To apply to offer the Apprenticeship Standards, you must firstly complete this approval guidance checklist to ensure that the following criteria has been met.

Once complete, please ensure that this is uploaded to the ‘Documents’ section of your IMI Centres Hub, along with any supplementary evidence. Please then complete a ‘Centre Approval Application’.

# IMI Operating manual section 9

[ ] The centre must ensure they have read and understood the information provided in the relevant area of Section 9 of the IMI Operating Manual.

# tooling and RESOURCES

[ ]  The centre must ensure they have the necessary tools and equipment as detailed in the Tooling and Resource list for the standard to be delivered. This can be found on the IMI website: <http://www.theimi.org.uk/landing/apprentice/index.html>

[ ]  Please tick if your centre will be using the IMI eLogbook.

# STAFF

[ ] All relevant staff wishing to assess the standard must meet the requirements of the standard they wish to assess as detailed in Training Provider Guidance document for that standard, available on the IMI website: <http://www.theimi.org.uk/landing/apprentice/index.html>

# REgister of apprenticeship training providers

The centre must appear on the Register of Apprenticeship Training Providers. Please provide register number or if using a funding agent please provide their name/number ……………………………………………

*Please note the application will not be accepted without the above information.*

# FACILITATION OF END POINT ASSESSMENT

[ ] IMI to provide Independent Observer/Assessment staff. ONLY.

[ ]  IMI to provide Independent Observer/Assessment staff, facility and resources.

# declaration

I certify that:

[ ]  The information provided as part of this application is a true reflection of our intentions.

[ ]  All required evidence, along with this checklist, will be submitted as part of the IMI Centres Hub Centre Application form in the ‘Scope and Purpose’ section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Centre name:** |  | **Centre number:** |  |
| **Centre Co-ordinator:** |  | **Date:** |  |