APP Data Validation Process Guide

To complete the data validation for your APP please follow the steps below.

1. **Download** your data validation document by clicking the 'DOWNLOAD DATA VALIDATION DOCUMENT' button in the Data Validation section of the APP Global Campus.

    DOWNLOAD DATA VALIDATION DOCUMENT

2. **Open** the document. There are 6 pages of APP information in the document. **Please start on 'APP data'.**

3. **Check** the APP data information is correct on this page.

4	1. Please check the information in the 3 sections below. Do not make changes on this page as this will not update on our system.
5	2. To update any information please email a completed Change of Contact Details form to APPRenewals@wsetglobal.com
6	3. Next go to the Satellites page.
7	
8	**Core details**

	APP number	APP name	Organisation name	Is APP open to public
9				
10	9999	Example APP Name	Example Organisation	Open
11				
12				

13	**Billing address**

	Display name	Address text
14		
15		Example Street Example Town Example City Example zip/post code Example Country
16		
17		

18	**Delivery address**

	Display name	Address text
19		
20		Example Street Example Town Example City Example zip/post code Example Country
21		
22		
23		

APP data | Satellites | Organisation roles | Education roles | Qualifications | Print licences

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Important

Do not change the information on the 'APP data' page, it will not be updated on our system.

To make changes please complete a 'Change of Contact Details' form (available from APP Global Campus > APP Resources > Administration forms), and send to AppRenewals@wsetglobal.com after completing your APP data validation review.

4. **Open the 'Satellites' page** and **check** that all active satellites are displayed for your APP.

4.1 Deactivate any satellite sites that are no longer used by your APP. To deactivate a satellite listed on this page, please type the word 'Inactive' on the relevant row, in the 'status' column.

4.2 To add a satellite site please complete an 'Addition of a Satellite' form (available from APP Global Campus > APP Resources > Administration forms), and send to AppRenewals@wsetglobal.com after completing your APP data validation review.

Example below: satellite site 1234-013 is no longer used and has been changed to 'Inactive'

2	**Instructions:**					
3	1. Below is a list of satellite sites that are currently active for your APP. Please check this list is correct. The standard limit is 20 active satellite sites per APP.					
4	2. To change any of these to inactive please type 'Inactive' in the Status column.					
5	3. To add a satellite site please email a completed Addition of Satellite form to APPRenewals@wsetglobal.com					
6	4. Next go to the Organisation roles page.					
7						
8	*Please note WSET is working on upgrading the Where to Study page listings on our website and the information that you provide here may be used to create public satellite listings.*					
9	*The purpose (open or closed) refers to if the courses/exams at the site are open to the public or closed (e.g. internal training)*					
10						
11	**Satellite number**	**Display name**	**Address line 1**	**City**	**Postcode**	**Purpose - open or closed**	**Status**
12	1234-006	The Wine Club (Example Venue)	Example Street	Example City	Example postcode	Open	Approved
13	1234-012	Private Company (Example Venue)	Example Street	Example City	Example postcode	Closed	Approved
14	1234-013	The Spirits Place (Example Venue)	Example Street	Example City	Example postcode	Open	Inactive
15	1234-020	Drinks and Foods (Example Venue)	Example Street	Example City	Example postcode	Open	Approved
16						
17						
18						
19						
20						
21						

| APP data | **Satellites** | Organisation roles | Education roles | Qualifications | Print licences | ⊕ |

Important

The change of status to 'Inactive' is the only change that will be automatically processed.

Any other changes must be emailed to AppRenewals@wsetglobal.com after completing your APP data validation review.

5. **Open the 'Organisation roles' page** and **check** the Main Contact, Finance Contact and Exams Officers are correct.

5.1 Deactivate any roles that are no longer correct for your APP. To deactivate a role please type the word 'Inactive' on the relevant row, in the 'status' column.

5.2 To change the Main Contact or Finance Contact please complete a 'Change of Contact details' form and to change or add an Exams Officers please complete a 'Change/Addition of Exams Officer' form (available from APP Global Campus > APP Resources > Administration forms), and send to AppRenewals@wsetglobal.com after completing your APP data validation review.

Example below: John Smith is no longer an Exams Officer and has been changed to 'Inactive'

2	Instructions:			
3	1. Below is a list of APP staff that are currently active for your APP. Please check this list is correct.			
4	2. To remove an Exams Officer please type 'Inactive' in the Status column. Please remember an APP must have 1 Main Contact and at least 1 Exams Officer			
5	3. To update the Main Contact please email a Change of Contact form to APPRenewals@wsetglobal.com			
6	4. To add an Exams Officer please email a completed Addition of Exams Officer form to APPRenewals@wsetglobal.com			
7	5. Next go to the Education roles page.			
8				
9	**Name**	**Email**	**Role**	**Status**
10	John Smith	jsmith@dvexample.com	Main Contact	Approved
11	Samantha Smith	ssmith@dvexample.com	Finance Contact	Approved
12	David Brown	davidbrown@dvexample.com	Exams Officer	Approved
13	John Smith	jsmith@dvexample.com	Exams Officer	Inactive
14				
15				
16				
17				
18				
19				

APP data | Satellites | **Organisation roles** | Education roles | Qualifications | Print licences

Important

The change of status to 'Inactive' is the only change that will be automatically processed.

Any other changes must be emailed to AppRenewals@wsetglobal.com after completing your APP data validation review.

Please remember there must be one Main Contact, one Finance Contact and at least one Exams Officer.

