in locksmiths trade & Pass MBLI Exam  
**Associate** - active members of locksmith/security industry but not locksmiths  
**Rejoining** - ***please state category last held***  
- ***date membership ceased***



1. Last Employer

Date of employment

Telephone number

Job Description

2. Previous Employer

Date of employment

Telephone number

Contact for Reference

The following referees will be requested to supply written references.

Referees must not be related to the applicant unless he/she is a Member of the British Locksmiths Institute.

One referee MUST be a Member of the BLI or a professional person who can supply a personal reference.

Checks may be made with any other appropriate sources.

**1ST REFEREE**

Name

Profession

BLI Licence Number

Address

County

Postcode Country

Telephone No.

**2ND REFEREE**

Name

Profession

BLI Licence Number

Address

County

Postcode Country

Telephone No.


The British Locksmiths Institute requires that the character of each of its members is beyond reproach.

You will need to have a DBS check which will be undertaken by us at a cost of £36

In addition, it is essential that ALL applicants answer the following questions otherwise applications will not be accepted. Have you: -

a) ever been convicted of any offence involving fraud, other dishonesty or violence?

YES  NO

b) ever been convicted of any other offence, excluding minor traffic offences?

YES  NO

c) been adjudged bankrupt or, in Scotland had your estate sequestered, within the last ten years?

YES  NO

d) had any County Court judgement connected with Trading Practices recorded against you within the last three years?

YES  NO

If you have answered YES to any of the above questions, please give full details (using a separate sheet if necessary)

Offence

Court

Date

Result

Comments

## DECLARATION

I certify that I have read this form, answered the questions truthfully and understand that these answers are part of my application for membership.

I understand that failure to disclose any conviction which subsequently comes to the notice of the Board of Directors of the Master Locksmiths Association will immediately invalidate membership.

In the event of the answers I have given changing at any time I will immediately notify MLA Head Office.

I will abide by the Bylaws of the Master Locksmiths Association and will assist the Association in achieving its objectives.

I understand that membership of the BLI is a personal membership and cannot be used in any form of advertising.

I undertake not to use any logos, Coat of Arms or title other than those designated by the Bylaws.

I will return membership certificates and identity cards and cease using any reference to BLI if my membership is terminated.

I enclose 2 passport size photographs of me, one endorsed on the reverse by 1 of my referees, confirming that it is a true likeness of me.

*please tick*

**NON -REFUNDABLE Registration fee of £47 + £36 for DBS check enclosed**

*please tick*

Please make cheque payable to MASTER LOCKSMITH ASSOCIATION or MLA

Signed

Date

## DATA PROTECTION ACT

Information given on this form will be held on computer as part of the MLA's Membership Database.

Postal details may be given to Regional Officers for circulation of regional meeting details.

## GUIDANCE NOTES

This application is for **membership** of the British Locksmiths Institute and is not a qualification.

BLI Qualifications are by examination.

When your application has been successfully processed, payment will be required to pay the Annual Subscription

During their course of work, many locksmiths will come into contact with vulnerable persons, people in vulnerable situations, will attend secure sites and private dwellings. It is, therefore, imperative that the MLA can recommend its members with full confidence

Referees must not be related to the applicant unless he/she is a Member of the British Locksmiths Institute.

One referee **MUST** be a Member of the BLI or a professional person who can supply a personal reference.

You will be advised if further checks are required from any other appropriate sources.

The completion of the form is deemed to be part of the application for membership of the British Locksmiths Institute and must be submitted at the time of application for membership.

Applicants who are granted membership of the Institute are advised that this form will become the property of the Master Locksmiths Association and will form part of the records of the Association. Applicants to whom membership is refused, for whatever reason, may request this form to be returned to them. Please indicate whether you wish for this form to be returned or destroyed if membership is refused.

If you require assistance or advise on completing any part of this form, please do not hesitate to contact MLA Head Office

Return:

Destroy:

# MASTER LOCKSMITHS ASSOCIATION

## NOTES TO APPLICANTS FOR TRAINING COURSES

1. A non-refundable deposit is required for each course; amounts are shown on the attached syllabus sheets.
2. Prior payment secures booking – All course fees are to be paid in full one month prior to commencement of course.
3. Attendance at a course requires a membership application form to be completed and two written references received. You will be required to undertake a Disclosure and Barring Service check – formerly the Criminal Records Bureau - and the cost of this is £36.
4. The Bylaws state that an Advanced Student must “have served at least twelve months in the Locksmithing trade or attended a BLI training course” and have passed the Entry Examination.
5. Where attendance at a course is cancelled by the student less than 10 working days prior to its commencement, the course fee will remain payable in full.
6. Where such a request is made owing to illness of the candidate, this charge will be waived subject to production of a medical certificate.
7. Where a request for transfer to an alternative course is received less than 10 working days prior to commencement of the course, an administrative charge of £25 will be payable.
8. Prices are valid at the time of printing. We reserve the right to change these at any time.
9. The right is reserved to change and/or adjust the content of any course as deemed necessary.
10. The right is reserved to cancel any course subject to full refund or an alternative booking.
11. Any electrical equipment you intend to use on MLA premises must be tested to ‘pat’ specifications, you should note that most new appliances have not been tested.



