

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


You will be required to undergo a Standard DBS check in order to join as a member (or a basic disclosure if only taking some of the training modules) – the application form for the DBS check is enclosed in this pack and the cost of this is £36.00.

 Accommodation is not included in the cost of the training, however details for local hotels and B&Bs can be provided on request. All refreshments during the day are also included in the overall cost.

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

 Training notes are included for most courses.

£ 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



Comprehensive Member Benefits For Individuals & Companies:

- ID Card
- Free copy of Keyways (the MLA's journal)
- Attendance at regional Meetings
- Access to the MLA web based forum
- Discounted MLA training & exams
- Supplier Discounts

In Addition to This You'll also Receive all of These Financial Benefits:

- Substantial discounts off cars/vans from a range of leading manufacturers for business/personal users (including up to around 43% off new Vauxhall/Ford vans)
- Business equipment
- Corporate/personal financial products – including mortgages and insurance
- Specialist corporate insurance – including; property, stock and public & employee liabilities
- Corporate/personal private medical insurance plans
- AA breakdown cover
- Card payment processing services
- Advertising discounts
- Intellectual property rights and copyright discounts for your branding
- Website development and hosting services
- Telecoms plans
- Uniform discounts in a wide choice of styles
- ... and for those times when you're out of the office – European holidays

So, if you want to find out more about these benefits or about our training programmes, contact our dedicated Training Team!

training@locksmiths.co.uk

All the best, the Training Team



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 £50 NON-REFUNDABLE Registration Fee and £36 for a Standard Criminal 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 style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Forename(s) | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Surname | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Home Address | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| County | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Postcode | <input style="width: 40%;" type="text"/> | Country | | | | |
| | <input style="width: 40%;" type="text"/> | <input style="width: 40%;" type="text"/> | | | | |
| Telephone No. | <input style="width: 80%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| E-Mail Address | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Date of Birth | <input style="width: 80%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Place of Birth | <input style="width: 80%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Current Job Description | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Present Employer | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| If employer is a MLA member please give their Registration Number | <input style="width: 60%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Work Address | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Include Postcode | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Telephone No. | <input style="width: 80%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Facsimile No. | <input style="width: 80%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Date joined Company | <input style="width: 60%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| If unemployed please state date employment ceased | <input style="width: 60%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| If self-employed, please give the following information | | <input style="width: 95%;" type="checkbox"/> | | | | |
| Business Name | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Business Address | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| If different from home | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="checkbox"/> | | | | |
| Address for correspondence | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><input type="checkbox"/> Tick</td> <td style="width: 40%;">Home address</td> <td style="width: 10%;">OR</td> <td style="width: 35%;">Work address</td> </tr> </table> | <input type="checkbox"/> Tick | Home address | OR | Work address | <input style="width: 95%;" type="checkbox"/> |
| <input type="checkbox"/> Tick | Home address | OR | Work address | | | |
| How long have you been a trainee/practising Locksmith? | <input style="width: 40%;" type="text"/> | Years | <input style="width: 95%;" type="checkbox"/> | | | |
| Have you ever applied for Membership before? | <input style="width: 40%;" type="text"/> | Yes/No | <input style="width: 95%;" type="checkbox"/> | | | |
| If YES, please give dates | <input style="width: 80%;" type="text"/> | | <input style="width: 95%;" type="checkbox"/> | | | |
| Have you ever been refused membership? | <input style="width: 40%;" type="text"/> | Yes/No | <input style="width: 95%;" type="checkbox"/> | | | |
| If Yes, please give details | <input style="width: 80%;" type="text"/> | | <input style="width: 95%;" 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 | <input type="checkbox"/> |
| Advanced Student | - minimum 12 months in locksmiths trade & Pass Entry Exam | <input type="checkbox"/> |
| Member | - minimum 4 years in locksmiths trade & Pass MBLI Exam | <input type="checkbox"/> |
| Associate | - active members of locksmith/security industry but not locksmiths | <input type="checkbox"/> |
| Rejoining | - please state category last held | <input type="checkbox"/> |
| | - date membership ceased | <input type="checkbox"/> |

| | | |
|------------------------------|----------------------|--------------------------|
| 1. Last Employer | <input type="text"/> | <input type="checkbox"/> |
| Date of employment | <input type="text"/> | <input type="checkbox"/> |
| Telephone number | <input type="text"/> | <input type="checkbox"/> |
| Job Description | <input type="text"/> | <input type="checkbox"/> |
| 2. Previous Employer | <input type="text"/> | <input type="checkbox"/> |
| Date of employment | <input type="text"/> | <input type="checkbox"/> |
| Telephone number | <input type="text"/> | <input type="checkbox"/> |
| Contact for Reference | <input type="text"/> | <input type="checkbox"/> |

