



Recognising and Recording Progress and Achievement Policy

Aims

As a provider who delivers a number of short non-regulated courses, we believe it is important to ensure that these are appropriate for the learner and that they are able to recognise their progress through the learning. In line with our strategic aims, we believe in ensuring that the right learners access the right learning at the right time. The Recognising and Recording Progress and Achievement (RARPA) Policy helps to ensure that this is the case for non-regulated learning using a recognised 5-step process.

1. Aims and Objectives

Our marketing, pre-course and training materials explain the content and aims of the non-regulated courses. Learners who are funded discuss their own aims and objectives during their induction, the induction tutor will identify potential courses and explain the aims and objectives to the learner to make an informed decision as part of our Information, Advice and Guidance.

2. Initial Assessment

An initial assessment is predominantly undertaken through discussion with the learner as part of their induction in order to assess the learning need for the content of the non-regulated learning. Other methods can include a self-assessment of skills, a strengths and weaknesses assessment or pre-assessment of learning on the course.

3. Learning Objectives

Following the initial assessment, learning objectives are set to ensure that the non-regulated learning will match the long and medium term aims of the learner. These can be revisited and amended as the learner progresses through the non-accredited learning as part of their regular reviews.

4. Identification of Learning

Learner's progress is recorded through the completion of modules. For those accessing online learning, the system automatically records their learning and shows their progress on their screen as they continue the learning.

5. Review and Recording

At the end of courses, learners assess themselves towards learning outcomes through a quiz based on each of the learning aims, or completion of a defined activity such as producing an action plan. Once all learning and assessment is completed, all learners receive a certificate of completion.

Review

This policy will be reviewed biannually.

September 2024