# BRITISH LOCKSMITHS INSTITUTE

## GENERAL LOCKSMITHING

General Locksmithing Course is available condensed into an intensive one-week course.

**DURATION:** Full week (Monday – Friday)

### PROGRAMME INCLUDES:

History of Locks, terminology and types of locks in use, operation and application  
 Health and Safety video and coffee time together  
 Workshop Safety and Good Practice Procedures. Basic Locksmith Tools i.e. files, Shims etc  
 Principle of Lever Mechanisms and Key Differs  
 Stripping and reassembling of Lever Locks  
 Mortice blank identification and the basics of key cutting to pattern and by hand  
 Key Machine Safety, operation and maintenance for Mortice and Cylinder Machines  
 Disc Tumbler Mechanisms – Stripping and reassembling  
 Key Procedures for Restricted and Registered Keys  
 Principles of Pin Tumbler Mechanisms  
 Stripping and reassembling of Pin Tumbler Mechanisms  
 Cylinder Blank Identification and the basic of key cutting to pattern  
 Product Knowledge –Main Manufacturers and their products – Awareness of Specialised Locks Fire  
 Exit Door Locks – Door Closers Application and use  
 Locksmiths Image and Customer Care  
 Door and Frame Construction – Suitability for Lock Fitting  
 Locksmiths Tools for lock Fitting and Use of  
 Mortice Lock Fitting by lecturer and Students  
 Padlocks and locking Bars. Use and Application  
 Window and Ancillary Door Locks  
 Rim Locks Fitting by Lecturer and Students  
 Specialist Door Locks, UPVc, Aluminium and Multi-point  
 Mechanical and stand alone Digital Locks, Application, Servicing and Maintenance  
 Summary of Training and Questions and Answers on Course to-date  
 Brief History of safes, Types in Current use, Freestanding and Underfloor  
 Installation of Wall, Underfloor and Freestanding  
 Stripping a Rim Cylinder and cutting a key by hand  
 How to overcome problems with badly worn keys and locks  
 Cut a key to a Mortice Lock (not bushed) and cut a duplicate on the key machine  
 Cut a key to a Mortice Lock continued  
 How to overcome problems with badly worn Mortice keys/locks and discuss the reasons for its possible malfunction  
 Cut a Key to Mastered/Bushed Mortice locks and cut duplicate on a key machine  
 Basic of Master Keying lever Mechanisms and Pin Tumbler Mechanisms  
 Cut a key to a Cabinet Lock and cut a duplicate on a Key Machine  
 Cut a Key to a Safe Lock and cut a copy on a Key Machine

***This course does NOT teach opening techniques – this is available once a course has been completed or an ENTRY EXAMINATION is passed.***

**PLACES ON FULL-WEEKS COURSES WILL BE RESERVED UPON RECEIPT OF A NON-REFUNDABLE £165 DEPOSIT.**

**THE BALANCE OF THE COURSE FEE BEING DUE ONE MONTH PRIOR TO THE COURSE DATE, AFTER WHICH NO REFUNDS WILL BE MADE.**

# Introducing the MLA's Encyclopaedia of BS Mortice Locks & More

The image displays several screenshots from the MLA's Encyclopaedia of BS Mortice Locks & More. On the left, a screenshot titled 'Chubb Detainer Details' shows nine numbered images of detainer components. In the center, a screenshot titled 'Union 51vr BS Sash Lock BS 3621 2004' provides a detailed entry for a specific lock model. This entry includes a 'Lever Gate & Bolt Stump' image, a 'General Description' table, an 'Entry Method' section, and 'Genuine Keys' images. On the right, a screenshot titled 'Chubb 3K74 51vr BS Sash Lock BS 3621 1998' shows two views of the lock mechanism.

**The ideal reference point for mortice locks**

- Life-size pictures
- Keyhole identification
- Lock standards

This Encyclopaedia Of BS Mortice Locks & More is intended to be by members, for members and this vital source of information is provided free of charge to those attending the MLA's General Locksmithing Course.

The intention of the publication is to provide an on-going "living" lock ID and info resource. Something that will expand as more and more locks are included. For this reason the design is a loose leaf binder with laminated pages, thereby enabling you to take the appropriate page only to where you need it, and not having to worry if it's raining!

