

(fields marked with * are compulsory)

SECTION ONE - PERSONAL DETAILS:

Title:
Forename(s):
Surname*:
Home address*:

Postcode*:
Home/mobile telephone:
Date of birth*:

Job title:
Company/employer name*:
Work address*:

Postcode*:
Work telephone:
Applicants preferred email*:

irtec number:
(mandatory for existing irtec technicians)

Special needs:
(see codes below)

Special needs	Code
Sight	S
Hearing	H
Learning	L
Mobility	M
Other	X
Candidate prefers no statement	O

SECTION TWO - irtec ACCREDITATION APPLICATION:

Specify the irtec route/level
at which you want to become
accredited:

(e.g. LCV or Bus and Coach or Trailer - Service Maintenance, Inspection)

Note:

Please inform your assessment centre if you require any special assessment arrangements (e.g. an interpreter) at the time you submit this application.

SECTION THREE* - CAREER HISTORY: (Not required for existing irtec technicians)

Previous positions (over the last five years, starting with the most recent. Use a separate sheet of paper if necessary)

From / To	Job title	Company name	Type of business
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SECTION FOUR* - QUALIFICATIONS: (Not required for existing irtec technicians)

Details of relevant vocational and professional qualifications. Please attach COPIES of certificates and any supplementary information you may feel appropriate, e.g. current CV. We regret that we are unable to return copies of certificates received.

Date achieved	Description	Place	Level / Grade
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IMI Awards candidate no:
(if applicable)

IMI Membership no:
(if applicable)

SECTION FIVE* - SOE MEMBERSHIP:

IRTE (The Institute of Road Transport Engineers) is a Professional Sector of the Society of Operations Engineers (SOE). As one of the most respected names in UK transport, IRTE is an acknowledged and impartial voice of the industry. Being irtec accredited entitles you to membership of IRTE for a special introductory period.

Please select this box to confirm that you would like to take advantage of this offer, and have read and understood the SOE Code of Professional Conduct (www.soe.org.uk/join-soe/code-of-professional-conduct).

For more information about how IRTE and professional registration can help you, no matter what stage of your career, please contact the membership team at membership@soe.org.uk / 020 7630 6666.

SECTION SIX - irtec CODE OF CONDUCT:

All irtec licence holders shall, by their conduct, uphold the reputation of the profession in applying the specialist discipline of the maintenance, repair and inspection of road transport vehicles and their related engineering activities.

irtec licence holders should be aware of their responsibility to establish and uphold standards of professional conduct and deter malpractice, and that their licence may be revoked and their name removed from the irtec technician national register should they be deemed, for any cause, to be undesirable for inclusion on the register. SOE/irtec operates an appeals procedure.

Licence holders agree that:

1. they will accept the 'irtec code of professional conduct' as a condition of irtec registration.
2. they will conduct all their professional affairs faithfully and honourably, taking into account their responsibilities towards being an irtec licensed technician, to enrich their employment and support their fellow workers, fairly and without bias.
3. they will perform their duties to a high standard and observe responsibilities to employers, staff and customers.
4. they will exercise all reasonable skill and professional care to safeguard the public interest in matters of health, safety and the environment related to their work.
5. they will assess relevant risks and liability in the course of their work, and, if appropriate, hold professional indemnity insurance. Licence holders also agree to accept appropriate responsibility for work carried out under their supervision.
6. they shall assist in the promotion of good practices in the improvement of technical, commercial and management skill as well as industrial relations amongst other vehicle technicians. Licence holders also agree to aid in the suppression of malpractice.
7. they shall maintain their professional competence and skills in respect of all technical development and legislation applicable by means of Continuing Professional Development (CPD) and only undertake professional tasks for which they are competent. They will disclose relevant limitations of competence.
8. they shall encourage others to enter the profession and to advance their learning and competence. As part of this, license holders will also aid in directing the training of others to appropriate standards and in good practices.
9. they will observe the proper duties of confidentiality owed to appropriate parties and avoid, where possible, real or perceived conflicts of interest and advise affected parties when such conflicts arise. Licence holders will reject bribery.
10. they will notify the Society of Operations Engineers (SOE) if convicted of a criminal offence; upon becoming bankrupt or if they are disqualified as a company director. The SOE should also be informed of any significant violation of the irtec code of conduct by another irtec licence holder

SECTION SEVEN - DECLARATION:

I confirm that the information supplied in support of my application is correct, that I have not been convicted of any offence relating to my employment in the road transport industry, and that nothing has been withheld that would affect my suitability for inclusion.

I consent to this information being collated, stored and released for the purposes of the Society, irtec Accreditation and its register, both in written and electronic format. This will be done in line with the principles of the Data Protection Act 1998 (SOE).

The Society takes the protection of your data very seriously. It will not be divulged, other than under legal obligation, to third parties other than Society approved suppliers who may, from time to time, write to inform you of offers and opportunities agreed with the Society.

If you wish to receive any contact from Society approved suppliers please tick the box.

Signature:

Date: