

# JOIN US

Start your  
journey today.

## PERSONAL MEMBERSHIP

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Application Pack



# Who we are.

We're the leading not for profit trade association for locksmiths in the UK, centred around a large community of professionals dedicated to setting and promoting the highest standards of conduct and practice in the industry.

## OUR CONNECTIONS. We're recognised by



Home Office



RISC Authority

**POLICE**



**bsi.**

# What we do.

In the absence of government licensing, The Master Locksmiths Association (MLA) provides its own locksmith licensing scheme. Through vetting, inspections, and qualifications, we ensure consumers can choose trustworthy locksmiths for home security.

## OUR QUALIFICATION

We provide the highest level locksmithing qualification in the UK. The MLA Level 4 Certificate in General Locksmithing is nationally recognised and regulated by OFQUAL and accredited by ABBE.

## RAISING AWARENESS

In September 2021, with support from our local Conservative MP Mark Pawsley, we raised concerns about the lack of government licensing in the locksmith industry. Despite numerous reports from homeowners who had fallen victim to fraudulent locksmiths, the government deemed licensing unnecessary, citing the effectiveness of the Master Locksmiths Association's accreditation scheme.

We remain active in raising awareness on this issue and recently featured on the BBC One, Sky News and local radio highlighting the problem of false advertisements on search engines.

# Benefits of Personal Membership.

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MLA membership can help boost your career and grow your business. Stand out, show credibility, and stay informed in a competitive market with our support and resources.



## **Get connected.**

Join our community of over 1000 professionals to connect with like-minded locksmiths at regional meetings or through our exclusive member-only Facebook group and forum



## **FREE industry journal every other month.**

Stay ahead with a complimentary subscription to Keyways, our industry journal delivering the latest advancements to your doorstep every other month



## **Receive an identity card.**

Demonstrate trustworthiness, with an identity card confirming you have been DBS checked



## **Discounts on MLA training and exam.**

Members benefit from discounted rates on training courses, including beginners, MLA exam and advanced courses



## **Access to exclusive advanced courses.**

Enhance skills and grow your business with discounted training exclusively for experienced locksmiths who have either been members for 6 months or have completed our foundation course



## **Earn a qualification.**

Advance your career as a Qualified Master Locksmith (QML) with our nationally recognised MLA Level 4 Certificate in General Locksmithing.



## **Discounts and offers.**

Benefit from discounts on tools, stock and business essentials such as insurance, vehicles and more.

# Keeping you connected.



## **MLA EXPO - Europes largest locksmith exhibition**

Connect with other locksmiths and meet with suppliers and manufacturers



## **Supplier & Manufacturer training.**

Exclusive training events from leading industry suppliers and manufacturers keeping you one step ahead.



## **Regional meetings.**

Support your professional development at our regional meetings. These face-to-face events, are great for knowledge sharing and networking. You'll have access to FREE training and latest industry developments.



## **Keyways Journal & newsletter**

We help members stay ahead of the latest industry news through their FREE copy of Keyways magazine and our e-newsletter.

» [Click to for a sneak peak of our Keyways Journal](#)

# Personal Membership

We offer a progressive membership. Personal membership is for individual locksmiths, rather than companies. There are two categories of personal membership available.

1.

## REGISTERED MEMBER

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

[More information on page 6](#)

## PASS THE MLA EXAM

[More information on page 7](#)

2.

## QUALIFIED MASTER LOCKSMITH (QML)

Locksmiths who have passed the MLA exam Level 4 certificate in general locksmithing (or auto exam).

[More information on page 8](#)

3.

## Approved Company Membership

Once you or a member your staff become a Qualified Master Locksmith (QML), you can apply to be an Approved Company and get listed on our website [www.locksmiths.co.uk](http://www.locksmiths.co.uk).

» [Click to for more information on the benefits and requirements of Approved Company Membership](#)

# Registered Membership

Individuals who are new to the membership and are working towards passing the MLA exam to become a Qualified Master Locksmith (QML). Whilst you can't use our logo/claim membership in your marketing, you'll still have access to plenty of other valuable resources to assist you as you progress your career.

## BENEFITS

### Build your network

- ✓ Access to exclusive member only Facebook group and forum.
- ✓ Join your local regional group for face to face meetings and training

### Stay informed

- ✓ Complimentary subscription to Keyways, our industry journal

### Grow your business

- ✓ Access to exclusive training courses
- ✓ Member rates and discounts on our training including the MLA exam and training at MLA EXPO

### Build customer trust

- ✓ Receive an identification card confirming you've had a DBS check.