The majority of locks we have included are 64mm sashlocks, these will generally give all the information required for opening the sashlock and deadlock whether 64mm or 80mm.



Included FOC in  
with your  
General  
Locksmithing  
Course  
Updates £TBC





**BRITISH LOCKSMITHS INSTITUTE  
TRAINING COURSE BOOKING FORM**



Please complete this form in full. It may be photocopied if necessary.

***Right is reserved to change or cancel any course***

Name of Course: ..... Date of Course: .....

Name: ..... Membership No: .....

Address: .....

.....

Contact telephone number/s: .....

A non-refundable deposit of £165.00 is required to reserve a place on any training course. Payment must accompany the booking form and cheques should be made payable to: The Master Locksmiths Association.

If you wish to pay by credit card then please complete the details below.

Credit Card Type (Not American Express):

Credit Card No:     /     /     /     /

Start Date :   /   Expiry Date :   /   Issue No:   Security No:

Amount Being Paid: £ \_\_\_\_\_

***I understand that this is a non-refundable deposit and I undertake to pay the balance of £ ..... one month prior to commencement date and that non-payment of the balance by this date may result in the loss of my place on this course.***

***Signature:*** .....

**Note:** ***On some courses you will be required to bring your own tools. A list will be issued with your course confirmation documents.***



## MASTER LOCKSMITHS ASSOCIATION

### Application for a Disclosure and Barring Service Check (Formerly CRB)

Please complete this form, you are advised to keep a copy for your records.

Name .....

Address: .....

.....

Post Code: .....

**The cost for this service is £36.00 and payment must accompany the application.**

**Cheques should be made payable to: The Master Locksmiths Association.**

*Print Name:*

# MASTER LOCKSMITHS ASSOCIATION

## BOOK LIST

For students on training courses the following books can be purchased: -

Locksmithing Techniques by Bill Phillips	£25.00 + £5.00 pp
Locksmithing from Apprentice to Master by Joseph E Rathjen	£22.00 + £3.50 pp
Complete Book of Locks and Locksmithing by Bill Phillips	£25.00 + £5.00 pp
An Introduction to Auto Locksmithing (Course Notes) – Ron Wakley	£150.00 + £3.50 pp

If you would like to order any books please complete the attached slip and return by post to  
MLA Head Office or fax on 01327 262539

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Please forward the following book(s): -

Title	@£	+pp	Total
<b>Grand Total :</b>			

TO: -

Name: .....

Address: .....

.....

.....

I have enclosed a cheque

Please charge my credit card as follows: -

Credit Card Type (Not American Express):

Credit Card No:     /     /     /     /

Start Date :   /   Expiry Date :   /   Issue No:   Security No:

Amount Being Paid: £ \_\_\_\_\_

Signed: .....



## **BRITISH LOCKSMITHS INSTITUTE**

### **ENTRY EXAMINATION**

#### **NOTICE TO CANDIDATES**

The examination consists of the following questions:-

- History of Locks
- Lock Terminology
- Pin Tumbler Mechanisms
- Disc Tumbler Mechanisms
- Key recognition, part identification, key cutting
- Lever lock mechanisms
- Basic master keying principles
- Basic product knowledge
- Health & Safety legislation & its place in Locksmithing
- History of Safes
- Basic Safe construction
- Trading Standards
- Commercial furniture locks
- Key machines, setting, maintaining, safety
- MLA Guidelines
- Standard lock services procedures.
- Standard mechanical digital locks
- Other basic locking methods – sheds – ladders – bikes –etc
- UPvC & Door Closers

**Questions will be in two sections - Multiple Choice and Short Answer (using either brief statements or explanations). Short Answer questions can also be drawings or diagrams or a combination of written and drawing.**

***Monies paid are non-refundable except in extenuating circumstances***



**BRITISH LOCKSMITHS INSTITUTE  
ENTRY EXAMINATION BOOKING FORM**

Please complete this form in full, it may be photocopied if necessary. You are advised to keep a copy for your records.

**Please note that examination fees are non-refundable and non transferable (except in extenuating circumstances). Right is reserved to change or cancel any examination**

Entry Exam ..... Exam Date: .....

Name: ..... Membership No: .....

Non-members must supply a Criminal Record Check

Address: .....

Contact telephone number/s: .....

**It is essential that you bring some form of photographic ID when attending this examination.**

**FEES:**

**Entry Examination**

£60.00 - member rate  
£200.00- non-member

**Entry Examination with City & Guilds Certification**

£129.50 - member rate  
£269.50- non-member rate

***All prices are inclusive of VAT***

Payment must accompany the booking form and cheques should be made payable to:  
The Master Locksmiths Association.

If you wish to pay by credit card then please complete the details below.

