**City College Peterborough**

**Subcontracting Guidance**

**Fund 2025-2026**

**Funding Guidance**



**Contents**

1. Introduction

2. What is available

3. Who can apply

4. What activities will be funded

5. Key Criteria

6. Application Process and timeline

7. Responses and how to raise questions

8. Selection Process

9. Funding Allocations

10. What successful applicants can expect

11. Concerns or complaints

12. Definitions.

**1. Introduction**

The main purpose of the Subcontracting fund is to reach disadvantaged communities and individuals, to enable them to participate in learning and to progress towards further learning and/or sustainable employment.

The funding we receive is provided through the devolved Adult Skills Fund from Cambridgeshire and Peterborough Combined Authority, therefore only residents of Cambridgeshire and Peterborough will be funded through this project.

The Combined Authority priorities are to

* widen participation in education and training,
* support improvement of confidence and acquisition of skills which can support residents to prepare for a range of career opportunities, support wider family learning including maths and English
* support online learning and self-organised learning which can lead to the lives of the most troubled families being turned around.

City College Peterborough aims to ensure that the city's learning and training aligns with the overall Cambridgeshire and Peterborough Combined Authority Skills Strategy and has a positive wider social impact on the residents and communities within the city.

As a college, our adult education offer strives to provide an inspiring and inclusive adult education experience that empowers individuals to learn, connect, develop skills and achieve their goals in a supportive and welcoming environment allowing them to thrive and contribute to the community in which they live and work. We wish to ensure that as many individuals as possible are able to engage with learning and we are making available funding again this academic year to reach more people. This funding is available for local organisations and groups to bid for to offer informal (non-qualification) learning opportunities.

City College Peterborough encourage bids that are innovative and make an impact to the communities it is delivered within and are not a duplication of delivery which already takes place either in your own organisation or within City College Peterborough.

**2. What is available**

The Subcontracting Fund is being launched again this year to support and encourage the Voluntary and Community Sector, other third sector and not-for-profit organisations to deliver innovative learning that supports disadvantaged adults aged 19+ and address the local key priorities as listed below:

* Care leavers aged 19-24 who do not hold an educational health care plan (EHCP).
* Adults 19+ who are long term unemployed or economically inactive, who express an interest in moving into work.
* Adults 19+ who are away from the workplace due to GP guidance on a long-term fit note.
* Adults 19+ who are experiencing isolation.

The total amount of the fund for 25-26 is £85,000

The amount of funding needed for your project should be at least £5,000 and not exceed £10,000. (Potential partners seeking funding for less than £5,000 should speak to City College Peterborough). At the set-up meeting we will discuss the proposal for the funding requested and expectations around delivery and set payment schedules accordingly.

Funding is to be used primarily for revenue of projects only.

Funding can support some taster learning sessions of 5 hours, but it is expected that the majority of learning offered will be for the delivery of a minimum of 10-15 hours. This may be spread over several days, weeks or months.

**3. Who can apply**

**To apply for subcontracting funding, you must be:**

* An established organisation proposing learning activities with the target group.
* Proposing learning activities which are aimed at adults aged 19 and over.
* Targeting residents who are out of work, cannot access education and/or are excluded from the mainstream society.
* Able to show that all tutors involved in the project are suitably trained and experienced.
* Able to give a named person responsible for completing the necessary quality assurance tasks associated with this funding.

**4. What activities will be funded?**

Courses that fit into one or more of the areas below:

* Care leavers aged 19-24 who do not hold an educational health care plan (EHCP).
* Adults 19+ who are long term unemployed or economically inactive, who express an interest in moving into work.
* Adults 19+ who are away from the workplace due to GP guidance on a long-term fit note.
* Adults 19+ who are experiencing isolation.

We are required to deliver and report our learning programmes under one of these 7 delivery strands if your provision falls within the Tailored Learning Strand of the funding which link to the Tailored Learning objectives below:

* Engaging and/or building confidence.
* Preparation for further learning.
* Preparation for employment.
* Improving essential skills (English, including English for Speakers of Other Languages, maths and digital provision).
* Equipping parents/carers to support children’s learning.
* Health and well-being.
* Developing stronger communities.

