

1. Centre Implementation	2. Employer Engagement	3. Delivery Team Implementation	4 a-b. Induction and Information and Initial Assessment	4 c-d. Apprenticeship Delivery and Assessment Preparation
Who should be involved				
Training Provider: <ul style="list-style-type: none"> • Quality Director • Operations Director • Finance Director • IQA Vistar EQA	Training Provider Business Development Director Employer Vistar Business Development Manager	Training Provider: <ul style="list-style-type: none"> • Operations Director • Delivery Team • IQA Vistar EQA	Training Provider Delivery Team Employer Apprentice	Training Provider Delivery Team Employer Apprentice
What should you consider				
<ul style="list-style-type: none"> • Review Ofsted and ESFA requirements • Plan and self-check your 'Quality of Education' • Understand the delivery team's capabilities, roles and responsibilities • Plan the curriculum • Plan a consistent and efficient delivery structure • Complete Vistar centre approval documentation 	<ul style="list-style-type: none"> • Fully understand the requirements of each Standard • Understand the Employer's requirements, roles and responsibilities • Fully understand the delivery process • Effective relationship management with the Employer 	<ul style="list-style-type: none"> • Standardise the delivery of each Standard across the Delivery Team • Understand the requirements of each Standard and Assessment Plan • Ensure complete coverage of each Standard, by reviewing existing learning materials • Adopt a consistent approach across the business to deliver each Standard 	<ul style="list-style-type: none"> • Comply with Ofsted and ESFA requirements • Evidence your 'Intent' and 'Implementation' • Register Apprentice in STAR • Schedule IDA in STARassess • Report on: <ul style="list-style-type: none"> • RPL • Action Plans for Apprentice • Review Equality and Diversity, Prevent, Wellbeing 	<ul style="list-style-type: none"> • Continually review Action Plans • Claim Certificates of Learning Progress in STAR • Carry out reflection and review sessions to evidence your 'Impact' • Schedule EPPA in STARassess • Register Apprentice for EPA with chosen EPAO • Sign-off Gateway readiness
Who the main point of contact is				
Vistar EQA and Commercial and Operations Team	Vistar Business Development Manager	Vistar EQA	Vistar EQA	Vistar EQA