



## Additional staff approval procedure

Application forms for the approval of additional staff (Tutors, Assessors and Internal Quality Assurers) can be:

- accessed via the [YMCA Awards website](#) or
- requested from the Quality Assurance team ([awards.approvals@ymca.co.uk](mailto:awards.approvals@ymca.co.uk))

The centre contact must complete the Additional Staff Approval Application and send this to the Quality Assurance team at with:

- CV copies for the relevant Tutor, Assessor or IQA (Internal Quality Assurer)
- Certificate copies for the relevant Tutor, Assessor or IQA

If the above information is not supplied at the point of application, or the application is incomplete, YMCA Awards will contact the centre and request further information, or the application may be declined and must be re-submitted in full. In these instances, applications will then remain open for eight weeks from the point of submission. After eight weeks the application will expire and must then be re-submitted in full to resume the approval application process.

Completed applications will be reviewed by the YMCA Awards Quality Assurance team and a response will be given within five working days with the outcome. The outcome of the application may be one of the following:

Approved:

- Tutors/Assessors/IQAs are approved

Approval denied:

- Tutors/Assessors/IQAs are not approved

YMCA Awards criteria for the appointment of tutors, assessors and IQAs is shown on the [YMCA Awards website](#).