On your delivery plan as part of the application form you will be asked to state which delivery strand your activity will fall under if it is Tailored Learning Provision or non-qualification.

All projects funded must:

* demonstrate that the delivery of learning is innovative, adds value and is different from City College Peterborough’s usual delivery.
* target the engagement of easy to ignore and/or disadvantaged groups of potential adult learners from deprived communities and those least likely to participate in mainstream learning.
* demonstrate that activity is widening participation and promoting the development of skills through learning.
* clearly demonstrate how the project meets the needs of the local area.

**5. Key Criteria**

All applications to the College’s subcontracting Fund must meet the following essential key criteria:

* The engagement of adult learners aged 19 years or older on 31 August 2025, eligible for funding and in one or more of the priority groups listed above. If, during the project, it is shown that the project has not recruited at least 85% of the learners participating in that project from at least one of the priority groups listed above, then the College reserves the right to withhold any further funding from the partner.
* The amount of funding needed for the project should be at least £5,000 and not exceed £10,000. (Potential partners seeking funding for less than £5,000 or more than £10,000 should speak to City College Peterborough).
* Funding is to be used primarily for revenue of projects only.
* Funding can support some taster learning sessions of a minimum of 2 hours, but it is expected that the majority of learning offered will be for the delivery of a minimum of 8-12 hours. This will be spread over a number of days, weeks or months.
* It will be a requirement of funding to track and record learners’ attendance, retention, progress and achievement of course outcomes and wider social outcomes.
* All projects will be required to undertake an evaluation of the impact of learning/training and follow-up of learners’ progression (into paid employment or to further learning or training). It is the responsibility of the delivery partner to ensure these requirements are met in full.
* All delivery partners in the partnership must co-operate fully with the quality assurance processes, and ensure that safeguarding, prevent and British values are embedded into delivery.
* Compulsory attendance at partner training sessions.
* Compulsory monitoring meetings. These will be monthly in the first instance, but for providers who we have worked with the college for a minimum of 3 years and we are happy with, these will be compulsory quarterly monitoring meetings.
* Monthly submission of monitoring reports and invoices for delivery costs must be supported by evidence which will be stipulated in the funding contract.
* Submission of case studies of learners or a specific course per term.

**Further requirements may be set out in your contract should you be successful.**

**6. Application Timeline and Process**

Stage 1 Funding opportunity launched by Apil 2025

Stage 2 Application form to be filled in and submitted, along with all the due diligence by 31July 2025.

*Application form is scored and discussed by panel.*

*Successful applicants invited to Stage 3 by 15 August 2025.*

*Unsuccessful applicants informed and explanation given by 15 August 2025.*

Stage 3 Partners invited to set up meeting where KPIs agreed, and contract monitoring meetings are arranged.

Sept 2025 Projects to begin delivery.

A second round of funding may be offered in December/early January if we have sufficient funds to distribute.