Credit Card Type (Not American Express):

Credit Card No:     /     /     /     /

Start Date:   /   Expiry Date:   /   Issue No:   Security No:

Amount Being Paid: £ \_\_\_\_\_

# 2013 COURSE/EXAM COSTS

PLEASE NOTE: OPENING TECHNIQUES ARE NOT TAUGHT ON "GENERAL" COURSES  
**PLEASE CHECK YOUR ELIGIBILITY TO JOIN ANY COURSE**

			MEMBER RATE	APPLYING MEMBER RATE FOR COURSES/NON MEMBER RATE FOR EXAMS
<b>JANUARY</b>	07-11	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
<b>FEBRUARY</b>				
	12-13	Electrical Access/ Safety	£695.00 inc VAT & Accom	N/A
	18 - 22	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
<b>MARCH</b>				
	14-15	Opening Course	£695.00 inc VAT & Accom	N/A
	16	BLI Exam	£280.00 inc VAT (£70.00 per element)	£450.00 inc VAT (£112.50 per element)
	21-22	UPVC Course	£770.00 inc VAT & Accom	N/A
<b>APRIL</b>				
	08-12	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
	13 - 14	Safe Course	£615.00 inc VAT	N/A
	18-19	Auto Course	£695.00 inc VAT & Accom	£810.00 inc VAT & Accom
<b>MAY</b>				
	20-24	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
<b>JUNE</b>				
	06-07	BLI Modular Coaching and Exam	£90.00 per element inc VAT	N/A
	11-12	Opening Course	£695.00 inc VAT & Accom	N/A
<b>JULY</b>				
	01-05	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
	10	Safe Exam	£280.00 inc VAT (£70.00 per element)	N/A
<b>AUGUST</b>				
<b>SEPTEMBER</b>				
	02-06	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
	21-22	Opening Course	£695.00 inc VAT & Accom	N/A
<b>OCTOBER</b>				
	02	BLI Exam	£280.00 inc VAT (£70.00 per element)	£450.00 inc VAT (£112.50 per element)
	14-18	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
	23-24	Electrical Access/Safety	£695.00 inc VAT & Accom	N/A
<b>NOVEMBER</b>				
	02-03	Safe Course	£615.00 inc VAT	N/A
	07-08	UPVC Course	£770.00 inc VAT & Accom	N/A
	14-15	Auto Course	£695.00 inc VAT & Accom	£810.00 inc VAT & Accom
	25-29	General Locksmithing Course	£1660.00 inc VAT & Accom	£1880.00 inc VAT & Accom
<b>DECEMBER</b>				
	05-06	Opening Course	£695.00 inc VAT & Accom	N/A
	07-08	BLI Modular Coaching and Exam	£90.00 per element inc VAT	N/A

Additional courses are run throughout the year, please contact HO for details or check our website:  
[www.locksmiths.co.uk](http://www.locksmiths.co.uk)

The Entry Examination can be taken at MLA headquarters (subject to staffing levels) or at a Regional meeting, both by prior arrangement. The cost of this exam for members is £60 inc VAT or £200 inc VAT for non members, there is an additional cost of £69.50 for City and Guilds Accreditation.

**RIGHT IS RESERVED TO CHANGE OR CANCEL ANY COURSE**



# MASTER LOCKSMITHS ASSOCIATION

SUBSCRIPTIONS AND FEES to 30/6/2013 (please note that a pro rata payment will be applicable for anyone joining part way through a subscription year)

## SUBSCRIPTIONS

**COST**  
*(Inclusive of VAT @ Current rate)*

### **MLA AFFILIATE SECTOR**

AFFILIATE (<£1m turnover)	<b>£542.00</b>
AFFILIATE (>£1m <£5m turnover)	<b>£1046.00</b>
AFFILIATE (>£5m turnover)	<b>£1565.00</b>
AFFILIATE MEMBER EMPLOYEE	<b>£5.00*</b>

### **MEMBERSHIP**

COMPANY (MAIN)	<b>£382.00</b>
COMPANY (BRANCH)	<b>£207.00</b>
PERSONALTRADING MEMBER	<b>£79.00</b>
FELLOW	<b>£79.00</b>
MEMBER	<b>£79.00</b>
ASSOCIATE	<b>£79.00</b>
ASSOCIATED LOCKSMITH	<b>£93.00</b>
APPROVED COMPANY EMPLOYEE	<b>£5.00*</b>

### **BRITISH LOCKSMITHS INSTITUTE (BLI)**

STUDENT	<b>£93.00</b>
ADVANCED STUDENT	<b>£79.00</b>

### **GUILD OF KEYCUTTERS**

MEMBER (Per Address)	<b>£115.00</b>
IF MLA APPROVED COMPANY MEMBER	<b>£73.00</b>

### **FEES**

ENROLMENT (Approved Company)	<b>£120.00</b>
ENROLMENT (BLI)	<b>£47.00</b>
RE-JOINING	<b>£47.00</b>

