



# **PERSONAL MEMBERSHIP**

## **INFORMATION PACK**

# ABOUT THE MLA

A pair of clear safety glasses and a set of keys are shown on a wooden surface. The glasses are in the center, and the keys are to the left and right. The background is a light-colored wooden plank.

**Thank you for showing interest in becoming a Personal Member of the Master Locksmiths Association, throughout this pack you will find information on why you should join the MLA, the benefits, requirements, costs, exam information and more.**

The Master Locksmiths Association is the UK's largest not-for-profit trade association for Locksmiths, established to set and promote standards of conduct, practice and materials within the industry. The MLA is recognised as the authoritative body for locksmithing by the police, Government, 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).

Made up from well over 1000 professionals, the MLA consists of 3 main categories. Affiliate members - suppliers to the locksmith industry, Personal members - individuals wanting training and accreditation and Approved Companies - vetted, inspected and qualified locksmith companies ensuring the MLA high standards are maintained. MLA approved companies are able to provide advice based on knowledge and experience, recommend products that are fit for purpose as well as provide professional installation and maintenance services.

The MLA are the UK's premier provider of locksmith training from their purpose built headquarters, incorporating a state of the art training centre consisting of a classroom type environment for theory work and fully equipped workshop for practical elements. The MLA offer over 40 courses a year with weekend options available. (nb. due to the content of some courses they may only be open to MLA members)

The MLA are organisers of Europe's largest locksmiths exhibition which takes place every two years, with the next event taking place in October 2021 you can register your interest and find out more by visiting: [www.locksmiths.co.uk/mla-expo](http://www.locksmiths.co.uk/mla-expo). As well as this the MLA also has a subsidiary company, Sold Secure, which performs certification of security products via manual attack testing, working closely with the Police, Insurers and industry bodies. Find out more by visiting: [www.soldsecure.com](http://www.soldsecure.com)



# Personal Membership Categories

## Registered Member

This category of membership, the entry level to the MLA, is suitable for all levels of experience, from those totally new to the industry (haven't undertaken training yet but interested to do so) to locksmiths who have been working in the industry for years but have not yet passed the MLA or ALA exam.

Whilst training is not required, continuous professional development is recommended and encouraged by the MLA by offering discounted rates for registered members.

## Membership Progression

The MLA require all Registered Members to work towards progressing to "Qualified Master Locksmith" membership by sitting and passing the MLA exam (former BLI exam). All four modules have to be completed (written, fitting, key cutting by hand and opening) in order to progress to QML. Registered Members are given a maximum of 4 years to pass the exam (and recommend that one module is taken per year) however experienced locksmiths can complete all modules at any time.

*Important Note: Registered Members may claim membership of the Master Locksmiths Association, but such claims must not be used in any form of advertising other than the members own website, and where used on their website must be clear as to their category of membership. Registered Members are not entitled to use the Logo, in any form on their own behalf. Neither can it, or any reference to their membership, be used in any form on their behalf by an employer, unless the employer is itself an Approved Company. (See the MLA's Bylaws for full details)*

## Qualified Master Locksmith

This category of membership is dedicated to locksmiths who have passed the MLA (former BLI) or ALA Exam.

## Membership Progression

QML members who are self employed are encouraged to progress to Approved Company Membership; the only category of membership which offers full use of logo (on vans, websites, shops etc) and your own page on the MLA's coveted find-a-locksmith website [www.locksmiths.co.uk](http://www.locksmiths.co.uk).

*Important Note: Qualified Master Locksmiths may claim membership of the Master Locksmiths Association on their own website, and where used on their website must be clear as to their category of membership. Members are entitled to use of the logo on business stationary and corporate wear*

# MLA EXAM

It is now a requirement that all registered members (those who were previously student members, advanced student members or associated locksmiths) must take and pass the MLA exam within 4 years of membership. It is recommended for new members this is done at a rate of 1 exam module per 12 months of membership in order to allow you time to concentrate on one aspect of the exam at a time and not cause too much stress, but the ultimate deadline is all 4 modules within 4 years.

## **The Examination Consists of 4 Parts:**

### 1. Written Paper - Time allowed 1 hr

50 short questions of which some may require a sketch. The questions will be a broad spectrum of locksmithing, including safes, access control and lever & pin tumbler mechanisms. (The written paper may be undertaken at a regional meeting, at the discretion of the examination board and by prior arrangement with Headquarters.)

