**RARPA Recording**

This document is for use by tutors delivering on ESOL courses where ESOL learners attend multiple courses in an academic year. Best use will be with the tutor completing an electronic copy of this. Learners should still complete HA16c/e, this form combines HA16a and b.

The tutor saves the file starting with learner name for ease of reference. The document can then follow with the learner across multiple courses and can be used by different tutors. A folder should be set up in the Teams Channel for storage and access for ESOL tutors.

The course codes, titles and LO can be pre-populated by admin support where available (as enrolments come in)

Learner Name:

Summary of courses attended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Code | Title | Dates | Attendance | Achieved | Outcome code |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Initial Assessment

|  |  |
| --- | --- |
| Date | Comments |
| Review dates | Updates on formative assessments |
|  |  |
|  |  |
|  |  |

Learning Progress and Achievement:

|  |  |  |
| --- | --- | --- |
| Course code | Learning objectives | Date LO achieved |
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**Additional Information:**

(include here any ‘good to know’ points regarding learner, this could also be used for any narrative impact comments – best practice will be to date each entry and initial of tutor adding)