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 | <input type="text"/> | <input type="checkbox"/> |
| Profession | <input type="text"/> | <input type="checkbox"/> |
| BLI Licence Number | <input type="text"/> | <input type="checkbox"/> |
| Address | <input type="text"/> | <input type="checkbox"/> |
| | <input type="text"/> | <input type="checkbox"/> |
| County | <input type="text"/> | <input type="checkbox"/> |
| Postcode | <input type="text"/> | Country |
| | <input type="text"/> | <input type="checkbox"/> |
| Telephone No. | <input type="text"/> | <input type="checkbox"/> |

2ND REFEREE

| | | |
|---------------------------|----------------------|--------------------------|
| Name | <input type="text"/> | <input type="checkbox"/> |
| Profession | <input type="text"/> | <input type="checkbox"/> |
| BLI Licence Number | <input type="text"/> | <input type="checkbox"/> |
| Address | <input type="text"/> | <input type="checkbox"/> |
| | <input type="text"/> | <input type="checkbox"/> |
| County | <input type="text"/> | <input type="checkbox"/> |
| Postcode | <input type="text"/> | Country |
| | <input type="text"/> | <input type="checkbox"/> |
| Telephone No. | <input type="text"/> | <input type="checkbox"/> |

The British Locksmiths Institute requires that the character of each of its members is beyond reproach.
You will need to have a CRB 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 | <input type="text"/> | <input type="checkbox"/> |
| Court | <input type="text"/> | <input type="checkbox"/> |
| Date | <input type="text"/> | <input type="checkbox"/> |
| Result | <input type="text"/> | <input type="checkbox"/> |
| Comments | <input type="text"/> | <input type="checkbox"/> |

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 £50 plus £36 for CRB enclosed *please tick*

Please make cheque payable to MASTER LOCKSMITH ASSOCIATION or MLA

Signed

Date

GENERAL DATA PROTECTION REGULATION

Information given on this form will be held on digital and physical format as part of the MLA's Membership Database during your membership and 5 years after your membership has been ceased. We will use your personal details to create membership related documents and to contact you in regards to your membership. The lawful basis of this processing is the performance of a contract between you and us and your request, to enter into such a contract. MLA will only share your details with a third party if sharing is necessary to provide the benefits that are offered by this membership. MLA has signed contracts with any third party involved that we share your details with to assure that they are GDPR compliant.

For more details about the way we manage your personal data please see our Privacy Policy on www.locksmiths.co.uk

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:



Tomorrow's Locksmithing Today

Modern Locksmithing – Mechanical Locksmithing

A significant amount of work has been put in recently in order to modify the MLA's training offering, not only updating it but most importantly making it modular. Having undertaken extensive research the MLA's Board of Directors and Training Committee decided to make the initial training offering (that aimed at new locksmiths or those wanting to enter the industry) modular, and to this end the initial training offering has been changed to consist of:-

- A 2 day Foundation Module
- A 1 day fitting module
- A 1 day UPVC module
- A 1 day "Level 1" opening module

Foundation Module (2 days)

- Types of locks current in use & terminology
- Cylinder Key Identification
- Pin Tumbler Mechanisms
- Cylinder Key Machine Set-up. Maintenance & Safety
- Cylinder Key cutting by machine
- Stripping rim cylinder
- Mortice key blank identification
- Lever mechanisms
- Mortice Key cutting by machine
- Mortice locks
- Lever lock key cutting by hand
- Safes (brief overview)
- Lock Opening Basics (intro to picking, wafer lock and picking open disc tumbler lock)
- Code Key cutting

Fitting Module (1 day)

- Tools for fitting
- Fitting rim nightlatch
- Fitting lever mortice lock
- Upgrading lever mortice to euro cylinder operated mortice
- Fitting secondary security devices

UPVC Module (1 day)

- Multi Point Lock ID (various locking types/mechanisms, backsets, strike plates, profiles and packing etc.)
- Toe & Heeling
- Opening Jammed Mechanisms
- Gearbox Replacement
- Hinges & Handles
- Security upgrades
- Additional security

Opening Module – Level 1 (1 day)