**Application Guidance**

* Applications received in any format other than the application form provided will not be accepted.
* Prior to filling in the application form, please ensure you have read fully this guidance document and paid particular attention to the criteria to ascertain that your project meets all the requirements of the funding.
* Please answer all the questions, address all bullet points within the questions, and keep within any specified word limits **– answers which exceed the given word limit will have a line ruled at the correct point in the text and appraisers will ignore any information below that point.**
* Unless otherwise stated in the question, only information contained in the answer sections of the application form will be considered.
* The value of projects should be no less and no more than the stated minimum and maximum available (unless prior agreement has been made).
* No match funding is required but where contributions from other organisations that input to the project this should be clearly shown within the Pound plus section.
* Do not overestimate the number of learners you expect to enrol on your project. Your proposal will be appraised based on the numbers you provide and therefore if successful your target outputs will reflect the numbers stated in your application. Failing to meet target outputs may result in your funding allocation being reduced. There is not a specified value (£) for individual learners, this will be dependent on the learning you are providing.
* The selection panel recognises that some learners will need more intensive support than others and will take this into account when judging the project’s value for money provided that, within your application, you have demonstrated the needs of the learner.
* Make sure that your proposed expenditure is reasonable and realistic and offers good value for money. Don’t claim more funding than is justifiable or include unnecessary costs – particularly contingency costs and high overheads including management and administration. Make sure that you can demonstrate that all your expenditure is fair and reasonable and that you can provide an audit trail.
* City College Peterborough has been allocated the funding by the Cambridgeshire and Peterborough Combined Authority and will retain 15% of the overall funding (not of the individual applications) to manage the contracts.
* None of the funding can be used for capital purchases including capital equipment such as computers and cameras.
* Hourly teaching rates **must include preparation** as well as actual teaching. We would not expect tutors to be paid extra for preparation or hourly rates to exceed £19.22 per hour for unqualified and £28.40 per hour for qualified. If the rate does exceed this, then a justification needs to be provided.
* Non-qualified tutors £19.22 per hour
* L3 qualified tutors £22.28 per hour
* L4 qualified tutors £23.63 per hour
* L5 qualified tutors £27.40 per hour
* You should be able show that your administration and management costs are value for money, this will be tested as part of the selection process, and you must retain evidence for audit purposes. The funding will not pay for governance costs.
* Any provider needing guidance and support on funding should contact City College Peterborough. Email: [clt@citycollegepeterborough.ac.uk](mailto:clt@citycollegepeterborough.ac.uk)
* The full application must be completed to be considered for funding, including the due diligence section – Section 8

**Example – Project Timeline**

|  |  |  |
| --- | --- | --- |
| Month/Year | Activity  \*Mandatory training will be rolled out by City College Peterborough  \* Monthly contract meetings will take place for each project | No. of distinct learners |
| Sept 24 | \* Attend CCP training session |  |
| \* Monthly contract meeting |  |
| Recruit learners onto the course 1 | 20 |
| Healthy eating course 1 starts | (20) |
| Total learners | 20 |
| Oct 24 | \* Monthly contract meeting |  |
|  |  |
|  |  |
| Nov 24 | \* Monthly contract meeting |  |
| Recruit learners onto the course 2 | 20 |
| Healthy eating course for 2 starts | (20) |
| Total learners | 20 |
| Dec 24 | \* Monthly contract meeting |  |
|  |  |
|  |  |
|  |  |
|  | Total learners | 40 |
|  |  |

Example - of the total cost breakdown (spreadsheet to be completed in full)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expected number of Courses** | 5 |  |  |  |
| **Expected Number of Learners** | 40 |  |  |  |
|  |  |  |  |  |
| **Activity/** | **Hourly rate** | **Total hours** | **Other Costs** | **Funding required (£)** |
| **Item** |
| **COURSE DELIVERY** | | | | |
| **Teaching** *(hourly rate includes planning, marking and completing all paperwork)* | | | | |
| Teaching of course | 26.5 | 75 |  | £1,987.50 |
| Volunteers |  |  | £180.00 | £180.00 |
| **TOTAL** | | |  | £2,167.50 |
| **COURSE RESOURCES/EQUIPMENT** *(learning materials/workshop materials/Equipment)* | | | | |
| Workbooks |  |  | £450.00 | £450.00 |
|  |  |  |  | £- |
| **TOTAL** | | |  | £450.00 |
| **MARKETING AND PUBLICITY** *(Recruitment & Promotion* **-** *You need to obtain at least 2 quotes)* | | | | |
| Posters |  |  | £650.00 | £650.00 |
|  |  |  |  | £- |
| **TOTAL** | | |  | £650.00 |
| **FACILITIES AND SUPPORT** *(e.g. room hire, childcare; volunteer travel; signers; support assistants)* | | | | |
| Room hire | 25 | 75 |  | £1,875.00 |
|  |  |  |  | £- |
| **TOTAL** | | |  | £1,875.00 |
| **ADMINISTRATION AND MANAGEMENT** | | | | |
| Admin | 11.44 | 110 |  | £1,258.40 |
|  |  |  |  | £- |
| **TOTAL** | | |  | £1,258.40 |
| **OTHER** *(please list)* | | | | |
|  |  |  |  | £- |
|  |  |  |  | £- |
| **TOTAL** | | |  | £- |
|  |  |  |  |  |
| Total funding required | **£6,400.90** |  |  |  |
| Total Cost per Learner | **£160.02** |  |  |  |
| Administration Cost Percentage | **19.66%** |  |  |  |

