##  External check by peer review report form

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| **Name of organisation:** |  | **Contact details:** |  |
| **Region:** |  |
| **Name of reviewer:** |  | **Date of visit:** |   |
| **Name of regional standards manager (CETT SEND lead):**  |  | **Date sent to****regional standards manager:** |  |
| Brief overview of the organisational context and scope of the external check |

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| **Section 1: RARPA five-staged process** |
| **RARPA elements** | **Evidence**  | **Sufficient** | **Comments****Good practice/actions for improvement** |
| 1. Aims appropriate to an individual learner or groups of learners (clearly stated learning aims)
 |  |  |  |
| 1. Initial assessment to establish the learner’s starting point
 |  |  |  |
| 1. Identification of appropriately challenging learning objectives: initial, renegotiated and revised
 |  |  |  |
| 1. Recognition and recording of progress and achievement during programme (formative assessment): tutor feedback to learners, learner reflection, progress reviews
 |  |  |  |
| 1. End-of-programme learner self-assessment; tutor summative assessment; review of overall progress and achievement
 |  |  |  |
| **Section 2: Organisational Systems to Quality Assure RARPA** |
| **RARPA elements** | **Evidence** | **Sufficient** | **Comments****Good practice/actions for improvement** |
| 1. Staff implement the RARPA process effectively across the organisation
 |  |  |  |
| 1. There is an effective quality assurance system for the review and improvement of the provision using the RARPA process
 | *Reporting on this standard is broken down into the 4 key areas covered by the relevant criteria* |
| 7.1 A clear quality cycle is in place that includes all elements of RARPA, all aspects of provision and all staff. It is learner-centred, and embedded with the organisation’s overall quality improvement system.  |  |  |  |
| 7.2 There are internal methods for moderating the effectiveness of RARPA. |  |  |  |
| 7.3 Provider self-assessment review of the RARPA process is both rigorous and consistent and the Quality Improvement Plan leads to improvement.  |  |  |  |
| 7.4 There are external methods for verifying the effectiveness of RARPA  |  |  |  |
| 1. There is effective performance management and professional development in relation to RARPA
 |  |  |  |
| **Agreed actions as a result of the external check by peer review** |
|  |
| **Signed:****(provider)** |  | **Dated:** |  |
| **Signed:****(reviewer)** |  | **Dated:** |  |
| **Signed:****(regional standards manager)** |  | **Dated:** |  |
| **Reviewer’s notes on valuable learning for own organisation** |  |

**Writing up your report**

You should complete all fields in the report form. If you had agreed that some of the RARPA standards were out of scope for the external check, then you should note ‘not reviewed’ in these fields.)

In the overview section, make a note of the scope of the review including the range of learning programmes covered, the RARPA standards reviewed and the range of external check activities undertaken (eg document review, sampling activities including sample sizes audits, interviews and observations).

For each of the 8 RARPA standards included in the review

* give a clear indication of your findings
* highlight areas of good practice
* specify what actions for improvement the organisation needs to take if its performance is to meet the requirements
* confirm whether the organisation has carried out any previously agreed actions for improvement (from previous external checks or internal self-assessment activity)
* record any areas where there was insufficient evidence to form a decision or where the evidence reviewed did not support the provider’s self-assessment.

Finally, make a note of any specific learning you have gained from the review which will be of value in your organisation.

Once completed, you should send your report to your contact in the organisation reviewed, inviting them to check through the report to ensure it is accurate and asking them to sign to agree the findings. You may find it helpful to arrange a telephone conversation to discuss any issues arising.

Once you have agreed the report with the organisation being reviewed and they have returned to you a signed copy, you should then send this to the named person in your regional RARPA standards management organisation (currently the CETT SEND lead).