

**FOR**

# **PERSONAL MEMBER**

**Membership  
Application Pack**



# Introducing the Master Locksmiths Association



## ABOUT US

Established to set and promote standards of conduct and practice within the industry, the Master Locksmiths Association is the UK's largest not-for-profit trade association for locksmiths.

The MLA is recognised as the authoritative body for locksmithing by the police, home office, British Standards Institute (BSI), The Risk Insight, Strategy and Control Authority -RISCAuthority (formally IPCRes, the UK property insurers' technical group) and Building Research Establishment (BRE).

Held every other year, the MLA host Europes largest locksmith exhibition - MLA Expo.

Each year we help locksmiths grow their business and locksmithing skills through our extensive range of expertly run training courses and unique benefits.

## WHY JOIN US?

Whether you're starting out or you've worked in the industry for years, MLA membership will help support and inspire you at every stage of your locksmith career.

In today's challenging environment, it is even more important to distinguish yourself from the competition. As an MLA member, you can demonstrate your commitment to the locksmith industry, show you are a credible locksmith and keep up-to-date and informed with our extensive range of content.

When you join the MLA you join a community of over 1000 other professionals in the locksmith industry.

# Supporting locksmiths since 1958.



## BECOME PART OF 65 YEARS OF HERITAGE

The Master Locksmiths Association was first conceived in 1957 and was the idea of the Chubb Lock Company, and one or two London locksmiths. The prime mover was Mr Steve Fallshaw, then a locksmith in the Barbican, who became its first Chairman when it was formally founded early in 1958.

The original 16 members decided the new 'association' should be known as The Greater London Master Locksmiths Association (GLMLA). By the end of the first decade it had grown nationally with a wide distribution of members from all parts of the UK. At this time, it elected its first national President, namely Mr Steve Stephens of Oxford. The association by now included members from overseas and a healthy growth has been maintained, we now number almost 1500 members in all sectors.

In the early '90s the association restructured to meet modern demands, retaining its title Master Locksmiths Association (MLA) it formed three main sectors: Personal Membership (for individual members wanting personal accreditation), Approved Company Membership (for trading locksmith companies meeting the high criteria stipulated by the association), and Affiliate Members (suppliers to the locksmith industry)

## CHAMPIONING THE FUTURE OF LOCKSMITHING

In September 2021 we, supported by Mark Pawsley our local Conservative MP, called for government licensing of the locksmith industry following hundreds of reports from householders who had fallen victim to the unscrupulous activities of those masquerading as locksmiths. The government deemed additional licensing unnecessary due to the Master Locksmiths Association's existing accreditation scheme, which effectively vets, inspects, and qualifies approved locksmiths.

We will continue to raise awareness on this issue and recently appeared in the BBC's Rogue Traders programme as well as Sky News, where we turned focus onto search engines allowing false advertisements.

# Grow your business with the MLA.

Whether you're starting out or you've worked in the industry for years, MLA membership will help support and inspire you at every stage of your locksmith career.

In today's challenging environment, it is even more important to distinguish yourself from the competition. As an MLA member, you can demonstrate your commitment to the locksmith industry, show you are a credible locksmith and keep up-to-date and informed with our extensive range of content.

When you join the MLA you join a community of over 1000 other professionals in the locksmith industry.

## **Broaden your services**

We help locksmiths grow their business by furthering your locksmithing skills through our extensive range of expertly run training courses with discounts for MLA members.

## **Build your network**

When you join the MLA you join a community of over 1000 other professionals in the locksmith industry.

## **Promoting your business**

From developing your brand, getting your website up and running we have some great tips and partners to help you out.

## **Saving your money**

We have a growing number of discounts and offers that can help you throughout your business journey.

## **Technical Support**

Our members have access to a range of technical support resources.

# The right membership for you

## Personal Membership

We have three different categories of Personal Membership.

### REGISTERED MEMBER

Individuals who are new to the membership and are working towards passing the MLA exam to become a Qualified Master Locksmith (QML).

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### QUALIFIED MASTER LOCKSMITH (QML)

Locksmiths who have passed the MLA exam (or auto equivalent).

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### ASSOCIATED SECURITY INDUSTRY MEMBER (ASIM)

Individuals who work within the industry with a link to locksmithing but are not a locksmith themselves OR are locksmiths based outside of the UK.