### **POSTAGE FOR OVERSEAS MEMBERS (ALL CATEGORIES)**

EUROPE/EU = **£25.00**      AIR ZONE 1 = **£35.00**      AIR ZONE 2 = **£37.00**  
*To be added to subscription costs*

**PLEASE SEND YOUR ENROLMENT FEE ONLY WITH YOUR MEMBERSHIP APPLICATION, YOU WILL BE INVOICED FOR YOUR SUBSCRIPTION FEE ONCE YOUR MEMBERSHIP APPLICATION HAS BEEN APPROVED**

\*Employee membership is to enable CRB checks to be performed for training/exams to be undertaken and/or ID card to be issued. It is only, applicable to MLA Affiliate and Approved Companies.

## **Notes on progression of membership**

Thanks for your interest in Locksmithing training. The MLA's General Locksmithing course provides a starting point for newcomers and beginners to the industry, who will be looking to further their membership by training and examination and ultimately become members of the Masters Locksmiths Association.

By undertaking our training you are also enrolling as a student member of the British Locksmiths Institute, which is the training & accreditation sector of the Master Locksmiths Association.

Having a long history of providing training to locksmiths (either those who are starting off in the trade or those who want to further their knowledge in specific technical areas), the MLA has been awarded the prestigious City & Guilds "Approved Centre" status (No. 027758) and the association also offers a tailored City & Guilds award in Basic Locksmithing (No. 1841) which is based on its entry exam and this is an option worth considering when you wish to take the entry exam.

The entry exam is a 45 minute written paper (short essay style, multi choice questions) which may be taken, by prior arrangement, either here or at a regional meeting. We try to encourage our members to attempt this exam within the first twelve months, but you are able to attempt it earlier if you wish to do so. Once this exam is passed your membership moves from student level to advanced student level.

The BLI exam is a four part examination, three parts are practical and one part is written, practical elements include: opening a BS Lever Mortice Lock, fitting a Euro Mortice Lock and cutting a Stepped (lever) Key. All four parts of this examination must be passed before the Qualified Master Locksmiths Certificate is gained, although you do not have to re-sit the whole exam if you fail any element, you may just retake that section, it should be noted that this examination can only be taken at Daventry HQ (although the written part could be taken at regional meetings).

N.B. the speed at which you take these exams is down to you and how confident you feel with your skills and knowledge. We would realistically expect a couple of months experience before tackling the entry exam and (unless already experienced) then a couple of years' experience before going for the BLI exam. (Please note you can go straight for the BLI exam if you don't want to take the entry exam.)