**7. Responses and how to raise questions**

City College Peterborough (CCP) are inviting you as an appropriately qualified provider to apply for the provision of learning. This will be for a period of one academic year from the date of commencement, subject to monthly performance review.

By participating in this application, you are indicating your acceptance to be bound by the guidelines set out in this document and attachments.

We provide in this guidance document the key details of the college’s requirements, which you should take into account in your response.

To simplify exchange of information regarding this application process please provide a relevant contact telephone and email addresses.

Please direct any questions regarding the application content or process to [clt@citycollegepeterborough.ac.uk](mailto:clt@citycollegepeterborough.ac.uk), clearly referencing this funding opportunity in the subject line. You should not contact other CCP personnel unless directed to do so. CCP reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. Your responses to all questions should be submitted in writing to the email address above.

**8. Selection Process**

The procurement and contracting process will be fair, transparent and accessible, while ensuring that the objective of the CLT funds are met. All applications will be assessed against the scoring framework by a funding panel which could be made up of representatives from City College Peterborough, including an advisory board member, a Combined Authority Member and a member from Peterborough City Council. The panel will score proposals based on the responses to the questions in the application form.

The panel will need to be satisfied that organisations have the capacity and experience to deliver the activity described including meeting the quality and contractual requirements set down. Full support will be available to organisations/groups to aid the delivery of their programmes where the need is identified.

The panel is looking to provide a balanced offer of provision and to impact on as many disadvantaged communities and groups as possible. Therefore, the panel reserves the right to award projects to provide an appropriate geographical and demographical spread. The panel reserves the right to amend the requested funding in order to facilitate collaboration with partners who are also seeking funding for similar types of projects.

In the event of borderline/duplicate points score, any past experience with the applicants will be used as part of the decision process.

Each section within the application form will gain its own score as follows, and scoring will be given accordingly:

0 – Fails to meet criteria / no answer provided

10 – Partially meets requirements

20 – meets majority of requirements

25 – meets all requirements

The table below lays out the maximum score available for each section and the minimum acceptable score.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Related Section** | **Max. Score Available** | **Min. Acceptable Score** |
| Track Record | 1 | 25 | 15 |
| Engaging and meeting the needs of the local area | 2 | 25 | 18 |
| Meeting the needs of learners | 3 | 25 | 18 |
| Delivery Plan | 4 | 25 | 18 |
| Readiness to deliver | 5 | 25 | 18 |
| Management & Reporting | 6 | 25 | 18 |
| Additional Information | 7 | N/A | N/A |
| Due Diligence | 8 | N/A | N/A |
| TOTAL SCORE AVAILABLE | N/A | 150 | 105 |

**The panel’s decision on funding is final.**

**9. Funding Allocations**

Each academic year City College Peterborough receive their funding allocation from the Combined Authority and the Education & Skills Funding Agency, and have to submit plans for how this money will be spent.

It is acknowledged and agreed between the parties that should City College Peterborough fail to secure relevant funding from the Combined Authority or should such funding be suspended or withdrawn for any reason, then City College Peterborough shall notify the partner as soon as it is aware of the position and in such circumstances City College Peterborough shall be under no further obligation to pay for the provision of the services by the partner provided after the date that City College Peterborough has been formally notified by the Combined Authority that such funding has been suspended or withdrawn.