- Tools for opening
- Methods of entry
- Opening authority procedure
- Theory of mortice lock picking
- Picking 2 & 3 lever mortice locks
- Other opening methods for 2/3 lever locks (jigglers, overlift)
- Lock Identification (how to)
- Theory of Mortice Lock Drilling
- ERA 5 lever padlock opening
- Theory and then practical of picking pin tumbler locks
- Theory and then practical of drilling cylinder locks
- Pick Guns
- Other opening Techniques (bumping, snapping, slipping, letterbox tool)

These initial modules are open to non-members however they must take the Foundation module first. MLA Members (and employees of company members) can however pick and choose what they want. Due to the nature of DBS checks only being possible on MLA members, for any non-members wanting to attend these modules then we will need them to provide us with a Basic Disclosure (available from the likes of Disclosure Scotland) which is no older than 3 months.

In addition to this initial training, the MLA are now able to offer some more advanced training modules aimed at either those who have completed their foundation level modules, or for the more experienced locksmith.

There's a choice of 6 modules, depending on the areas of locksmithing you're looking to work in, including:-

- Bench Locksmithing (Half Day)
- Furniture Locks (Half Day)
- Aluminium and Armour Plate Glass Doors (Full Day)
- Modern Mechanical Locksmithing – Opening Module (Level 2) – Lever (Full Day)

Bench Locksmithing (Half Day)

Key Machine Set-up, Calibration & Maintenance

Disassembling & Re-assemble Euro Profile Cylinders

- Methods of disassembling
- Passing / re-keying
- Modular assembly to construct the correct size
- changing cams / different types of cams and their uses

Workshop Tools

- Making a key horse, plug followers, gauges etc.

General Lock Repair

- H&S issues relating to hot work
- Silver soldering
- How to extend a key
- How to fit a drill pin
- How to repair a stump
- Re-springing a lever/detainer
- Repairing a gated lever

Furniture Locks (Half Day)

- Lock recognition – logos, marks & shapes
- Key recognition – convenience, logos & head shape
- Key cutting
- Lock decoding (various methodologies)
- Core removal (core removal key or bypass tool)
- Key code identification
- Master keys & pass keys
- Opening & bypass methods (incl. picking)
- Furniture lock & mechanism repair
- Cupboard Locks – types & sizes, opening and repairs
- Radial Pin Tumbler locks – opening & decoding
- High security container locks (Mersey, Manifoil, detector locks)

Aluminium and Armour Plate Glass Doors (Full Day)

Health & Safety issues when working on these doors

APG Doors & Locks

- Definition
- Different types of applications
- Where & how they're fitted
- Different types of rails
- Different types of top pivots and potential associated problems
- The 'Patch System' explained
- Pitfalls of removing & re-fitting
- Types of floor springs
- H&S-related issues

Aluminium Doors

- Mixture of theory and practical
- Types of door springs used
- Distinguishing between the side & end load, hold open & non-hold open doors
- Different closer strength sizes & their applications
- Taking off and replacing doors
- Examining and replacing transom springs
- Types of closers & pivots
- Adjusting/calibrating aluminium doors
- Types of locks & fitting them for use with Access Control systems
- Converting double action to single action
- How to fit electric releases, mag locks and correctly aligning door when using shear mags
- Specialist hardware (e.g. fire escape applications)
- Releasing and replacing jammed flush bolts
- Changing screw in and Euro Cylinder locks and barrels

Opening Module (Level 2) – Lever (Full Day)

Introduction

- Basics of methods of entry
- Opening authority procedure

Lever Locks

- Differences between various 5 Lever Locks
- Lock Identification
- How to open non-curtain & curtain 5 lever locks
- Background on mortice lock drilling (incl. dangers)
- How to open pre-drilled locks
- Drilling fresh open lever locks
- Intro to Non-Destructive Opening of Lever Locks (various methodologies)
 - Picking
 - Decoding



**BRITISH LOCKSMITHS INSTITUTE
MODULAR TRAINING COURSE
BOOKING FORM (Entry Level /Level 1)**



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

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

Member/Non-member (Inc VAT)

| | | | |
|---|--------------------------|--------------------|--------------------|
| 2 Day Foundation Module | <input type="checkbox"/> | £555 / £605 | Date: |
| 1 Day Fitting Module | <input type="checkbox"/> | £275 / £300 | Date: |
| 1 Day UPVC Module | <input type="checkbox"/> | £330 / £355 | Date: |
| 1 Day Opening Module (Level 1) | <input type="checkbox"/> | £275 / £300 | Date: |

Total Amount payable £ _____

Student Name:

Membership No (if applicable):

Address:
.....