### 2. Practical - Open a BS 5 Lever Mortice Lock - Time allowed ¾ hr

The lock will be one in common use and can be opened by drilling or manipulation. If opened by drilling, then a maximum 7-8mm single hole is allowed **and** you'll need to identify the lock in order to pass. If a 6mm hole is drilled then you can pass without having to identify the lock. Marks will be awarded for correct identification together with the level of skill demonstrated.

### 3. Practical - Fit a Euro Mortice Deadlock to a Door - Time allowed 1¾ hrs

You will be required to fit a Euro Cylinder Operated Deadlock with Security Escutcheons and Box Striker to a door. This is a test of your carpentry skills and lock-fitting jigs will not be allowed. Please be aware striker plate must be fully fitted in order to pass. Marks will be awarded according to the level of skill demonstrated.

### 4. Cut a Stepped (Lever) Key - Time allowed 1 hr

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. 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 callipers can be used. 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.

## **About the Modular Coaching Exam**

Split over 2 days, two modules on each day, this exam also includes coaching before each subject, helping you understand what is expected from you in order to pass.

## **After the Exam:**

If you are already a member you will become a Qualified Master Locksmith member and can apply to a MLA Approved Company membership (which will in turn allow usage of the MLA logo on vehicles and marketing material etc.

## **Pricing (Inc VAT):**

MLA EXAM

Member Rate: £316

Non-member Rate: £496

MODULAR COACHING EXAM

Member Rate: £452

Non-member Rate: £748



# MEMBER BENEFITS

**AS A MASTER LOCKSMITHS  
ASSOCIATION MEMBER THERE ARE  
VARIOUS BENEFITS AVAILABLE TO YOU!**

- **Networking and training at regional events**
- **Membership ID card**
- **Discounts on training courses run by the MLA**
- **Free copies of our members only journal “Keyways”**
- **Feedback from technical committees on forthcoming legislation and access to technical information**
  
- **Access to Members Forum + Members Only Facebook Group**
- **Ability to attend discounted training and members only seminars at MLA Expo, Europe’s largest locksmith exhibition.**
  
- **Financial Benefits**
  - Significant savings on vehicles and discounted roadside assistance
  - Discounted and specialist insurance
  - Discounted credit card processing rates
  - Specialist website creation
  - Advantageous finance and leasing rates
  - Legal support

# Requirements and Costs



## **Requirements:**

Standard DBS check or above

## **Two Character References:**

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

## **Personal Membership Costs:**

- £36 DBS check
- £51 Application Fee
- £106 Subs per year for Registered Members
- £91 Subs per year for QML Members

*(Please note quarterly payment options are available for membership subscription fees)*

# Process

Submit an application form to the MLA Headquarters\*

You will be contacted for application fee and DBS Payment

Application will be reviewed by the Headquarters

Application is published in Keyways for member approval\*\*

Application is reviewed by the MD and Board of Directors

Upon satisfactory completion and application sign of you will be contacted for the subscription fee payment

Membership is endorsed with registration number, ID card and certificate

\* Applications can be submitted via e-mail to [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk) or by post to:

Master Locksmith Association,  
1 Prospect Park, Valley Drive,  
Rugby,  
CV21 1TF

\*\* Applications will need 21 days from the date of Keyways Magazine distribution for members approval

# Application For Personal Membership

<p>Please complete this form in BLOCK CAPITALS, entering details in each box.  <b>A non-refundable fee of £51 for Registration and £36 for Disclosure &amp; Barring Service Check is required.</b>  <b>This fee can be payed over the phone or electronic payment via generated invoice.</b>            Return to: 1 Prospect Park, Valley Drive, Rugby, Warwickshire, CV21 1TF or email to  <a href="mailto:membership@locksmiths.co.uk">membership@locksmiths.co.uk</a></p>			
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
Have you passed the ALA, BLI (now MLA) Exam? (Yes/No)			
If yes please provide Certificate Number			
Have you provided a copy of your certificate? (Yes/No)			
Are you not a Locksmith but working in the industry? (Yes/No)			



## 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 which will be undertaken by us at a cost of £36 (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	

## 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 £51 plus £36 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)



Master Locksmiths Association  
1 Prospect Park, Valley Drive,  
Rugby, CV21 1TF

Tel: 01327 262255  
Fax: 01327 262539