**Funding will not be paid for the following:**

1-1s, compulsory partner contract meetings, travel, petrol, course beverages or snacks (however, ingredients for cookery courses can be claimed) and course planning.

**Marketing**

All partner courses funded through the subcontracting funding should incorporate the City College and the Cambridgeshire and Peterborough Combine Authority logo on all marketing materials including course posters, social media and face to face meetings.

**10. What successful applicants can expect**

**Compliance and Monitoring**

Please note that if you are successful with your application it will be necessary for City College Peterborough to work with you to ensure that your organisation and the College are compliant with the rules regarding Cambridgeshire and Peterborough Combined Authority funding. Due to these these projects being funded by the Cambridgeshire and Peterborough Combined Authority or Education & Skills Funding Agency, and, as such, the tutors/trainers and systems to support the learners are subject to Ofsted inspection. The College will also conduct observations of teaching, learning and assessment, using the Ofsted Education Inspection Framework criteria.

All learners participating in the funded projects are learners of City College Peterborough. This should be made known to the learners at the start of their course and that the funding comes from the Cambridgeshire and Peterborough Combined Authority or Education & Skills Funding Agency. As a learner of City College Peterborough, they have the same rights and access to the same support processes as any other learner at the College.

**Please also note that learners are only counted once for funding purposes from the CPCA and have attended provision elsewhere in the same year, this will be classed as a duplicate learner, unless it can be demonstrated that the course was progression for the learner to further learning.**

**Support available**

Providers will receive on-going support from a dedicated member of staff throughout the delivery of the project. The support provided will aim to build the organisation’s capacity and to aid self-sufficiency for the longer term.

**Contract Meetings**

At the pre contract meeting, City College Peterborough will set up a timetable of monthly performance meetings with the appropriate partner manager.

These meetings will cover the following:

* Current delivery against delivery plan
* Current safeguarding and prevent themes within the area and any issues that have risen
* Staffing and CPD
* Learner feedback
* Action Plan
* Any concerns around current delivery and a risk management assessment on future plans against agreed targets

**Payments**

For successful applications, contract payments will be made against finalised outputs discussed and agreed during the pre-contract meetings. Payments will be made upon receipt of a valid invoice accompanied by the appropriate evidence requirements as specified in the Partnership Contract.

Final payment will be made against the successful completion of all project documentation and a final project evaluation report. All original receipts and evidence will need to be retained for auditing purposes.

City College Peterborough will retain 15% of the overall agreed allocation to maintain management and quality monitoring standards.

**Teaching Qualifications**

We will require the tutors/trainers who are involved in the delivery of some areas of teaching and learning (such as learning with a focus on Maths, English, IT or Employability) to be suitably qualified in their area of specialism or working towards, as a minimum, the level 3 Award in Education and Training (previously PTLLS) teaching qualification. If a suitably qualified tutor is not available to deliver the training, you will need to explore alternative arrangements E.g. City College Peterborough may be able to provide you with a qualified tutor or direct you to other partners with qualified tutors.

Evidence of continuing professional development may be requested throughout the contract to ensure that tutors/trainers are keeping up-to-date with new and emerging teaching practices.

**Reporting**

Successful projects will be required to capture specified learner information throughout the life of the project and conduct a progression/destination survey of all learners after they have completed their course. All forms for capturing information and data will be provided by the Trust. Other paperwork and reporting requests may be also be applied. All successful organisations will be expected to comply with these requests; failure to do so may result in the withholding of payments. Full training and support will be provided by the College.

**UKPRN**

Any organisation delivering learning will need to be registered on the Register of Learning Providers. This is a simple, free process that City College Peterborough will help you complete if your project is successful. You will not be able to begin delivery of your project until your organisation is registered.

**Safeguarding Learners**

All successful organisations are required to provide a safe, healthy and supportive learning environment ensuring that learners are safe and protected and will need to provide evidence of safeguarding and Prevent policy/training and understanding. This must include organisational processes in the event of a safeguarding concern or disclosure.

