vistar

Vistar Apprenticeship Service Packs (ASP)

1 Vistar ASP – Centre Implementation
This is a generic document that supports centres who are preparing to deliver Apprenticeship Standards. The pack is designed to ensure centres are set up for efficient, consistent and quality delivery across all Standards. Each section is broken down for different audiences across the centre, such as senior management, business development and the delivery team. It provides centres with a central checklist, which can be used in preparation to deliver Apprenticeship Standards.

2 Vistar ASP - Employer Engagement
This is a generic document designed for Employers to provide a guide when navigating through Apprenticeship delivery. This document covers the terminology and acronyms used within Apprenticeships, the roles and responsibilities of the Employer, Provider and Apprentice as well as a break-down of the various stages of an Apprenticeship.

3 Vistar ASP – Delivery Team Factsheets
These documents are designed as an overview and to support the delivery team to implement the quality and precise requirements of each Apprenticeship Standard. The documents cover the on-programme requirements, such as qualifications and evidence that needs to be generated whilst on-programme, End-point Assessment components, and the grading model used to determine each Apprenticeship grade.

4 Vistar ASP - On-programme Training & Delivery

a Vistar Induction and Information
- Provides information on every aspect of the Standard and its delivery
- Provides a structure to carry out a clear induction which identifies each Apprentice's learning style
- Provides Apprentices with a clear indication of how the Standard will be covered including who is responsible
- Includes holistic components to support the Apprentice throughout their Apprenticeship

b Vistar Initial Diagnostic Assessment (IDA)
- Standard-specific assessments to assess the Apprentice against all of the criteria in the Apprenticeship Standard, split into two parts;
- Onscreen multiple-choice knowledge test; delivered through STARassess
- Competency based skills and behaviours interview; conducted by the Apprenticeship Trainer
- Enables the delivery team to determine the Apprentice's current strengths, weaknesses, knowledge and skills prior to delivery
- Results enable the delivery team to tailor delivery for each Apprentice and structure an individual learning programme, and to track and evidence progress for each Apprentice throughout their Apprenticeship

c1 Vistar Schemes of Work (SoW)
- Consists of four planning templates to plan the generic 'how' of the Apprenticeship Standard delivery for the Apprenticeship Trainer, that align to the Vistar ALP
- The Apprenticeship Trainer can use these to plan; the aims/objectives, how they will deliver this component (use of resources, delivery methods), what assessment preparation they will carry out with the Apprentice and the outcome of the delivery against the Apprenticeship Standard

c2 Vistar Action Plans
- Consists of four planning templates, for the Apprentice to plan in detail, appropriate to their individual learning style, how they will ensure that the requirements of the Apprenticeship Standard are achieved, aligning with the Vistar ALP
- Helps the Apprentice to plan who will support them to achieve what is required
- Tracks target and actual completion dates
- Logs learning contributing to 20% off-the-job training

c3 Vistar Apprenticeship Learning Pack (ALP)
- Consists of four workbooks that align to the recommended Apprenticeship duration
- Each workbook guides the Apprentice through their learning, and consists of activities to complete against the knowledge, skills and behaviours within the Apprenticeship Standard
- Gives guidance and support to collate and create portfolios of evidence required for EPA, where applicable
- Includes reflection and review section at the end of each workbook
- Certificates of learning progress can be claimed at the end of each workbook

c4 Vistar Apprenticeship Trainer Pack (ATP)
- Consists of four workbooks, that align to the Vistar ALP
- Provides guidance for the delivery team working with Apprentices to deliver the Vistar ASP
- Gives the delivery team the suggested answers and guidance for the activities in the Vistar ALP
- Includes reflection and review section at the end of each workbook to track learning progress and practice of skills and behaviours

d Vistar End-point Preparation Assessments (EPPA)
- Onscreen multiple-choice preparation assessment reflecting the EPA; delivered through STARassess
- Results provide the Apprentice with a result, a grade and feedback on areas of strength and weakness against the Apprenticeship Standard before undertaking the actual EPA

GATEWAY AND END-POINT ASSESSMENT