

The Academy of Experts

Membership Application Form

Practising Associate AMAE

-

Expert Witness

3 Gray's Inn Square
London
WC1R 5AH
DX 283 London, Chancery Lane
Tel: +44 20 7430 0333 Fax: +44 20 7430 0666
email: admin@academy-experts.org

www.academyofexperts.org

Benefits of TAE Membership (FULL MEMBER)

- ❑ Recognition of you as an accredited Expert.
- ❑ The use of post nominal recognition – AMAE.
- ❑ The use of a seal showing your accreditation and TAE logo.
- ❑ Model terms of engagement to assist with your expert witness practice.
- ❑ Referrals to Solicitors seeking experts in your specific field.
- ❑ Access to the TAE Group PI Scheme.
- ❑ Free member helpline to assist with expert related queries and issues.
- ❑ Free technical meetings, updates and journal (TEDR).
- ❑ Listing on the TAE on-line Register of Accredited Experts (optional).
- ❑ Training at special member rates.

Member's Newsletter



Training



Academy Journal



Technical Helpline



Technical Meetings



Application for Practising Associate AMAE

Please ensure that you have fully read and understood the 'Notes on Completion of Application' enclosed with this form prior to completing your application

1 Contact Details

Name	Title:	Firstname:	Surname:
Company			
Address Please show which is your main contact	Home:	Main Contact Y/N	Work:
			Main Contact Y/N
	Postcode:		Postcode:
Tel	Home:	Work:	
Mobile	Home:	Work:	
e-mail			
Date of Birth		Twitter	@
LinkedIn			
Professional Occupation			
Current Job Title & Areas of Responsibility			

2 Professional Qualifications

Professional and Academic Qualifications

Year Awarded	Post Nominal Letters Awarded/Abreviation	Qualification

3 Areas of Expertise

Fields of Professional Expertise in which you are applying for membership of The Academy as an Expert:

4 Fitness to Practise

Yes - No

Are you aware of any matters which might call into question whether you are a fit and proper person to provide professional services as an expert?

☐ - ☐

Are you currently, or have you in the past 10 years, the subject of any Disciplinary or Regulatory enquiries, investigation or proceedings before any professional, trade or membership body or organisation?

☐ - ☐

Have any proceedings been brought against you in any court or tribunal or have you been informed that any such proceedings are going to be brought against you?

☐ - ☐

Are you aware of any adverse comments given about your performance as an expert?

☐ - ☐

Do you have any criminal convictions (other than motoring offences which did not result in disqualification) which are unspent under the terms of the Rehabilitation of Offenders Act 1974 (UK) or similar provision (other jurisdictions)?

☐ - ☐

Please answer all questions. If you have answered YES to any of the questions then please provide details on a separate sheet. Tick here if you have enclosed any such information: ☐

5 Data Protection

Your information will be held and processed by The Academy. We will use it to administer your membership and provide services and information to you in that connection (see 'Notes on Completion of Application' for full details).

If you wish to receive information from TAE by email, please tick this box ☐ to consent to us contacting you in this way. You have the right to withdraw your consent and/or object to any direct marketing communications at any time by contacting us at admin@academy-experts.org.

Please note that if you do not tick the box we will not be able to send you any of The Academy's events including training information, technical meetings and social functions via email however you will continue to receive such offers by post or we may contact you by live call. If you do not wish to receive our offers in this way please contact us and let us know at any time.

5 Report Experience

How long have you assisted with the production of expert reports (years)? _____

In how many expert reports have you assisted an accredited expert? _____

Please identify how many of those reports were produced by an expert accredited by The Academy of Experts.

Please list three expert reports to which you have contributed and identify by name the accredited expert (and their accreditation) whom you have assisted (to be treated in confidence by the TAE Vetting Committee).

6 Synopsis of Expert Work & Experience

Please enclose with this application a synopsis of your work and experience in either assisting an accredited expert or acting as an expert.

For further information, please refer to the **Guidance Notes** accompanying this application form.

