VDA ATA Part A – Application Process

The candidate identifies their preferred approved centre from the ATA website

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The candidate contacts the centre and arranges a convenient date/time to take the Part A on-line test

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The candidate completes the Part A application form and sends to the centre to arrive at least 5 working days prior to assessment date booked

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The centre sends joining instructions to the candidate at least 3 days prior to the assessment

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The candidate arrives at the ATA centre at least 1 hour before assessment with one of the following forms of photo identification:

- passport
- photo style driving licence

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The centre explain the assessment process to the candidate

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The candidate takes the 90 minute on-line multi-choice assessment

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The candidate is given the results instantly by the approved centre

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If successful candidate contacts an approved centre offering the practical assessment and registers direct with them to complete the remaining assessments

If unsuccessful the candidate contacts a centre offering training to up-skill. When ready the candidate arranges to re-sit the Part A sections as required in line with this process