

Approval Visit Checklist

We know that making the most effective use of your time is crucial, so we've put together the following checklist. This will help you prepare for your Approval Visit – thus making the most use of your precious time! Please complete this checklist prior to your approval visit, to make sure you're fully prepared.

If you've any questions about any of the Approval Criteria, feel free to get in touch with your Approval Advisor who'll be more than happy to help. Alternatively give your Centre Support Assistant a call with any queries. If you're not sure who this is call 0191 2398000.

	Tick to confirm
I've printed off and read the approval criteria.	
I've agreed a mutually convenient visit date and time with the Approval Advisor.	
I've read the NCFE Occupational Competence Guidelines for the qualifications I'm seeking approval for.	
I've checked that staff are occupationally competent using the guidance for the qualifications I'm seeking approval for.	
I have the appropriate evidence to meet the Management Systems criteria.	
I have the appropriate evidence to meet the Resources criteria.	
I have the appropriate evidence to meet the Candidate Support criteria.	
I have the appropriate evidence to meet the Assessment and Internal Verification/Moderation criteria.	
I have the appropriate evidence to meet the Records criteria.	
I've familiarised myself with the Qualification Specification(s) for the qualification(s) I'm interested in delivering.	
I have all the necessary evidence available for the Approval Visit in a suitable format (eg quality file).	
I have the necessary staff members available for the visit, and there will be someone with the Approval Advisor for the duration of the visit.	

If you don't have any of the above in place prior to the approval visit, or are unsure of anything, then contact your Approval Advisor to discuss this before the day of the visit.