



## Additional Staff Approval Procedure

Application forms for the approval of additional staff can be:

- Downloaded via the CYQ website or
- Requested from the Approvals and Verification team

The Centre Contact must complete the Additional Staff Approval Application Form and send this to the Approvals and Verification team at with copies of:

- CVs for all additional tutors, assessors and IVs
- Certificates for all tutors, assessors and IVs

The CYQ Approvals and Verification team will process the application and respond within three to six weeks with the outcome. The outcome of the application may be one of the following:

Approved:

Tutors/Assessors/IVs are approved

Action required prior to approval:

Centre must provide additional evidence within an agreed timeframe

Approval denied:

Tutors/Assessors/IVs are not approved

CYQ criteria for the appointment of tutors, assessors and IVs is shown on the CYQ website.