**COMPLETING THE FORM SHOULD BE
AS EASY AS 1-2-3....**

IF YOU DO HAVE ANY QUERIES CALL

020 7430 0333

Application Form - Practising Associate AMAE

7 Referees

Three referees (at least one of whom must be an Expert with whom you have worked) (see 'Notes on Completion of Application'):

Referee 1 (Expert)

Name	Title:	Firstname:	Surname:
Occupation			
Expert Organisation			Membership Number
Firm			
Address	Postal:	DX:	
Tel/Mobile			
e-mail			

Referee 2 (see notes)

Name	Title:	Firstname:	Surname:
Occupation			
Firm			
Address	Postal:	DX:	
Tel/Mobile			
e-mail			

Referee 3 (see notes)

Name	Title:	Firstname:	Surname:
Occupation			
Firm			
Address	Postal:	DX:	
Tel/Mobile			
e-mail			

8 Additional Information

Please use the space below for any additional information which you feel may be of assistance to the Member's Vetting Committee. This may be experience wider than your expert experience provided in response to Box 6. If you require more space, please continue in a separate document and show clearly that it has been included with your application.

Application Form - Practising Associate AMAE

9 Enclosures (Please ☒ those you have enclosed)

A current CV	<input type="checkbox"/>	Details of Publications	<input type="checkbox"/>
Synopsis of Expert work	<input type="checkbox"/>	Passport sized photograph	<input type="checkbox"/>
Copies of Professional Certificates	<input type="checkbox"/>	Direct Debit instruction	<input type="checkbox"/>
Details of courses attended	<input type="checkbox"/>	Payment	<input type="checkbox"/>

Please Note:

This form and any enclosures may be submitted to TAE in electronic format - please see the notes at the end of the application form for further details. Any supporting reports you send us may be destroyed at the conclusion of the processing of this application.

10 Undertaking & Declaration

I have read and understood the 'Notes on Completion of Application'.

All the information I have given in this application is true to the best of my knowledge and belief.

I will immediately notify The Academy in writing of any material changes in the information I have provided. This includes information about professional conduct or performance, criminal convictions (other than motoring offences which did not result in disqualification) or any adverse comments about my performance as an expert.

I acknowledge that The Academy may receive information, including adverse information about my fitness to practice, from third parties and understand that due to The Academy requiring such information to verify information and assess my fitness to become a member of The Academy (and therefore enter into a membership contract with me) they may require to process and share such information with our assessors and other organisations (applicable to your area of expertise) for such purposes, provided that the sharing of this information is for the purposes of assessing my application for membership or for matters related to my ongoing membership or where The Academy is required to do so by law or the regulations of applicable professional organisations.

In the event of my election to Membership I agree that I will abide by the rules of The Academy and that I will support and advance its aims so far as shall be in my power.

Signed: _____ Date: _____

Failure to complete or supply all of the information specified in this form will result in a delayed response to applications and may affect the outcome.

The Membership Vetting Committee, in addition to consulting the references, will require to be satisfied as to:

- The standing of the applicant within their profession, trade or calling.
- The integrity of the applicant.
- The ability of the applicant to express their views concisely and clearly.
- The standard of the Report(s) submitted.
- Applicants are advised that the Vetting Committee may make additional enquiries as part of the vetting process.

The giving of oral evidence to a court or tribunal is NOT a requirement for membership.

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Payment

Please ensure that you have read the enclosed notes for details of annual membership fees.
First year's subscription and vetting fee total £309 (see 'Notes on Completion of Application'):

- Payment by:
- ☐ enclosed cheque- make cheques payable to 'The Academy of Experts'
 - ☐ credit card
 - ☐ bank transfer- The Academy of Experts - **Sort Code: 40-02-07 - Account: 71246550**
 - ☐ PayPal - send payment to **paypal@academy-experts.org**

Credit Card Details

- ☐ Amex
 ☐ Mastercard Credit
 ☐ Mastercard Debit
 ☐ VISA Credit
 ☐ VISA Debit

Credit Card N°:

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Expiry:

MM	YY
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Card Security N°:

CVV

Cardholder Name:

Registered Card Address:

If you have a discount code please enter it here:



Instruction to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and send to:
The Academy of Experts, 3 Gray's Inn Square, London WC1R 5AH

Name and full postal address of your bank or building society

To: The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of account holder(s)

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Bank/Building society account number

--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Service user number

9	4	8	0	8	0
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Reference (to be completed by TAE)

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FOR THE ACADEMY OF EXPERTS OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Instruction to your bank or building society

Please pay The Academy of Experts Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Academy of Experts and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit Instructions for some types of account.

This Guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit The Academy of Experts will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request The Academy of Experts to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by The Academy of Experts or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when The Academy of Experts asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



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PLEASE DO NOT WRITE ON OR OTHERWISE MARK THIS PAGE

Notes on Completion of Application

Please ensure that you have fully read and understood these notes prior to completing your application

Associate Membership

“An Associate Member shall be an individual who is qualified in his own profession or calling and interested in giving expert opinion and/or evidence and is seeking to qualify as a Full Member and who can demonstrate appropriate experience.”

This is an application for Practising Associate Membership (AMAE) of The Academy of Experts, approval of which will entitle the successful applicant to use the post-nominal letters 'AMAE'. It is available for those who have had experience of assisting in expert work and is distinguished from Associate members who have an interest in expert work but lack practical experience to be a Practising Associate Member.

The existing route to AMAE membership through Associate application and the passing of an Academy of Experts examination remains a separate route to Practising Associate (AMAE) membership.

Professional Details

Please provide details and dates of academic and professional qualifications; professional training; membership of professional bodies and membership of learned societies.

Areas of Expertise

All areas in which the applicant is qualified and is applying to be considered able to give Expert opinion.

Report Experience

The reports may be identified by subject matter, project name, or scope of expert's instructions. The appointed expert must be formally accredited to practise as an expert. Please provide details of the expert's accreditation.

Synopsis of Expert Work and Experience

This part of the application is your opportunity to describe your work and experience in the preparation of expert reports and/or acting as expert and/or assisting an accredited expert. This requirement is in addition to providing a current Curriculum Vitae.

There is no prescribed format, nor is there any restriction on length of your submission. The Academy of Experts Vetting Committee will assess your competencies to be a Practising Associate Member of The Academy of Experts based on the detail you provide in your synopsis and any other supporting material.

There are three principal areas in which you need to illustrate your competencies:

- i) Communication skills, both in writing and orally
- ii) Identifying the key issues upon which the expert report is based
- iii) Evaluating the Evidence

If appropriate, you may wish to include any experience you have in attending sessions where expert evidence has been given or experts have been cross-examined.

continued overleaf...

Application Form - Practising Associate AMAE

You should identify how reports in which you have assisted have been Quality Assured so that they comply with all appropriate Rules and Guidance Notes.

You should include examples of your work with your submission. However, if Referee 1 is a Practising Member or Fellow of the Academy of Experts, it is not obligatory that you should include examples of your work, although it is still encouraged. The Vetting Committee will need to be satisfied that you have demonstrated that you have the necessary practical experience to be a Practising Associate Member (AMAE).

Referees

The names of three individuals for whom the applicant has undertaken Expert work should be given.

Your first referee must be an accredited Practising Expert. Please identify the expert organisation by whom your referee is accredited and their membership number. Your second and third referees may be solicitors/lawyers or other professionals who are able to comment on your work in assisting an expert and are able to support your application. If required, please refer to The Academy for further guidance.

Note: The application will not be proceeded with until references have been obtained.

Enclosures

i Your CV should stress the aspects of your work in addition to the Expert work. It should be confined to factual material.

ii Please give full details of all Expert work undertaken in the last three years.

The majority of Expert evidence is written but if you have given oral evidence please supply details. The approximate overall duration of the trial and the period during which you were in the box should be stated for each appearance.

iii All courses or CPD events involving Expert work should be stated. If courses are less than a full day they should be stated as $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$ day as applicable. The subject matter of the course should emphasise its relevance to Expert work. The organisation which provided the course should be given and when the course is organ-

ised by your employer the letters IH (in-house) should be used.

iv Applicants must enclose a representative report. These will be treated in strict confidence by all involved in the vetting process and may be suitably anonymised or redacted. The report should not be relevant to any active dispute. The report can be supplied in electronic format and may be destroyed upon completion of the vetting procedure. You should give as one of your referees the person for whom the report was prepared.

v Applications should contain copies of certificates for all relevant Academic and Professional qualifications.

vi List all publications of note (including co-authorship).

vii A passport sized photograph should either be emailed or accompany the application. Please do not attach the photograph to the application. For example using, glue, staple or paperclip.

Membership Fees

Applications will not be processed until the first year's subscription and non-refundable vetting fee is paid.

Membership renewal is on 1st March commencing the first year following acceptance as a member. Since an application may be made mid-year the first year's subscription is a special discounted rate.

VAT receipts where appropriate will be issued. Fifty percent of the membership subscription is Zero Rated for VAT.

