



Vistar Apprenticeship Service Pack Matrix for Preparation and Delivery of Apprenticeship Standards

There are many activities that you, as a Training Provider, will need to deliver to ensure that you fulfil the requirements of Ofsted and ESFA when training your Apprentices. Essentially, the Curriculum that you will develop and implement for each of your Standards is fundamental to meeting the requirements of your 'Quality of Education'.

Additionally, the list below identifies further activities you need to complete to ensure effective planning, preparation and delivery of each Standard. The **Vistar Apprenticeship Service Packs** and **Vistar EQA service**, support, enhance and give structure to these activities, represented below by the ✓.

Training Provider Activity required to ensure effective planning, preparation and delivery of Apprenticeship Standards	Centre Preparation	Recruitment and Sign up	Pre-Training	Training and delivery
Centre Implementation	✓	✓	✓	✓
Employer Induction and Engagement	✓	✓	✓	✓
Delivery Team Implementation and Standardisation	✓	✓	✓	✓
Understand and Share the Industry Best Practice	✓	✓	✓	✓
Apprentice Induction and IAG		✓	✓	✓
Initial Diagnostic Assessment		✓	✓	✓
Recognition of Prior Learning		✓	✓	✓
Understand and Adapt to Learning Styles		✓	✓	✓
Mentoring and Coaching		✓	✓	✓
Signpost and Share Resources			✓	✓
Create Individual Learning Plans			✓	✓
Build individualised Schemes of Work			✓	✓
Build individualised Actions Plans			✓	✓
Signpost to Qualification Criteria, where relevant			✓	✓
Complete and evidence KSB Activities				✓
Provide Stretch and Challenge				✓
Undertake Review and Reflection with Apprentice and Employer				✓
Recognise and Motivate Apprentice Learning Progress				✓
Signpost to the Weighting and Grading of the respective Assessment Methodologies				✓
Provide ongoing Preparation for the respective Assessment Methodologies for EPA				✓