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## Approved Company Membership

Aimed at your company rather than you as an individual, for members who are self employed and have their own business; you could be a sole trader or a larger company with employees.

All approved companies must have at least one Qualified Master Locksmith in their employment, which means many of our Approved Company owners also have a personal membership.

» [Click to view our Approved Company Membership Pack](#)

# Registered Member

Entry level into the MLA and is suitable for all levels of experience, from those totally new to the industry to locksmiths who have been working in the industry for years but haven't yet passed the MLA or ALA exam.

You won't be able to use our logo but you will have access to lots of other resources.

## How registered membership can help you

### If you're new to Locksmithing

When starting your locksmith career, it's essential to understand more about the industry and how to develop your career in it; having the proper knowledge and support is vital.

With discounts on our training, access to our member only Facebook group and forum plus regular updates on the industry in Keyways and regional meetings you'll soon be up and running.

### If you're already a working locksmith

Joining the membership whilst working towards the MLA exam gives you a number of tools to help you succeed. You can connect with our network of fellow locksmiths to share knowledge, experiences and even work.

Our extensive range of resources can help you stay up to date with the latest industry developments, changes in legislation and technical knowledge.

# Registered Member

## Whats next?

All Registered Members are expected to progress to Qualified Master Locksmith status within 4 years of membership.

To achieve Qualified Master Locksmith status candidates must pass all four modules of the exam (written, fitting, key cutting by hand and opening).

## Requirements

### Standard DBS check or above

A basic level DBS certificate does not meet our membership criteria, and will not be accepted

### Two Character References

Anyone who has known you for two or more years (cannot be family related).

## Registered Membership Costs

Standard DBS Fee: £31\*

Enrolment Fee: £56.40

Annual membership subscription fee: £117.00

(Payment Plan options are available for membership subscription fees upon request)

\*If you already have had a DBS issued within the last 3 years you may use this - simply email a copy to [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

# Qualified Master Locksmith (QML) Member

Working locksmiths who have successfully passed the MLA exam. This is the next step to becoming Approved Company. You'll be able to use our logo for limited purposes.

## How QML membership can help you

**QML membership can really set you apart from your competitors and increase your professional recognition**

- The MLA exam is the highest locksmithing qualification you can achieve in the UK and is the best recognised exam-based proof of competence in the industry being OFQUAL recognised and accredited by ABBE (the awarding body for building regulations)
- QMLs can claim membership, use initials after their name and have use the MLA logo on workwear and business stationery but not on advertising
- Being a QML sets you up for becoming an approved companies or working for an approved company

# Qualified Master Locksmith (QML) Member

## Whats next?

QML members who are self employed are encouraged to progress to Approved Company Membership.

## Requirements

### Standard DBS check or above

A basic level DBS certificate does not meet our membership criteria, and will not be accepted

### Two Character References

Anyone who has known you for two or more years (cannot be family related).

## QML Membership Costs

Standard DBS Fee: £31\*

Enrolment Fee: £56.40

Annual membership subscription fee: £100.80

(Payment Plan options are available for membership subscription fees upon request)

\*If you already have had a DBS issued within the last 3 years you may use this - simply email a copy to [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

# Associated Security Industry Member (ASIM)

## ASIM membership is for you if you're either:

(1) by virtue of their occupation, are actively connected to the locksmithing and/or security industry and have been for at least the previous 2 years, or

(2) are practising locksmiths outside the United Kingdom and whose ability and integrity satisfies the Board of the Association.

## How ASIM membership can help you

### If you're actively connected to the locksmithing industry

Stay updated with the latest industry development, changes in legislation and connected to our network

### If you're practising locksmiths outside of UK

Joining the membership means you can keep up with UK best practice as well as networking with our members through our online community.

# Associated Security Industry Member (ASIM)

## Requirements

### Standard DBS check or above

A basic level DBS certificate does not meet our membership criteria, and will not be accepted. (not applicable if you're based abroad)

### Two Character References

Anyone who has known you for two or more years (cannot be family related).

**Applicants must subscribe to the Aims and Objectives of the Association and hold a position, which, in the opinion of the Board, will enable them to be active in promoting those Aims and Objectives.**

## ASIM Membership Costs

Standard DBS Fee: £31\*

Enrolment Fee: £56.40

Annual membership subscription fee: £117.00

(Quarterly payment options are available for membership subscription fees)

\*If you already have had a DBS issued within the last 3 years you may use this - simply email a copy to [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

# Application Process

All membership applications are submitted to the membership in case of any objections and must be approved by our board of directors.