6. **Open the 'Education roles' page** and **check** the Nominated Educators, Course Educators and Internal Assessors are correct.

6.1 Deactivate any educator roles that are no longer correct for your APP. To deactivate a role please type the word 'Inactive' on the relevant row, in the 'status' column.

6.2 To change or add an Educator or Internal Assessor please complete a 'Change or Addition of an Educator' form (available from APP Global Campus > APP Resources > Administration forms), and send to AppRenewals@wsetglobal.com after completing your APP data validation review.

Example below: David Brown is no longer a Level 1 Award in Wines Course Educator and has been changed to 'Inactive'

	Instructions:			
2				
3	1. Below is a list of Educators that are currently active for your APP. Please check this list is correct.			
4	2. To remove an Educator please type 'Inactive' in the Status column. Please remember an APP must have 1 Nominated Educator for ea			
5	3. To update the Nominated Educator or add a Course Educator/Internal Assessor please email a completed Change or Addition of Edu			
6	4. Next go to the Qualifications page			
7				
8	**Name**	**Role**	**Qualification**	**Status**
9	John Smith	Nominated Educator	Level 1 Award in Wines	Approved
10	John Smith	Nominated Educator	Level 2 Award in Wines	Approved
11	John Smith	Nominated Educator	Level 3 Award in Wines	Approved
12	John Smith	Internal Assessor	Level 3 Award in Wines	Approved
13	David Brown	Course Educator	Level 1 Award in Wines	Inactive
14	David Brown	Course Educator	Level 2 Award in Wines	Approved
15				
16				
17				
18				

APP data   Satellites   Organisation roles   **Education roles**   Qualifications   Print licences   ⊕

Important

The change of status to 'Inactive' is the only change that will be automatically processed.

Any other changes must be emailed to AppRenewals@wsetglobal.com after completing your APP data validation review.

Please remember there must be one Nominated Educator for each qualification that your APP offers.

7. **Open the 'Qualifications' page** and **check** the information is correct.

2	**Instructions:**		
3	1. Below is a list of Qualifications that are currently shown as active for your APP. Please check this list is correct. Do not make changes c		
4	2. To add a new qualification please email a completed Qualification Application form to APPRenewals@wsetglobal.com		
5	3. To remove a qualification please email APPRenewals@wsetglobal.com to advise them of this.		
6	4. Next go to the Print licences page.		
7			
8	*Please note that if you are currently using online options 2 or 3 these will not be noted as distance learning under 'Delivery method' below because these were introduced as temporary measures during Covid-19 restrictions.*		
9			
10	**Qualification approval**	**Delivery method**	**Status**
11	Level 1 Award in Wines	Classroom	Active
12	Level 2 Award in Wines	Classroom	Active
13	Level 3 Award in Wines	Classroom	Active
14			
15			
16			
17			

APP data | Satellites | Organisation roles | Education roles | **Qualifications** | Print licences ⊕

Important

Do not change the information on the 'Qualifications' page, it will not be updated on our system.

To add a qualification please complete the relevant Qualification Application Form (available from APP Global Campus > APP Resources > Administration forms), and send to AppRenewals@wsetglobal.com after completing your APP data validation review.

To remove a qualification please email AppRenewals@wsetglobal.com after completing your APP data validation review.

8. **Open the 'Print licences' page** and **check** the information is correct. If your APP does have print licences, please check the qualification and language is correct.

Example below: The information shown for an APP that does not have any print licences

Example below: The information shown for an APP that has print licences for (English Language) WSET Level 1 Award in Wines and WSET Level 1 Award in Spirits

Print licence qualification	Language	Status
Level 1 Award in Wines	English	Active
Level 1 Award in Spirits	English	Active

Important

Do not change the information on the 'Print licences' page, it will not be updated on our system.

To make changes please complete the 'WSET Level 1 Print Licence Agreement' form (available from APP Global Campus > APP Resources > Administration forms), and send to AppRenewals@wsetglobal.com after completing your APP data validation review.

9. **Save** your data validation document. Please note where this is saved for when you upload it in step 10.3.

10. **Log into the APP Global Campus** and **open the APP Data Validation section**.
    10.1 Read the information in the checklist and tick the boxes (or make a note in the text box if you have not ticked all the boxes).
    10.2 Tick the box next to 'I confirm that the information I have provided is complete and accurate'.
    10.3 Click 'CHOOSE FILE' to select the completed data validation document, please ensure this is the correct document.
    10.4 Click 'Submit' to complete your APP data validation review.

Checklist

☑ 1) I confirm that I have reviewed all pages of the data validation document.

☑ 2) I confirm that I have not changed any information in the document apart from typing 'inactive' in the Status column, if required.

☑ 3) I understand that I need to email the required form(s) to APPRenewals@wsetglobal.com to make changes to the APP Name, APP Delivery or Billing addresses, Main Contact, Finance Contact and Nominated Educators.

☑ 4) I understand that I need to email the required form(s) to APPRenewals@wsetglobal.com to make additions of satellite sites, Exams Officers, Educators, qualifications and print licences.

If you have not checked all the boxes, please let us know why here

☐ I confirm that the information I have provided is complete and accurate

CHOOSE FILE

SUBMIT

Important

Remember to email AppRenewals@wsetglobal.com with the necessary forms in order to make changes, if required.

Please contact your WSET Business Development contact or AppRenewals@wsetglobal.com if you need any assistance with your APP data validation.