Contact Telephone Number/s:

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

If you wish to pay by debit/credit card, complete the booking form, email to training@locksmiths.co.uk then please call us on 01327 262 255 or provide a contact telephone number and we will call you for payment.

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

Signature of Student:

Note: Some courses require you to provide your own tools – a list will be issued with your course confirmation documents. Accommodation is NOT included, however we can provide details of local hotels and B&B's to assist. Please note: A satisfactory criminal record clearance check (basic disclosure no older than 3 months old) must be provided (photocopy acceptable) before the start of any course.

Office Use only

Basic disclosure or DBS seen

Staff Initials:



**BRITISH LOCKSMITHS INSTITUTE
MODULAR TRAINING COURSE
BOOKING FORM (Level 2)**



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

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

Member/Non-member (Inc VAT)

**Modern Mechanical
Locksmithing – Bench
Locksmithing (Half Day)** **£140 / £165** **Date:**

**Modern Mechanical
Locksmithing – Furniture Locks
(Half Day)** **£140 / £165** **Date:**

**Modern Mechanical
Locksmithing – Aluminium and
Armour Plate Glass Doors (Full
Day)** **£295 / £345** **Date:**

**Modern Mechanical
Locksmithing – Opening Module
(Level 2) (Lever)** **£295 / N/A** **Date:**

Total Amount payable **£.....**

Student Name:

Membership No (if applicable):

Address:

.....

Contact Telephone Number/s:

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

If you wish to pay by debit/credit card, complete the booking form, email to training@locksmiths.co.uk then please call us on 01327 262 255 or provide a contact telephone number and we will call you for payment.

Signature of Student:

Note: *Some courses require you to provide your own tools – a list will be issued with your course confirmation documents. Accommodation is NOT included, however we can provide details of local hotels and B&B's to assist. Please note: A satisfactory criminal record clearance check (basic disclosure no older than 3 months old) must be provided (photocopy acceptable) before the start of any course.*

Office Use only

Basic disclosure or DBS seen

Staff Initials:

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 on some courses may require membership. In all instances a Criminal Record Check will be required. For non-members this will be a Basic Disclosure Check whilst members will require a Standard Disclosure from the Disclosure and Barring Service.
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. All bookings made by candidates are non-transferable and non-cancellable.
6. Where attendance at a course is not possible owing to illness of the candidate, subject to production of a medical certificate the attendance may be able to be postponed to another course or in extenuating circumstances cancelled and payment refunded.
7. Prices are valid at the time of printing. We reserve the right to change these at any time.
8. The right is reserved to change and/or adjust the content of any course as deemed necessary.
9. The right is reserved to cancel any course subject to full refund or an alternative booking.
10. 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.



MASTER LOCKSMITHS ASSOCIATION

Application for Disclosure & Barring Service Check Form

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

Company.....Name:.....

Membership No:.....

Address:

.....

Post Code:

The cost for this service is £36.00 which is non-refundable and payment must accompany the application.

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

If you wish to pay by debit/credit card then please contact Head Office on 01327 262255.

Signature:.....

Print Name:



BRITISH LOCKSMITHS INSTITUTE

ENTRY EXAMINATION

NOTICE TO CANDIDATES

The examination may consist of questions from the following areas:-

- 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
- Commercial furniture locks
- Key machines, setting, maintaining, safety
- Standard mechanical digital locks
- Door Closers
- Panic Hardware
- Auxiliary & Window Locks
- Padlocks

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.

THIS IS A 45 MINUTE EXAM

Cost is £60.00 to members or £200.00 to non-members - prices are inclusive of VAT.

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 Disclosure & Barring Service 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

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.

Please give Credit Card Type (Not American Express):

Credit Card No: / / / /

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

Amount Being Paid: £ _____

Cardholders First Line of Address & Postcode

Contact Telephone No:

.....

.....

Email:

Name as it appears on card



BLI EXAMINATION RESUME

The examination will consist of 4 elements:-

1. 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 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

2. 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.

3. 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.

4. 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 (e.g depth keys or step gauges) are not allowed although vernier calipers can be used.

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

- 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 : Full Exam / Re-sit (please circle) Date:.....

If re-sit which elements:

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

£305.00 - member rate

£480.00 - non-member rate

Re-sit £76.25 - per element - member

£120.00 - per element - non-member

Payment must accompany the booking form and cheques should be made payable to:

The Master Locksmiths Association.

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

If you wish to pay by debit/credit card then please contact Head Office on 01327 262255.

Signature:.....

Print Name:

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



**BRITISH LOCKSMITHS INSTITUTE
MODULAR INTENSIVE TRAINING/ BLI EXAM
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: WRITTEN & FITTING MODULES | Date: | <input type="checkbox"/> |
| MAKING & OPENING MODULES | Date: | <input type="checkbox"/> |
| ALL MODULES | Dates: | <input type="checkbox"/> |

Name: Membership No:

[A Disclosure & Barring Service Check \(formally CRB\) is required](#)

Address:
.....

Contact telephone number/s:

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

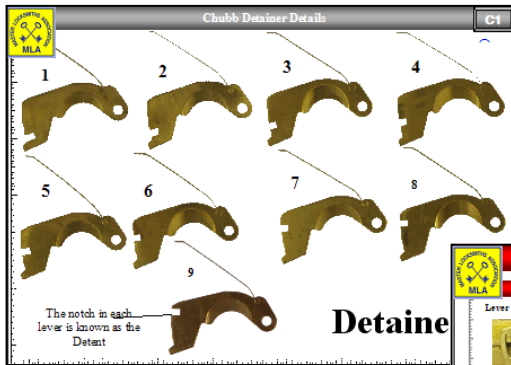
BLI EXAMINATION MODULES: All prices are inclusive of VAT
£115.00 PER MODULE TO MEMBERS,
£180.00 PER MODULE TO NON MEMBERS

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

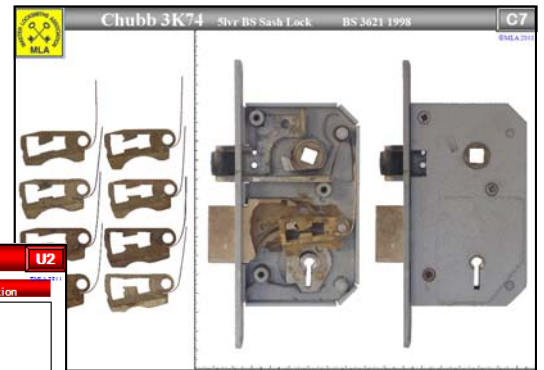
If you wish to pay by credit card then please contact us on 01327 262255.

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

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



*The ideal
reference point
for mortice locks*



- Life-size pictures
- Keyhole identification
- Lock standards information

This Encyclopaedia Of BS Mortice Locks & More is intended to be for members and by members where possible. (Subject to getting enough take up then supply will be restricted to members)

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.

We are also looking at all times to improve and build on this publication and as such would welcome your input on any info you have to add on certain locks, or if you have locks that we could feature. It has been designed to allow further pages to be added without altering page numbers.



Only **£86.75**
(incl. P&P) for the
initial folder and
first 50 locks

Updates £26 each
(+ P&P)



2018 COURSE/EXAM COSTS

PLEASE CHECK YOUR ELIGIBILITY TO JOIN ANY COURSE

Please note that non members have to take the Mechanical Locksmithing – Foundation Module before taking any of the other modules.

A Basic Disclosure (having been done in the last 3 months) has to be provided by non-members taking the Mechanical Locksmithing modules



Tomorrow's Locksmithing Today

LEVEL 1 – Aimed at those new to the industry

LEVEL 2 – Aimed at more experienced locksmiths looking to add new services

| | | MEMBER RATE (Incl VAT) | NON MEMBER RATE (Incl VAT) |
|--------------|---|--------------------------|----------------------------|
| MARCH | | | |
| 21 | Bli Exam (1 Day) | £305 | £480 |
| APRIL | | | |
| 9 - 10 | Level 1 Mechanical Locksmithing – Foundation Module | £570 | £625 |
| 11 | Level 1 Mechanical Locksmithing – Lock Fitting Module | £285 | £310 |
| 12 | Level 1 Mechanical Locksmithing – UPVC Module (Doors) | £340 | £365 |
| 13 | Level 1 Mechanical Locksmithing – Opening Module | £285 | £310 |
| 23 | Electrical Safety Course | £145 | £205 |
| MAY | | | |
| 21-22 | Level 1 Mechanical Locksmithing – Foundation Module | £570 | £625 |
| 23 | Level 1 Mechanical Locksmithing – Lock Fitting Module | £285 | £310 |
| 24 | Level 1 Mechanical Locksmithing – UPVC Module (Doors) | £340 | £365 |
| 25 | Level 1 Mechanical Locksmithing – Opening Module | £285 | £310 |
| JUNE | | | |
| 18 | Modern Mechanical Locksmithing - Aluminium & APG Doors (1 Day) | £305 | £355 |
| 19 | Modern Mechanical Locksmithing – Opening Module (Level 2 – Lever) | £305 | N/A |
| 20 | Modern Mechanical Locksmithing – Bench Locksmithing (Half Day) | £145 | £170 |
| 20 | Modern Mechanical Locksmithing – Furniture Locks (Half Day) | £145 | £170 |
| 26-27 | BLI Modular | £115 (per module) | £180 (per module) |
| JULY | | | |
| 9 – 10 | Level 1 Mechanical Locksmithing – Foundation Module | £570 | £625 |
| 11 | Level 1 Mechanical Locksmithing – Lock Fitting Module | £285 | £310 |
| 12 | Level 1 Mechanical Locksmithing – UPVC Module (Doors) | £340 | £365 |
| 13 | Level 1 Mechanical Locksmithing – Opening Module | £285 | £310 |