Organisations working specifically with vulnerable groups must comply with the current Disclosure and Barring Bureau Service (DBS) and any subsequent checks adhere to our policy of rechecking every 3 years. Safer Recruitment must be in place and this includes ensuring that staff have a full history of education and employment with any gaps and inconsistencies challenged ensuring the provider is satisfied that the explanations provided are robust and can be verified. Providers must complete an identify check on staff with further checks on people who have lived or worked outside the UK and establish the person’s right to work in the UK. At least two references should be taken up and checked which should include the individuals most recent employer. The college will need to be informed of who completed the checks and the date that they were completed which will be recorded on its Single Central Record.

**Embedding of Safeguarding, Prevent Duty & British Values**

As part of government funding we have a duty to ensure all learners are protected from harm, abuse and exploitation. All successful organisations are required to provide an ethos which upholds core values of shared responsibility and wellbeing for all learners/supported people, staff and visitors and promotes respect, equality and diversity and understanding. You will also be required to provide a curriculum and support provision which promotes knowledge, skills and understanding to build the resilience of learners, by undermining extremist ideology and supporting the learner voice. This will be achieved through:

* + Embedding equality, diversity and inclusion, wellbeing and community cohesion.
  + Promoting wider skill development such as social and emotional aspects of learning.
  + A curriculum adapted to recognise local needs, challenge extremist narratives and promote universal rights through promoting “British Values”.
  + Encouraging active citizenship/participation and learner voice.
  + Embedding key safeguarding themes into learning such as Online Safety, bullying and sexual harassment and violence.

**Equality, Diversity & Inclusion**

All successful bidders are required to actively promote Equality, Diversity & Inclusion and to ensure that they create the opportunities for people to develop to their best potential, aim high and achieve employment, career or enhance their personal wellbeing. All learners will have access to the levels of service and support that are appropriate to their needs.

**Provision of Information, Advice and Guidance (IAG)**

It is expected that all learners participating on funded projects will receive IAG as part of their programme. This service should be integral to the delivery of all projects andshould be delivered at the start of the project (for example, by an initial assessment of learners' needs) during the project (for example, by giving learners feedback on their progress and making suggestions for improvement) and at the end of the project.

Specialist IAG will be provided, free of charge, through the National Careers Service or learners are able to meet with City College Peterborough’s own Information, Advice and Guidance Advisor. As this fully funded service exists, no costs for IAG are expected to be included in your project costs.

**General Data Protection Regulation**

City College Peterborough will use the information provided during the recruitment process only to process the application and provide data to Government Departments and other bodies in accordance with the General Data Protection Regulations. Personal Data will be treated in confidence and will not be disclosed to any third party except where the College is required or permitted to do so by law, or where the individual has given his / her consent in advance**.** It is a requirement that all learners’ details are provided, should this not be possible for any reason please speak to the College. Learners who have incomplete details will not be recorded against the learner target number.

**Support available**

Ongoing support will be made available to each successful project with the purpose of enabling delivery of the project successfully, to build the organisation’s capacity and to aid self-sufficiency for the longer term.

**Case Studies**

Community Partners will be expected to provide regular case studies detailing development of learner(s) during the project.

**11. Concerns or complaints**

City College Peterborough defines a complaint as any expression of dissatisfaction that relates to the organization and is committed to providing a quality service to all customers. We strive to constantly improve in order to be the best we possibly can be and one way of doing this is to listen and respond to the views of all of our service users and stakeholders.

If you have any concerns in the first instance, please contact your contract manager as soon as possible or during the application process please direct concerns to:

[clt@citycollegepeterborough.ac.uk](mailto:clt@citycollegepeterborough.ac.uk)

If you wish to make a formal complaint, we ask that you:

1. make your complaint as soon as possible after the dissatisfaction you have experienced and wherever possible within six weeks
2. explain the problem or experience as clearly and as fully as you can, including details of any action taken to date
3. include your name and contact details as anonymous complaints will not be considered unless there are exceptional and evidence-based reasons to do so
4. address any complaints in writing or by email to the Quality department. The email address is [admin@citycollegepeterborough.ac.uk](mailto:admin@citycollegepeterborough.ac.uk)

All complaints are handled by the Quality department, even those addressed to a named individual. This is done to ensure that you get a quick and consistent response.

