



# RARPA Policy

## **Gtec Media Limited**

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

Version: 1.0

Effective Date: 26 March 2026

Review Date: Annually

## **1. Purpose**

Gtec Media Limited is committed to recognising and recording learner progress and achievement in all non-regulated learning programmes delivered by the organisation.

This policy outlines how Gtec Media Limited applies the RARPA (Recognising and Recording Progress and Achievement) process to support learner development, quality assurance, continuous improvement, and positive learner outcomes.

## **2. Scope**

This policy applies across all areas of Gtec Media Limited's services where non-regulated learning is delivered, including:

- Adult Skills and Learning provision
- Digital inclusion programmes
- Online learning delivery
- Tutor-led live video conferencing sessions
- Employability and digital skills workshops
- Community and short-course learning activities

This policy applies to all staff, tutors, associates, contractors and learners involved in the delivery of non-regulated learning.

### **3. Principles**

Gtec Media Limited will:

- Identify learners' starting points and learning needs
- Agree clear learning aims and outcomes with learners
- Monitor learner progress throughout delivery
- Provide constructive feedback and support
- Record learner achievement appropriately
- Encourage learner reflection and self-assessment
- Use learner feedback to improve programme quality

### **4. RARPA Process**

The organisation applies the following stages within non-regulated provision:

#### **4.1 Initial Assessment**

Learners' existing knowledge, skills, confidence and learning goals will be identified at the start of delivery.

#### **4.2 Learning Objectives**

Clear and appropriate learning objectives will be agreed and communicated to learners.

#### **4.3 Ongoing Review**

Tutors will monitor participation, engagement and progress throughout the programme and provide support where required.

#### **4.4 Recording Achievement**

Evidence of learner progress and achievement may include:

- Tutor observations
- Attendance records
- Learner feedback
- Completed activities or tasks
- Informal assessments
- Learner self-reflection

#### **4.5 End of Learning Review**

At the end of the programme, learners will have the opportunity to review their progress and identify next steps for further learning, employment or personal development.

### **5. Quality Assurance**

Gtec Media Limited will review RARPA practices regularly as part of its wider quality assurance and continuous improvement processes.

## **6. Equality and Inclusion**

RARPA processes will be delivered fairly, inclusively and in accordance with the organisation's Equality and Diversity Policy.

## **7. Policy Review**

This policy will be reviewed annually or earlier where required due to legislative, funding or operational changes.