

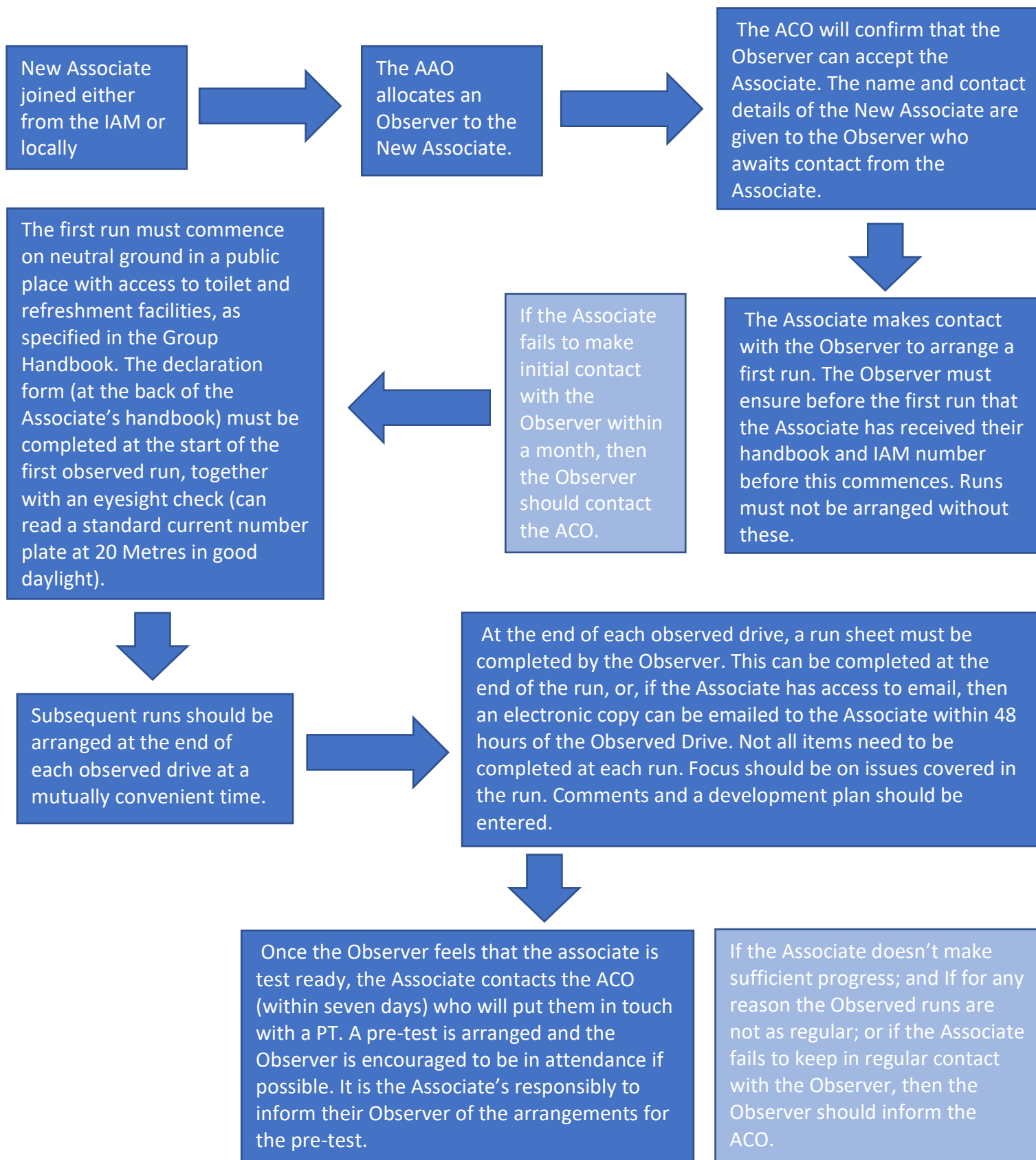
Associate path to full membership of the IAM

Contacts

Associate Area Organiser (**AAO**)- Tony Stopforth (07921663220).

Associate co-ordinator (**ACO**)- Liz Scarff (0151 345 8016).

Pre-Testers (**PT**)- Guy Lightfoot, Roger Roberts, Tony Stopforth and Simon Richards.



The Associate completes the pre-test and if successful the PT should inform the Observer (if not present on the pre-test) and the **ACO** and **AAO**. Whilst awaiting test further runs should be encouraged to deal with any residual issues. The PT should report to the Observer by email or telephone any issues on the pre-test (observers will be given email addresses using the format @wirraliam.co.uk).

If the Associate is unsuccessful on the pre-test, then PT should let the Observer know of the issues that have come to light. Once the Observer feels that the Associate is test ready after the issues have been rectified a further pre-test should be arranged and the process in the previous step is repeated.



The **AAO** will apply for the test on behalf the Associate via the IAM



The Associate will hear directly from the examiner with a date and location to meet up for the test. The Associate should inform their Observer of the test date/time/venue. Observers are permitted to sit in on the test though the test should not be rearranged to facilitate this. Observers must not contribute to the testing process.



A copy of the test report will be forwarded to the Associate by the AAO, the Associate is encouraged to forward the report to their Observer and to the PT. However, once read, for GDPR purposes the report must be deleted together with all other records that the Observer /PT may hold about the Associate (now full member).



The result of the test should be notified to the Observer and the ACO ASAP by the Associate. If the test is successful, then the Associate becomes a full member of the IAM and the Wirral Group.

If the associate is 17 years of age, or a vulnerable adult, then an appropriate adult must accompany the Associate on all the Observed runs. The Observer will be advised if this is the case.

Associate membership runs for a period of 12 months. If after this time, the Associate has not completed their course yet wishes to continue, then they must contact the IAM to renew their Associate membership. The Observer will be advised of this by the AAO.