

## MASTER MEMBERSHIP UPGRADE PROCESS

The Master Member upgrade process allows qualification, knowledge, skills, experience, industry liaison and activities that you have undertaken, to be formally recognised against the Master Member criteria. The process of Master Member upgrade, acknowledges the fact that your skills or competence may have been gained without necessarily completing a training program or course and may have been learned through work or automotive industry experience. The Master Member Grade is to recognise IAME members that have excelled or continue to make a significant contribution to the Automotive industry.

Master Member Grade is regarded as one of the highest industry achievements set for Automotive practitioners within our vital industry and is benchmarked at Australian Qualifications Framework Level 5 - (AQF - 5).

**To qualify for Master Membership you will be required to hold a current IAME Membership at either Associate Member or Member Grade and have the equivalent of up to 1500 hours of learning, training and assessments with trade experience. This would include having completed an apprenticeship and/or either hold an acceptable exemption or pass the IAME examination requirements at the level required by the IAME council.**

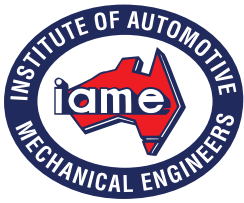
Typical evidence may include:	
<ul style="list-style-type: none"> <li>Your current work resume</li> <li>Qualifications you already hold</li> <li>Certificates and/or testamurs from courses in which you have participated or completed</li> <li>Professional development activities or seminars</li> <li>Industry achievements</li> <li>References from employers, managers, supervisors or colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Awards</li> <li>Proof of employment</li> <li>Third party letters of support</li> <li>Job cards or invoices on which you can be identified</li> <li>Examples of your work.</li> <li>Statutory Declarations and/or legal documentation</li> </ul>

Additional and specific documents that may be applicable include but are not limited to:	
<ul style="list-style-type: none"> <li>any licences such as               <ul style="list-style-type: none"> <li>NSW Office of Fair Trading (Tradesperson Certificate)</li> <li>WA Department of Commerce</li> <li>ARC – Refrigerant handling licence</li> </ul> </li> <li>work history</li> <li>certificates / results of assessment</li> <li>indentures / trade papers</li> <li>certificates / results of assessment – interstate/overseas</li> <li>certificates / results of assessment – universities</li> <li>results / statement of attendance/certificates – vendor training courses, in-house courses, workshops, seminars, symposiums</li> <li>results/statements of attendance / certificates – club courses e.g. first aid, officials, surf lifesaving, etc.</li> <li>tickets held e.g. forklift, crane, etc.</li> </ul>	<ul style="list-style-type: none"> <li>photographs of work undertaken</li> <li>work diaries</li> <li>task sheets</li> <li>job sheets</li> <li>log books</li> <li>training record books</li> <li>minutes of meeting you attended relevant to the Automotive Industry</li> <li>membership of relevant professional associations</li> <li>hobbies / interests / special skills outside work relevant to the Automotive Industry</li> <li>references / letters from previous employers / supervisors</li> <li>industry awards</li> <li>any other documentation that may demonstrate industry experience</li> </ul>

<p><b>The following Hours are applicable to IAME Membership Grades:</b></p>	<p><b>Associate Member Grade: 900 Hours</b> <b>Member Grade: 1200 Hours</b> <b>Master Member Grade: 1500 Hours</b></p>
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COST OF MASTER MEMBER UPGRADE	
<p><b>Upgrade by Qualification and Consideration <span style="background-color: yellow;">AUD\$200 inc. GST</span></b></p> <p>The IAME Council assesses your request for upgrade based upon the Qualifications and Documents supplied.</p> <p>This fee is not refundable if the application is withdrawn or unsuccessful.</p>	<p><b>Upgrade by Consideration and Examination <span style="background-color: yellow;">AUD\$400 inc. GST</span></b></p> <p>The IAME Council assesses your request for upgrade based upon the Certificates, documents and information supplied. You must also undertake an IAME Examination of the Division and will be allocated a Grading based upon the result of the IAME Examination. The highest grade possible to achieve by Examination, is Member Grade.</p>

Once you have completed the Master Member Application Form you may be contacted by an IAME Examiner who, if required, may need to discuss your application or ask for further evidence regarding your Master Member Upgrade.