| AUGUST | | | |
|---------------|---|-------------|-------------|
| 6 | Modern Mechanical Locksmithing - Aluminium & APG Doors (1 Day) | £305 | £355 |
| 7 | Modern Mechanical Locksmithing – Opening Module (Level 2 – Lever) | £305 | N/A |
| 20-21 | Level 1 Mechanical Locksmithing – Foundation Module | £570 | £625 |
| 22 | Level 1 Mechanical Locksmithing – Lock Fitting Module | £285 | £310 |
| 23 | Level 1 Mechanical Locksmithing – UPVC Module (Doors) | £340 | £365 |
| 24 | Level 1 Mechanical Locksmithing – Opening Module | £285 | £310 |
| | | | |

Additional courses are run throughout the year, please contact HO for details or check our website: www.locksmiths.co.uk

RIGHT IS RESERVED TO CHANGE OR CANCEL ANY COURSE

MASTER LOCKSMITHS ASSOCIATION

SUBSCRIPTIONS AND FEES to 30/6/2019 (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) | £600.00 |
| AFFILIATE (>£1m <£5m turnover) | £1,152.00 |
| AFFILIATE (>£5m turnover) | £1,730.00 |
| AFFILIATE MEMBER EMPLOYEE | £5.00* |

MEMBERSHIP

| | |
|---------------------------|----------------|
| COMPANY (MAIN) | £418.00 |
| COMPANY (BRANCH) | £229.00 |
| PERSONALTRADING MEMBER | £89.00 |
| FELLOW | £89.00 |
| MEMBER | £89.00 |
| ASSOCIATE | £89.00 |
| ASSOCIATED LOCKSMITH | £103.00 |
| APPROVED COMPANY EMPLOYEE | £5.00* |

BRITISH LOCKSMITHS INSTITUTE (BLI)

| | |
|------------------|----------------|
| STUDENT | £103.00 |
| ADVANCED STUDENT | £89.00 |

GUILD OF KEYCUTTERS

| | |
|----------------------|----------------|
| MEMBER (Per Address) | £127.00 |
|----------------------|----------------|

FEES

| | |
|------------------------------|----------------|
| ENROLMENT (Approved Company) | £127.00 |
| ENROLMENT (BLI) | £50.00 |
| RE-JOINING | £50.00 |
| COMPANY INSPECTION FEE | £210.00 |

POSTAGE FOR OVERSEAS MEMBERS (ALL CATEGORIES)

EUROPE/EU = **£34.00** AIR ZONE 1 = **£44.00** AIR ZONE 2 = **£46.00**
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 DBS 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 Company Members.

Notes on progression of membership

Welcome to the General Locksmithing Course. This 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 become members of the Masters Locksmiths Association.

Currently you are either applying for membership, or are student members of the British Locksmiths Institute, which is the training sector of the Master Locksmiths Association. If you have a registration number beginning with the letter T then you are in the process of membership which may take up to three months to allow for the necessary checks to be completed. If you have a registration starting with the number 1, then you have completed the application process and are now student members of the British Locksmiths Institute.

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, elements include: open a BS Lever Mortice Lock, fit a Euro Mortice Lock and cut 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 may only be taken at Daventry HQ.

Information on the exams and all further training is available in the lecture room and the office.

The Master Locksmiths Association provides on-going training for its members including courses on Opening Techniques, Safes and Electrical Access. It also regularly hosts one day information seminars, please read Keyways, our in house magazine for members or visit our website www.locksmiths.co.uk for all up to date information.

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.

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. 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.