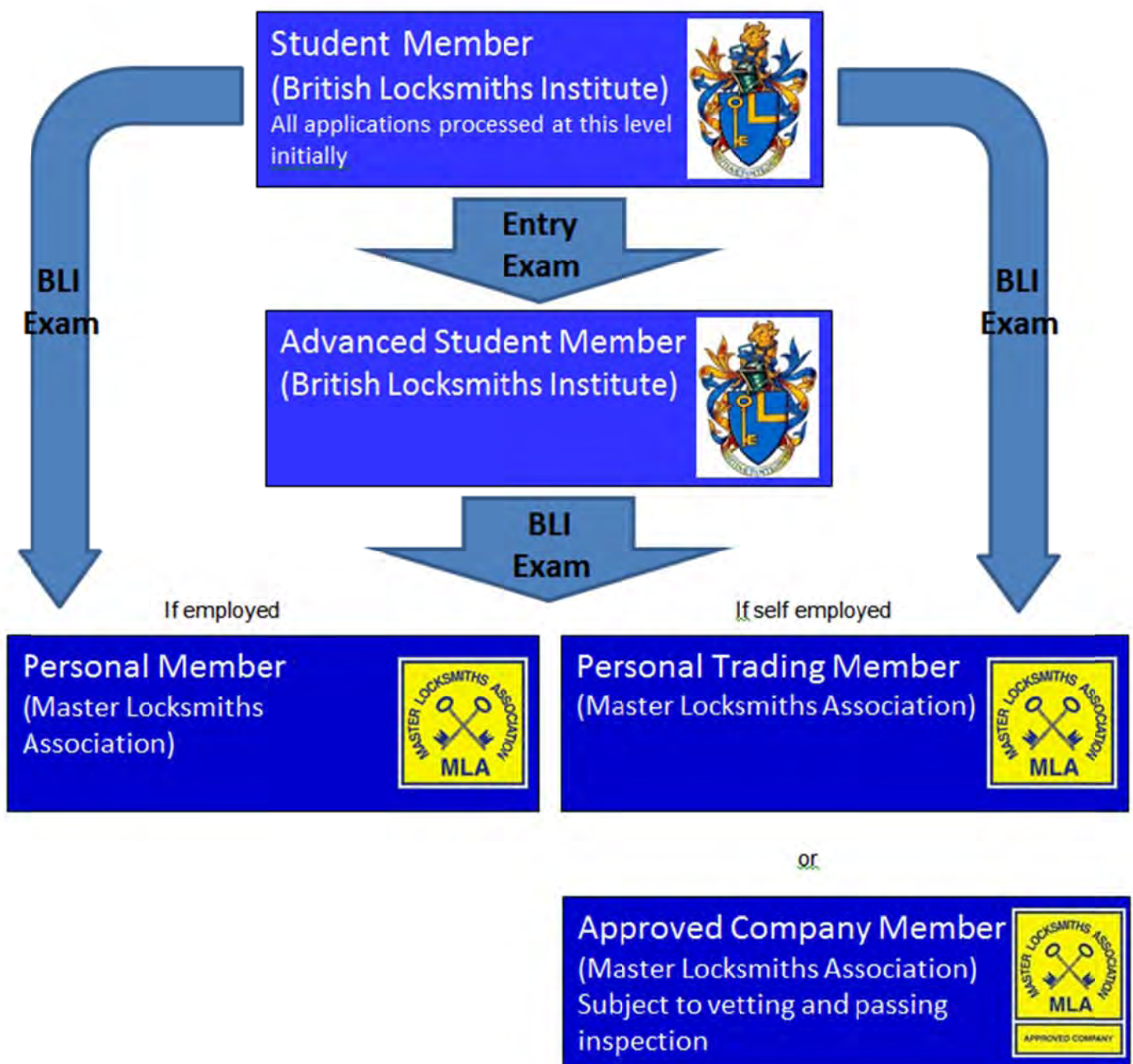
Once this exam has been passed then you progress to membership of the MLA itself. The level of membership depends on your employment status. If you are self-employed you have the option to become a "Personal Trading Member" or to gain maximum benefit from your membership (i.e. being able to use the logo, be promoted on the MLA website and in the Handbook) they you may want to consider going for Approved Company status. The qualification is one of the criteria required for this (the others being vetting and inspection) – more details on this are available in the MLA's Approved Company Membership pack, available from the office.

If on the other hand you are employed by a locksmith company then you can become a full Personal member

Information on the exams and all further training is available from Head Office. Please let us know if you require any additional information

The Master Locksmiths Association provides on-going training for its members including technical courses in areas such as Opening Techniques, Safes, Electrical Access and Auto, and also regularly hosts one day information seminars. These courses are regularly promoted in our members only journal Keyways, or on our website [www.locksmiths.co.uk](http://www.locksmiths.co.uk). It's worth noting that as members you will have access to the MLA's forum, the ideal venue for asking questions, buying/selling items and generally finding out the latest trends in the industry.

Hopefully this may have answered some of your queries but please do feel free to visit the office if we can assist you further. Enjoy your course and we look forward to you progressing through the various tiers of membership with us in the future.





## **BLI EXAMINATION RESUME**

**The examination will consist of 4 elements:-**

### **WRITTEN PAPER**

**TIME ALLOWED: ONE HOUR**

The written paper will comprise of 50 questions in a combination of short answer and essay style. (Some questions may require a sketch).

The questions will be a broad spectrum of locksmithing, including safes, access control, vehicle locksmithing and lever and pin tumbler mechanisms.

This paper only may be taken at a regional meeting, at the discretion of the examination board and by prior arrangement with Headquarters.

### **PRACTICAL TESTS**

#### **1. OPEN A BS 5 LEVER MORTICE LOCK AT A WORK STATION**

**TIME ALLOWED: ¾ HOUR**

The above lock will be one in common use and can be opened by drilling or manipulation. If opened by drilling then 1 hole up to 8mm or (subject to the lock being correctly identified) 2 holes of up to 6mm each are allowed. (Bigger or more holes will result in an automatic fail) Marks will be awarded for correct identification together with the level of skill demonstrated.

#### **2. FIT A EURO MORTICE DEADLOCK TO A DOOR**

**TIME ALLOWED: 1½ HOUR**

You will be required to fit a Euro Cylinder Operated Deadlock with Security Escutcheons and Box Striker to a door in a workstation at the examination centre.

Assessors will examine this at the conclusion. A high standard of workmanship will be expected. This is a test of your carpentry skills and lock-fitting jigs will not be allowed. Marks will be awarded according to the level of skill demonstrated. N.B. The relevant Personal Protective Equipment must be worn.

#### **3. CUT A STEPPED (LEVER) KEY**

**TIME ALLOWED: ONE HOUR**

This is a test of bench skills i.e. using hand tools, not machines, key and lever reading type gauges are not allowed.