## COSTS

|                         |                    |
|-------------------------|--------------------|
| One off application fee | Standard DBS fee * |
| <b>£56.40</b>           | <b>£31.00</b>      |

\*If you've already had a DBS issued within the last 3 years you may use this for your application.

### Annual subscription fee

# £117

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

## PROGRESSION

### Become a Qualified Master Locksmith (QML)

- ✓ All Registered Members are expected to pass the MLA EXAM and progress to QML status within four years of membership.

» [Click to for more information on the MLA Exam](#)

! Prices are correct at time of print April 2024 and are subject to change.

# The MLA Exam



Achieve a Level 4 certificate in General Locksmithing Skills and take the next step in your membership journey becoming a Qualified Master Locksmith.

## Why take the MLA exam?

Upon passing the exam you will gain a Level 4 certificate in General Locksmithing Skills, which is **the highest level locksmithing qualification you can achieve in the UK.**

MLA personal members will be awarded QML status once they pass exam. To become an MLA Approved Company you must have a QML in place.

## Who should take the exam?

The exam is ideal for anyone who is a working locksmith. We recommend at least 2 years working locksmith experience before attempting the exam.

All MLA registered members are required to pass the MLA exam within 4 years of membership.

## How can I prepare for the exam?

We have a number of resources and courses available to help you prepare for the exam including our Exam Preparation Day. Our best advise is to have lots of practice.

## What's involved?

The exam consists of four timed modules covering fitting, opening, cutting and a written paper; and can be taken with or without coaching.

You can sit one module at a time to make completing a qualification manageable and affordable.



» [Click to for more information on the MLA Exam](#)



# Qualified Master Locksmith (QML) Member

Successfully pass the MLA exam to become a QML. It's the crucial step towards becoming an Approved Company and grants limited use of the MLA QML logo.

## BENEFITS

### Build your network

- ✓ Access to exclusive member only Facebook group and forum.
- ✓ Join your local regional group for face to face meetings and training

### Stay informed

- ✓ Complimentary subscription to Keyways, our industry journal

### Grow your business

- ✓ Access to exclusive training courses
- ✓ Member rates and discounts on our training including the MLA exam and training at MLA EXPO.

### Build customer trust

- ✓ Receive an identification card confirming you've had a DBS check.
- ✓ Use QML initials after your name
- ✓ QMLs can claim membership, use initials after their name and use the MLA QML logo on workwear and business stationery (but not on advertising).

! Prices are correct at time of print April 2024 and are subject to change.

## COSTS

|                         |                    |
|-------------------------|--------------------|
| One off application fee | Standard DBS fee * |
| £56.40                  | £31.00             |

\*If you've already had a DBS issued within the last 3 years you may use this for your application.

Annual subscription fee

£100.80

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

## PROGRESSION

### Become an Approved Company

- ✓ QML members who are self employed are encouraged to progress to Approved Company Membership to benefit from promotional opportunities and to feature on locksmiths.co.uk.

» [Click to for more information on Approved Company membership](#)

# What you'll need to apply.



## **Complete the form included in this pack**

Send your completed application form along with supporting documents to:



membership@locksmiths.co.uk

Not got an application form?



membership@locksmiths.co.uk



## **A standard DBS check.**

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

You can apply for a standard DBS through the MLA at a standard DBS Fee of £31 simply:



membership@locksmiths.co.uk

If you already have a standard DBS issued within the last 3 years you may use this for your application - simply email a copy to membership@locksmiths.co.uk



## **Two Character References**

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



## **A photo.**

We'll need a photo of you for your ID card. Please send this to membership@locksmiths.co.uk along with your application form.

# 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  
✉ 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 All applications are put to the membership through our Keyways magazine or our e-newsletter for member approval

**Applications 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
- 8 We'll contact you to ask for your first annual subscription fee
- 9 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 a DBS issued within the last 3 years you may use this for your application - simply email a copy to 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  |      |         |      |
| <i>If employer is a MLA member please provide their Registration Number</i> |      |         |      |
| 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   |
| Passed the MLA/BLI exam? If yes, provide Certificate No.                    |      |         |      |
| 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 |  |
|-----|----|--|

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 |  |

**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 advise 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.

## Still got questions?

If you have any queries not answered in this pack please do not hesitate to contact our membership team

 01327 262255

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

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

