



Vistar Apprenticeship Service Packs

Approval Application Form

Customer Name:

Customer Number: **VC-**

## Guidance on completing the Vistar Apprenticeship Service Packs Approval Application Form

### Overview

This form is designed to be used by customers to apply for Vistar Apprenticeship Service Packs approval(s).

An initial customer approval for Vistar Apprenticeship Service Packs will involve a visit and once approval has been satisfactorily gained, future additional approvals may be completed as a desktop approval and therefore a subsequent approval visit may not be required.

Vistar will ask for evidence, as part of its approval process, of the following staffing requirements:

- The customer has sufficient resources to effectively deliver the Vistar Apprenticeship Service Packs for which the application applies, in line with the requirement of Vistar.
- There are sufficient occupationally competent and qualified assessment, teaching/training, examiner, invigilator and quality assurance personnel to meet the demand of learners.
- Ensure that members of staff are appropriately trained to carry out their roles and keep up to date with their occupational, assessment and quality assurance continuing professional development (CPD).
- There are effective communication systems in place to keep staff (including third party and sub-contracted) up to date with internal and Vistar policies and procedures.
- Ensure staff are familiar with and understand the relevant documentation and guidance provided by Vistar.
- Resource needs to deliver qualifications, which may be part of the requirements for the completion of specific standards, are accurately identified and made available.

Vistar will ask for evidence as part of its approval process of the following requirements for the delivery of supervised or controlled assessments:

- The customer must have an examinations and invigilation policy and procedure, which meets the requirements of Vistar.
- The customer must have all relevant policies and procedures to ensure they comply with Vistar Centre requirements, for example; appeals, complaints, conflict of interest, equality and diversity, malpractice, maladministration, withdrawal.

- The customer must ensure that the responsibilities and accountabilities of the examination, invigilation and quality assurance team are documented and clearly understood.
- Equipment and accommodation used for the purpose of assessment and examinations comply with the requirements of local Health & Safety regulations and are sufficient to accommodate the proposed number of learners to be examined in any single session.
- The centre has access to IT technical expertise during the examination period for online assessments.

If you need any support completing the form, please contact Vistar for support and guidance.

## **Section 1 - Customer details**

It is important that all areas in this section are completed fully and accurately.

## **Section 2 – Vistar Apprenticeship Service Pack Details**

The form allows for the customer to enter up to 6 Vistar Apprenticeship Service Packs. If you are wishing to apply for more than 6, please just copy and paste more pages. It is important to ensure that you add sufficient staff for each Vistar Apprenticeship Service Packs. This should include both suitably qualified and occupationally competent trainer/ tutors, assessors and IQAs. If you are initially requiring more staff to be included than the form allows, please just add more rows.

## **Section 3 – Declaration**

This application must be signed by an accountable person in the organisation which may be the Head of Centre or Senior Manager. The contractual terms and conditions agreed as part of this approval process apply to all existing and future Vistar Apprenticeship Service Packs approval applications.

## **Submitting your Vistar Apprenticeship Service Pack Approval Application Form**

Please email your completed Vistar Apprenticeship Service Packs Approval Application Form with accompanying evidence to demonstrate occupational, assessment and quality assurance suitability of the staff and associates for their respective roles to [operations@vistarquals.com](mailto:operations@vistarquals.com).



**Section 1 – Customer Details**

Customer Name

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Customer Number

**VC-**

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Customer Contact Name

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Customer Contact Email

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Register of Apprenticeship Training  
Provider number (if relevant)

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## Section 2 – Vistar Apprenticeship Service Packs Details

### Vistar Apprenticeship Service Packs 1

Full title of Vistar Apprenticeship Service Packs \_\_\_\_\_

Predicted learner numbers \_\_\_\_\_

Trainer/Tutor, Assessment & Quality Assurance Team

Name	Role	Relevant Qualifications achieved	CV/ Competence Statement attached	Copy Certs attached
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

### Vistar Apprenticeship Service Packs 2

Full title of Vistar Apprenticeship Service Packs \_\_\_\_\_

Predicted learner numbers \_\_\_\_\_

Trainer/Tutor, Assessment & Quality Assurance Team

Name	Role	Relevant Qualifications achieved	CV/ Competence Statement attached	Copy Certs attached
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>



### Vistar Apprenticeship Service Packs 3

Full title of Vistar Apprenticeship Service Packs \_\_\_\_\_

Predicted learner numbers \_\_\_\_\_

Trainer/Tutor, Assessment & Quality Assurance Team

Name	Role	Relevant Qualifications achieved	CV/ Competence Statement attached	Copy Certs attached
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

### Vistar Apprenticeship Service Packs 4

Full title of Vistar Apprenticeship Service Packs \_\_\_\_\_

Predicted learner numbers \_\_\_\_\_

Trainer/Tutor, Assessment & Quality Assurance Team

Name	Role	Relevant Qualifications achieved	CV/ Competence Statement attached	Copy Certs attached
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>



### Vistar Apprenticeship Service Packs 5

Full title of Vistar Apprenticeship Service Packs \_\_\_\_\_

Predicted learner numbers \_\_\_\_\_

Trainer/Tutor, Assessment & Quality Assurance Team

Name	Role	Relevant Qualifications achieved	CV/ Competence Statement attached	Copy Certs attached
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

### Vistar Apprenticeship Service Packs 6

Full title of Vistar Apprenticeship Service Packs \_\_\_\_\_

Predicted learner numbers \_\_\_\_\_

Trainer/Tutor, Assessment & Quality Assurance Team

Name	Role	Relevant Qualifications achieved	CV/ Competence Statement attached	Copy Certs attached
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>



### Section 3 - Declaration

By signing this declaration, I am confirming that all staff and associates involved in the training delivery, assessment and internal quality assurance of the Vistar Apprentice Service Pack(s) meet Vistar's requirements for relevant and current occupational competence, assessment and quality assurance competence and this will be kept up to date through continuing professional development.

For tested assessments, I confirm that there are arrangements in place to deliver controlled assessments in line with Vistar's requirements.

Name

(BLOCK CAPITALS)

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Position

(BLOCK CAPITALS)

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Signature

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Date

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**[INTERNAL] Section 4 - Approval Completion and Actions**

Feedback on approval \_\_\_\_\_

Approval actions agreed \_\_\_\_\_

Date of actions to be completed by \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approval completed by \_\_\_\_\_ Date \_\_\_\_\_

Passed to Commercial Manager for decision by \_\_\_\_\_ Date \_\_\_\_\_

Approved

Decision returned to centre by \_\_\_\_\_ Date \_\_\_\_\_

Copy place on centre file by \_\_\_\_\_ Date \_\_\_\_\_