You will be required to make a key to a detainer lock on the bench. Basic facilities are available, such as vices and blanks but you are to provide the hand tools required to complete the task.

Your key must be of sufficient standard to operate the lock using your usual method of finishing. The lock must work with the original key on completion. Your step cuts and spacing must be a faithful reproduction of the manufacturers' original with particular regard to stepped heights, spacing, finish and radius.

## GENERAL GUIDANCE

The cost for this exam is:

**Members: £280.00 (£70 per element)**

**Non-members: £450.00 (£112.50 per element)**

***All prices are inclusive of VAT***

***Monies paid are not refundable.***

- You are to provide all tools and ancillary equipment as if you were attending a customer's address.
- Any mains electrical equipment you intend to use on MLA premises must be "PAT" tested.
- No borrowing of tools will be allowed in the examination centre.
- Any candidate uncertain about the above conditions should ask for clarification.
- Any candidate not providing the tools will be disqualified.
- The MLA reserves the right to terminate your examination at any stage, if unsafe or unfair practice is discovered.
- Eye protection must be worn (failure to do so can result in failure)



**BRITISH LOCKSMITHS INSTITUTE  
EXAMINATION BOOKING FORM**

Please complete this form in full, it may be photocopied if necessary. You are advised to keep a copy for your records.

**Please note that examination fees are non-refundable and non transferable (except in extenuating circumstances). Right is reserved to change or cancel this examination.**

BLI Examination ..... Exam Date: .....

Name: ..... Membership No: .....

**A Disclosure and Barring Service Check is required (formerly CRB)**

Address: .....

Contact telephone number/s: .....

**It is essential that you bring some form of photographic ID when attending this examination.**

**BLI EXAMINATION FEES: All prices are inclusive of VAT**

£280.00 - member rate

£450.00 - non-member rate

**Re-sit £70.00 - per element - member**

**£112.50 - per element - non-member**

Payment must accompany the booking form and cheques should be made payable to:  
The Master Locksmiths Association.

If you wish to pay by credit card then please complete the details below.

Credit Card Type (Not American Express):

Credit Card No:     /     /     /     /

Start Date:   /   Expiry Date:   /   Issue No:   Security No:

Amount Being Paid: £ \_\_\_\_\_

**Note: On practical examinations you must bring the tools you would routinely use.**

## **MLA develops a Modular Coaching/BLI Exam which proves to be a great success**

The Training committee and the MLA Board members have been concerned for some time that there are a lot of very accomplished trading locksmiths who attend regional meetings, Expo, Wholesalers open days etc. yet are not Members of the MLA or BLI. Research has taught us that although many of them would like to join, that there seems to be a fear of the unknown and perhaps a little trepidation in the lack of confidence that they might fail the exam.

Beside these, there are many company employees and existing BLI student/advanced student members who for similar unfounded reasons are also frightened of taking the exam.

Also, there has been a concern that some of those who have taken the BLI exam in the past and failed parts of it were more than capable of success, but were overcome on the day by nerves. Perhaps not surprising considering that for many of them this may have been their first visit to the MLA's HQ.



With all this in mind it was decided that in line with other institutions, we would not only allow the exam to be taken in a modular fashion, thereby allowing people to take the elements they wanted, in the order they wanted and at the speed they felt comfortable with, but also introduced an alternative to the standard BLI exam, which over 2 days included refresher coaching prior to each module, in order to help settle the candidates down and to point out exactly what the invigilator was looking for in a successful pass.

The first of these modular coaching/BLI exams took place in December 2012 over two days with a total of seven candidates in attendance. They were a mixed bunch consisting of existing students, company employees and long trading self-employed locksmiths who wish to become Approved company members.

Prior to each module the candidates are settled down with a cup of tea for an informal chat and refresher instructions/demonstrations and a lecture appertaining to the module in question with some hands on practice if applicable. A full demonstration of the key making is given and good and bad examples of the lock opening and lock fitting are shown.

After which each individual module is carried out under strict exam conditions.

Two modules are completed each day, and lunch is provided. Candidates can (and indeed in this instance did) choose to only take certain elements rather than all 4 if they so wish.

We were delighted to note that all the December attendees passed with very high marks.

All 7 passed the written paper with high marks, the lowest being 74% and one achieved 97 %

Of those doing the opening (6) all completed the task in under 25 minutes with one of them picking open a Chubb 3G 114 in less than 14 minutes.



Of the 3 fitting a Euro Mortice dead lock, all made a very neat professional job with only one of them losing points for a slightly oversized cut out for the Euro cylinder but a good shape none the less.

The 4 making keys to a Chubb 110 lock by hand were good with very acceptable pass marks, even though not quite perfect, except for one who's finished key was an excellent piece of engineering IMHO, for which he achieved a 100% pass mark

To sum up, all the students felt that settling them down at the start and alleviating their nerves and knowing what we were looking for as a finished result were major factors in their success.



Below is a quote received from one of the candidates in an email after the event.



*“Just wanted to say thanks again for all you did to make the two days such a success. I'm delighted to have 'made the grade' and feel the time and money I've invested over the year with the MLA has been really worthwhile; the training and support has been fantastic. I'll start working towards getting approved company status as soon as possible.*

*My only regret is that nerves got the better of me and I had to resort to the drill for the opening!”*

**So there you have it in a nut shell. If you have any doubts as to your ability to pass the exam, or concerns over what exactly is involved, then this might be the way forward for you. You can of course still sit the exam the old way if you wish but for just a few extra pounds this might be the way for you to go.**

**The cost for taking the exam in this fashion is currently £90 (incl VAT) per element.**

**For details on how to take the exam in this fashion simply contact head office on 01327 262255 or e-mail [training@locksmiths.co.uk](mailto:training@locksmiths.co.uk)**



# **BLI Safe Engineer** **Exam Resume**

## **Practical Paper (3 hours)**

- a) Cut to pattern Mauer 71111 President Lever key using a Lancer Mk1. (Examinee to check set up of machine, no lock allowed, key to be finished in your usual manner, genuine blank will be supplied)
- b) Cut by Hand 7 Lever Safe Lock Key (S2, lock must not be altered, genuine blank will be supplied)
- c) i) Dismantle and reassemble ready to accept new keys Lagard 2200 & Rosengrens ABN (Specific tools can be used – to be brought by student. The key will be provided by the invigilator when lock is ready to accept.)  
  
ii) Reset to replacement keys S&G FAS lock & Rosengrens RKL10 lock  
  
iii) Reset the following combination locks: (select change keys from random selection)
  - 1. Chubb Bankers – Direct Drive (bronze case)
  - 2. Chubb Bankers – Indirect Drive (late model black case with internal indirect drive)
  - 3. S&G Vault Lock
  - 4. S&G 3 Wheel Lock or Lagard 3 Wheel Lock or Chubb 3 Wheel Lock or MK 4 Manifoil Lock (invigilator will choose)  
iv) Find the fault with a 4 wheel S&G lock and rectify. Change to factory code and highlight what the code is  
  
v) Change the combination to a Lagard 33E  
  
vi) Add a user and delete a user on a Lagard 66E

*N.B Students will be allowed to bring in instructions/manuals etc.  
Students will be held liable for any damage to locks / replacement at market value  
Sections a & b have to be passed and then 4 out of the 6 parts of section c have to be passed in order to pass the practical paper.*

## **Written Exam Paper (1 Hour)**

- d) 18 written questions (short answers) covering general safe knowledge including product knowledge, fault diagnosis, factory sets for combination locks etc. A total of 28 points or more from the available 42 points are required to pass the written paper.

## GENERAL GUIDANCE

**The cost for this exam is:**  
**Members: £280.00 (£70.00 per element; a,b,c & d)**  
***All prices are inclusive of VAT***  
***Monies paid are not refundable.***

You are to provide all tools and ancillary equipment as if you were attending a customer's address.

Any mains electrical equipment you intend to use on MLA premises must be "PAT" tested.

No borrowing of tools will be allowed in the examination centre.

Any candidate uncertain about the above conditions should ask for clarification.

Any candidate not providing the tools will be disqualified.

The MLA reserves the right to terminate your examination at any stage, if unsafe or unfair practice is discovered.

Eye protection must be worn (failure to do so can result in failure)



**BRITISH LOCKSMITHS INSTITUTE  
SAFE ENGINEER EXAMINATION BOOKING FORM**



Please complete this form in full, it may be photocopied if necessary. You are advised to keep a copy for your records.

***Please note that examination fees are non-refundable and non transferable (except in extenuating circumstances). Right is reserved to change or cancel this examination.***

BLI Safe Engineer Examination :      Full Exam / Re-sit    (please circle)

If re-sit which elements: .....

Exam Date: .....

Name: ..... Membership No: .....

**A Disclosure & Barring Service Check is required**

Address: .....

.....

Contact telephone number/s: .....

***It is essential that you bring some form of photographic ID when attending this examination.***

**BLI EXAMINATION FEES:    *All prices are inclusive of VAT***

£280.00 - member rate

***Re-sit £70.00 - per element – member***

Payment must accompany the booking form and cheques should be made payable to:  
The Master Locksmiths Association.

If you wish to pay by credit card then please complete the details below.

Credit Card Type (Not American Express):

**Credit Card No:**        /     /     /     /

Start Date:   /      Expiry Date:   /      Issue No:      Security No:

Amount Being Paid: £ \_\_\_\_\_

***Note:    On practical examinations you must bring the tools you would routinely use.***