# INSTITUTE OF AUTOMOTIVE MECHANICAL ENGINEERS

A.B.N. 57 000 033 992

McMillan Industrial Estate, Unit 4, 26 Ferndell Street, South Granville NSW 2142

PO BOX 70, BLAXCELL NSW 2142

Phone: (02) 9782 1100 | Email: membership@iame.com.au | www.iame.com.au

## MASTER MEMBERSHIP UPGRADE APPLICATION

OFFICE USE ONLY

Please ensure you provide **COPIES** of the following:

- Current Work Resume/CV
- Qualifications you already hold
- Copy of IAME Membership Certificate/s
- Supporting Evidence (see Master Member Upgrade Process)
- Supporting Documentation (see Master Member Upgrade Process)

Membership Number	
Amount Paid	
Invoice No	
Invoice Date	
Date of Upgrade	

MEMBER DETAILS	
Name:	
Address:	
	Postcode:
Telephone (Home):	
Telephone (Work):	
Telephone (Mobile):	
E-mail:	
IAME Member No.:	

MEMBER STATUS
To Upgrade your IAME Membership you <b>MUST</b> be financially current and have <b>NO</b> Outstanding Fees.
<input type="checkbox"/> Yes. I have no outstanding membership fees.
<input type="checkbox"/> No. I include my outstanding membership fee of: \$ _____ with this upgrade.

IAME Membership Divisions	ONLY 1 DIVISION CAN BE TICKED PER APPLICATION
<input type="checkbox"/> Light Vehicle Mechanical Technology	<input type="checkbox"/> Automotive Refinishing Technology
<input type="checkbox"/> Automotive Electrical Technology	<input type="checkbox"/> Automotive Body Repair Technology
<input type="checkbox"/> Mobile Plant Mechanical Technology	<input type="checkbox"/> Automotive Underbody Technology
<input type="checkbox"/> Motor Cycle Mechanical Technology	<input type="checkbox"/> Outdoor Power Equipment Technology
<input type="checkbox"/> Automotive Engine Reconditioning	<input type="checkbox"/> Marine Mechanical Technology
<input type="checkbox"/> Automotive Glazing Technology	<input type="checkbox"/> Automotive Alternative Fuels Technology
<input type="checkbox"/> Automotive Sales & Administration	<input type="checkbox"/> Automotive Training, Assessment & Education
<input type="checkbox"/> Automotive Transmission & Driveline Technology	<input type="checkbox"/> Heavy Commercial Vehicle & Trailer Mechanical Technology
<input type="checkbox"/> Motorsport and Performance Enhancement Technology	<input type="checkbox"/> Automotive Air Conditioning, HVAC & Cooling System Technology

Forward completed Application with Payment to: By Email: membership@iame.com.au By Post: Institute of Automotive Mechanical Engineers PO BOX 70, BLAXCELL NSW 2142	Membership Fees
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <input type="checkbox"/> Capricorn         </div> <div style="text-align: center;">   <input type="checkbox"/> Visa         </div> <div style="text-align: center;">   <input type="checkbox"/> Mastercard         </div> <div style="text-align: center;">   <input type="checkbox"/> Amex  <small>1.5% SURCHARGE</small> </div> <div style="text-align: center;">   <input type="checkbox"/> Cheque         </div> <div style="text-align: center;"> <input type="checkbox"/> Money Order         </div> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p><b>TOTAL AMOUNT DUE</b></p> <p>\$ _____</p> </div>	<p>Year: 2020</p> <div style="background-color: yellow; padding: 5px; margin-top: 5px;"> <p>Upgrade by Qualification &amp; Consideration <b>\$200.00</b></p> </div> <div style="background-color: yellow; padding: 5px; margin-top: 5px;"> <p>Upgrade by Consideration &amp; Examination <b>\$400.00</b></p> </div>
<p>Capricorn Number <input style="width: 40px; height: 20px; border: 1px solid black; margin-right: 5px;" type="text"/></p> <p>Card Number <input style="width: 40px; height: 20px; border: 1px solid black; margin-right: 5px;" type="text"/> - <input style="width: 40px; height: 20px; border: 1px solid black; margin-right: 5px;" type="text"/> - <input style="width: 40px; height: 20px; border: 1px solid black; margin-right: 5px;" type="text"/> - <input style="width: 40px; height: 20px; border: 1px solid black; margin-right: 5px;" type="text"/></p> <p>Expiry <input style="width: 20px; height: 20px; border: 1px solid black; margin-right: 5px;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black; margin-right: 5px;" type="text"/></p> <p>Signature _____</p> <p><small>TERMS &amp; CONDITIONS: Membership is ongoing unless written notification of cancellation is received.</small></p>	