We will then follow the process as laid out in our Complaint procedure and you have the right to appeal if you are unsatisfied with the response after that time. You are able to find our full Complaints Procedure on our website.

**12. Definitions**

CCP City College Peterborough

Community Learning Helps people of different ages and backgrounds gain a new skill, reconnect with learning, pursue an interest, and learn how to support their children better, or prepare for progression to more formal courses/employment.

CPCA Cambridgeshire & Peterborough Combined Authority

DfE Department for Education

Direct Costs of Learning Any costs for items without which it would be impossible for the learner to complete their learning aim. This can include the costs of registration, examination or any other activities or materials without which the learner cannot achieve their programme of study.

ESFA Education & Skills Funding Agency

Funding Year The ESFA’s adult funding system operates on a funding year basis, which starts on 1 August and finishes on 31 July.

Ofsted Ofsted is**the Office for Standards in Education, Children’s Services and Skills.** We inspect services providing education and skills for learners of all ages.

PCC Peterborough City Council

**RARPA Definition**

What is RARPA (Recognising and Recording Progress and Achievement)?

* *Aims -* All courses should have clearly defined aims. These will need to be set out on the schemes of work
* *Initial Assessment -* This can be formal or informal and is used to identify the learners’ knowledge of the subject at the start of the learning and any difficulty from the outset. It is important to establish a starting point so that both the learner and the tutor can measure the progression throughout the course.
* *Challenging Objectives -* The negotiation of learning objectives will allow the learner to measure the progress they have made.
* *Formative Assessment -* This is the evidence of learning throughout the course and can be recorded in many formats to allow the tutor and learner to reflect upon their learning and progress and provides them with appropriate feedback. Evidence for this stage of the process includes
* Records of learner self-assessment or learner feedback on progress.
* Tutor records of assessment activities and individual/group progress and achievement.
* Files, diaries, portfolios, artwork, videos, performances, exhibitions and displays.
* Individual or group learner testimony.
* Artefacts and photographs.
* *Summative Assessment -* Same as above and it could also include recognition of learning outcomes that were not specified during the course.
* *Next Steps -* Next steps are around supporting learners to make informed choices about their next steps into further learning and work. Learning providers will need to provide evidence of providing appropriate individual and/or group information, advice, and/ or guidance tailored to need and desired outcomes. Evidence of individual and / or group information, advice and /or guidance Providers need to show that they have evaluated the overall learning programme with learners.

This process is designed to:

* focus on and promote the needs and interests of learners
* take account of learners’ diverse and multiple purposes in learning
* allow for negotiation of the content and outcomes of learning programmes
* encourage learners to reflect on and recognise their own progress and achievement – increasing confidence.
* promote and support informed learner self-assessment, peer assessment and dialogue about learning and achievement between learners and tutors
* enable achievement and planned learning objectives not originally specified to be recognised and valued.
* promote good practice in teaching, learning and assessment
* enhance providers’ quality assurance and improvement practice.

Fit for purpose – RARPA is a model that encourages tutors to customise activities and recording for their learners; it is an inclusive model that is flexible enough to be used equally with learners.

# Methods

# Individual Learning Plans (ILPs) are the most common form of recording the learning that is taking place on all courses however short courses, events, taster sessions and trips all need learning to be recorded. There are many suggestions such as a simple form or for courses like Art, pottery; events etc… can be done through other methods such as taking photos of the progression of a project, talking sticks and even interactive equipment.

A RARPA guide will be given as part of your project start pack to support understanding, also training will be given by the College to all projects to support recording outcomes.