The current application fees (in pounds sterling (£)) are as follows:

1st year's subscription: £150.00+vat

Vetting Fee: £120.00+vat

Payment for your application may be made by cheque or credit card.

Direct Debit

Following the initial application it is expected that payment for subsequent year's subscriptions will be by direct debit. A small surcharge is made for annual renewal fees which are not paid by direct debit.

Data Protection

Your information will be held by The Academy who is the data controller and will be processed by our partner organisation ARA Conference Services (ARACS) on our behalf. We will use your personal information to administer your membership and provide services and information to you in that connection. As part of the application process, we will pass your information to our assessors (who are usually Academy members who assess and verify new membership applications for suitability against our membership criteria – where the assessor is not an Academy member, we will ensure they are carefully selected, checked and bound by sufficient confidentiality restrictions) who will consider your application on our behalf. For more information on how we use your personal information, please see our Privacy Notice (available from our website or the office).

You understand that as part of your membership with The Academy you will benefit from our referrals service for Expert Witness work. We process your data for the purposes of referrals on the basis of our contractual relationship with you. Information will not be made available to third parties via our website or online Expert Search function unless you sign up for our ExpertSearch service.

If you wish your personal information (which will include your name, contact details and areas of expertise and qualifications) to be made available to third parties via our website/online ExpertSearch service in connection with The Academy's internet register for Expert Witness work referrals, please sign up to our ExpertSearch service.

We may also use your information for marketing purposes. We may contact you with promotional offers of goods or services (including Academy Events, Services and Training)

which may be of interest to you. We may send you information by postal mail or contact you via live telephone call based on our legitimate interests.

Please note that if you do not tick the box (Section 5) we will not be able to send you any of The Academy's events including training information, technical meetings and social functions via email however you will continue to receive such offers by post or we may contact you by live call.

Insurance

All successful applicants will be required to contribute to the Academy's Group Professional Indemnity Insurance Policy subject to certain exclusions. An invoice for your contribution will be issued to you on successful admission to The Academy.

Unless otherwise agreed exclusions include, but are not limited to, Applicants:

- (i) living or practising in North America
- (ii) who know that they are or might be the subject of a current or future claim

Further details about the policy are available from The Academy's Brokers: CBC (UK) Ltd, Mansell Court, 69 Mansell Street, London, E1 8AN Tel: 020 7265 5600.

Undertaking & Declaration

Any reference to 'the rules' means: the Constitution of The Academy of Experts.

The Academy of Experts' Code of Practice

Preamble

This Code of Practice shows minimum standards of practice that should be maintained by all Experts.

It is recognised that there are different systems of law and many jurisdictions in Europe, any of which may impose additional duties and responsibilities which must be complied with by the Expert.

There are in addition to the Code of Practice, General Professional Principles with which an Expert should comply.

These include the Expert:

- Being a "fit and proper" person
- Having and maintaining a high standard of technical knowledge and practical experience in their professional field
- Keeping their knowledge up to date both in their expertise and as Experts and undertaking appropriate continuing professional developments and training.

The Code

1. Experts shall not do anything in the course of practising as an Expert, in any manner which compromises or impairs or is likely to compromise or impair any of the following:
 - a) the Expert's independence, impartiality, objectivity and integrity,
 - b) the Expert's duty to the Court or Tribunal,
 - c) the good reputation of the Expert or of Experts generally,
 - d) the Expert's proper standard of work,
 - e) the Expert's duty to maintain confidentiality.
2. An Expert who is retained or employed in any contentious proceeding shall not enter into any arrangement which could compromise his impartiality nor make his fee dependent on the outcome of the case nor should he accept any benefits other than his fee and expenses.
3. An Expert should not accept instructions in any matter where there is an actual or potential conflict of interests. Notwithstanding this rule, if full disclosure is made to the judge or to those appointing him, the Expert may in appropriate cases accept instructions when those concerned specifically acknowledge the disclosure. Should an actual or potential conflict occur after instructions have been accepted, the Expert shall immediately notify all concerned and in appropriate cases resign his appointment.
4. An Expert shall for the protection of his client maintain with a reputable insurer proper insurance for an adequate indemnity (currently £1m).
5. Experts shall not publicise their practices in any manner which may reasonably be regarded as being in bad taste. Publicity must not be inaccurate or misleading in any way.
6. An Expert shall comply with all appropriate Codes of Practice and Guidelines.

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