## INDUSTRY EXPERIENCE

APPLICANT'S CURRENT EMPLOYMENT DETAILS				
Your Position:				
Typical Duties:				
Employer (Company) Name:				
Employer's Address:				
Employer's Contact Name:				
Employer's Contact Number:				
Date of Employment:				
Employment Status: (Tick the Box)	Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>
	Self-Employed	<input type="checkbox"/>	Casual	<input type="checkbox"/>

APPLICANT'S PREVIOUS EMPLOYMENT DETAILS				
Your Position:				
Typical Duties:				
Employer (Company) Name:				
Employer's Address:				
Employer's Contact Name:				
Employer's Contact Number:				
Dates of Employment:				
Employment Status: (Tick the Box)	Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>
	Self-Employed	<input type="checkbox"/>	Casual	<input type="checkbox"/>

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Typical Duties:				
Employer (Company) Name:				
Employer's Address:				
Employer's Contact Name:				
Employer's Contact Number:				
Dates of Employment:				
Employment Status: (Tick the Box)	Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>
	Self-Employed	<input type="checkbox"/>	Casual	<input type="checkbox"/>

**APPLICANT'S PREVIOUS EMPLOYMENT DETAILS**

Your Position:				
Typical Duties:				
Employer (Company) Name:				
Employer's Address:				
Employer's Contact Name:				
Employer's Contact Number:				
Dates of Employment:				
Employment Status: (Tick the Box)	Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>
	Self-Employed	<input type="checkbox"/>	Casual	<input type="checkbox"/>

**ADDITIONAL AUTOMOTIVE ACTIVITIES OR SKILLS YOU HVE BEEN ABLE TO DEMONSTRATE:**

Position / Activity:	
Organisation / Association:	
Dates:	
Contact Person:	
Description of Activities or Skills you can demonstrates:	

**APPLICANT'S QUALIFICATIONS**

Qualification/Statement of Attainment / Course	Organization	Year Completed

**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Organisation	Membership Type	Year Joined	Still Current?

**LICENCES, ACCREDITATIONS AND REGISTRATIONS**

Type of Licence / Accreditation / Registration	Registering Organisation	Year Obtained	Still Current?

**OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES****e.g. Presentations, Seminars, Industry Nights, Conferences, Short Courses**

Date	Organisation / Company	Activity	Duration

**RELEVANT LIFE EXPERIENCES (E.G. VOLUNTEER / COMMUNITY WORK)**

Position / Activity:	
Organisation / Association	
Dates:	
Contact Person:	
Description of Activities:	

Position / Activity:	
Organisation / Association	
Dates:	
Contact Person:	
Description of Activities:	

## DOCUMENT REGISTER

Documents that are registered below will be referenced against the required details of each unit of competency.

*NOTE: Any evidence that is subjected to privacy and confidentiality issues should be desensitised.  
(Desensitising refers to removing any personal details and data from a document to maintain anonymity)*

Candidate Name: _____		Candidate Signature: _____		Date: _____
Doc. No.:	Competency No.	Document Name	Details of Document	Date of Document
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