1

Submit your application form and photo to Audra Petherick  
e. [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

2

We'll check your application and let you know the next steps

3

You'll receive a temporary membership number to use for discounted training rates.

4

We'll invoice you for your enrolment fee and standard DBS (if applicable) \*

5

Once you've paid we'll request your character references

6

Your application will be published in our Keyways magazine or our e-newsletter for member approval

**Applications will need 21 days from the date of Keyways Magazine / e-newsletter distribution for members approval**

7

If there are no objections your application will be reviewed by the Board of Directors and then passed to our MD for final sign off.

9

We'll contact you to ask for your first annual subscription fee

10

Upon receipt of payment you'll receive your welcome pack which includes a membership number, ID card, certificate and member benefits

\*If you already have had a DBS issued within the last 3 years you may use this - simply email a copy to [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

# JOIN



## Application For Personal Membership

Please complete this form in BLOCK CAPITALS, entering details in each box.

A non-refundable fee of £56.40 for Registration and £31 for Disclosure & Barring Service Check (if applicable) is required. This fee can be paid over the phone or electronic payment via generated invoice.

Return to: 1 Prospect Park, Valley Drive, Rugby, Warwickshire, CV21 1TF or email to [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

Title (e.g. Mr.)			
Forename(s)			
Surname			
Home Address			
Postcode		Country	
County			
Telephone No.			
E-mail Address			
Date of Birth			
Place of Birth			
Current Job Description			
Present Employer			
If employer is a MLA member please provide their Registration Number			
Work Address			
Include Postcode			
Telephone No.			
Date Joined Company			
If unemployed please state date employment ceased			
Business Name			
Business Address			
If different from home			
Address for correspondence (please tick)	Home	Work	
Are you not a Locksmith but working in the industry? (Yes/No)	Yes	No	
Are you a Locksmith based abroad?	Yes	No	
If yes please provide Certificate Number			
How long have you been a trainee/practicing locksmith?			

**References**

The following referees will be requested to supply a character reference.  
 Referees must not be related to the applicant unless he/she is a Member of the Association.  
 Referees should be professional people who are able to provide a character reference.

**1st Referee**

Name			
Profession			
Address			
Postcode		Country	
County			
E-mail Address			

**2nd Referee**

Name			
Professions			
Address			
Postcode		Country	
County			
E-mail Address			

The Master Locksmith Association requires that the character of each of its members is beyond reproach. **You will need to have a STANDARD level DBS check (not applicable if you're based abroad) which will be undertaken by us at a cost of £31 (unless you have one already - standard level or above). Please note a basic level DBS certificate does not meet our membership criteria, and will not be accepted.** 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	
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B) Ever been convicted of any other offence, excluding minor traffic offences?

Yes	No	
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c) Been adjudged bankrupt or, in Scotland had your estate sequestered, within the last ten years?

Yes	No	
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D) Had any County Court judgement connected with Trading Practices recorded against you within the last three years?

Yes	No	
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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	

**Privacy Policy- standard/enhanced checks (paper and e-Bulk applications) declaration**

I have read the Standard/Enhanced Check Privacy Policy for applicants  
<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application. ☐

## 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 the Master Locksmiths Association 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 MLA is a personal membership and claim to membership is only allowed on one's own website.

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

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

Please provide a photograph of yourself, hard copy or electronically

Which will be used to make your ID card once application finalised (*Please tick*)

NON-REFUNDABLE Registration fee of £56.40 (*Please tick*)

NON-REFUNDABLE £31 for DBS (*Please tick*)

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](http://www.locksmiths.co.uk)

## Guidance Notes

This application is for membership of the MLA and is not a qualification. MLA 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 Master Locksmith Association. Referees should be professional people who are able to provide character references. 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 Master locksmith Association. 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. Where this is not requested then the paperwork will be destroyed.

If you require assistance or advice on completing any part of this form, please do not hesitate to contact MLA Head Office on 01327 262255 or [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

# Get in touch.

If you have any queries not answered in this pack please do not hesitate to contact our membership team on 01327 262255 or email [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

**01327 262255**

**[membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)**

1 Prospect Park, Valley Drive,  
Rugby, Warwickshire, CV21 1TF

