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| **Enw’r Sefydliad:**  Name of Organisation: |  | | **Manylion Cyswllt:**  Contact Details: |  |
| **Enw’r Cyfoed / Adolygydd:**  Name of Peer / Reviewer: |  | | **Dydddiad yr** Ymweliad:  Date of visit: |  |
| **Enw Sefydliad yr Adolygydd:**  Name of Reviewer’s Organisation: |  | |
| **Cwmpas y Cyfnewid Cymheiriaid:**  **Roedd rhaglenni dysgu yn cynnwys:**  Scope of the peer exchange:  Learning programmes covered: | **Safonau RARPA wedi’u hadolygu:**  RARPA standards reviewed: | **Amrediad o weithgareddau gwirio allanol e.e., adolygu dogfennau, gweithgareddau samplu ac archwiliad meintiau samplau, cyfweliadau, arsylwadau \*Gweler y ddogfen ganllaw am ragor o wybodaeth**  Range of external check activities e.g., document review, sampling activities and sample sizes audit, interviews, observations *\*See guidance document for further information* | | |
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| **Nodiadau’r adolygydd ar ddysgu gwerthfawr ar gyfer eich sefydliad eich hun**  Reviewee's notes on valuable learning for own organisation | |  | | | | |

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| **Adran 1: Proses pum cam RARPA** / Section 1: RARPA five-staged process | | | | |
| **Elfennau RARPA**  RARPA Elements | **Tystiolaeth**  **Rhestrwch y ffynonellau tystiolaeth yr ydych wedi edrych arnynt**  Evidence  List the sources of evidence that you have looked at | | **Sylwadau**  **Arfer da/camau ar gyfer gwella**  Comments  Good practice/actions for improvement | |
| 1. **Nodau’r rhaglen ddysgu sy’n briodol i ddysgwr unigol neu grwpiau o ddysgwyr (nodau dysgu a nodir yn glir)**   Aims of the learning programme appropriate to an individual learner or groups of learners (clearly stated learning aims) |  | |  | |
| 1. **Asesiad cychwynnol i sefydlu man cychwyn y dysgwr**   Initial assessment to establish the learner’s starting point |  | |  | |
| **Elfennau RARPA**  RARPA Elements | **Tystiolaeth**  **Rhestrwch y ffynonellau tystiolaeth yr ydych wedi edrych arnynt**  Evidence  List the sources of evidence that you have looked at | | **Sylwadau**  **Arfer da/camau ar gyfer gwella**  Comments  Good practice/actions for improvement | |
| 1. **Nodi amcanion dysgu heriol priodol: cychwynnol, wedi'u hailnegodi a'u hadolygu** Identification of appropriately challenging learning objectives: initial, renegotiated and revised |  | |  | |
| **Elfennau RARPA**  RARPA Elements | **Tystiolaeth**  **Rhestrwch y ffynonellau tystiolaeth yr ydych wedi edrych arnynt**  Evidence  List the sources of evidence that you have looked at | | **Sylwadau**  **Arfer da/camau ar gyfer gwella**  Comments  Good practice/actions for improvement | |
| 1. **Cydnabod a chofnodi cynnydd a chyflawniad yn ystod y rhaglen (asesiad ffurfiannol):**  * **Adborth tiwtoriaid i ddysgwyr** * **Myfyrio gan ddygwyr** * **Adolygiadau cynnydd**   Recognition and recording of progress and achievement during programme (formative assessment):   * tutor feedback to learners, * learner reflection**,** * progressreviews |  | |  | |
| 1. **Hunanasesiad dysgwr diwedd rhaglen; asesiad crynodol tiwtor; adolygiad o gynnydd a chyflawniad cyffredinol**   End-of-programme learner self-assessment; tutor summative assessment; review of overall progress and achievement |  | |  | |
| **Adran 2: Systemau Sefydliadol i Sicrhau Ansawdd RARPA** / Section 2: Organisational Systems to Quality Assure RARPA | | | | |
| **Elfennau RARPA**  RARPA Elements | | **Tystiolaeth**  **Rhestrwch y ffynonellau tystiolaeth yr ydych wedi edrych arnynt**  Evidence  List the sources of evidence that you have looked at | **Sylwadau**  **Arfer da/camau ar gyfer gwella**  Comments  Good practice/actions for improvement | |
| 1. **Mae staff yn gweithredu’r broses RARPA yn effeithiol ar draws y defydliad**   Staff implement the RARPA process effectively across the organisation | |  |  | |
| **Mae system sicrhau ansawdd effeithiol ar gyfer adolygu a gwella’r ddarpariaeth gan ddefnyddio’r broses RARPA**  ***Rhennir adroddiadau ar y safon hon i’r 4 maes allweddol a gwmpesir gan y meini prawf perthnasol***  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* | | | | |
| 1. **Mae cylch ansawdd clir yn ei le sy'n cynnwys holl elfennau RARPA, pob agwedd ar y ddarpariaeth a'r holl staff.**   **Mae’n canolbwyntio ar y dysgwr ac wedi’i ymgorffori yn system gwella ansawdd gyffredinol y sefydliad.**  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. | |  |  | |
| **Elfennau RARPA**  RARPA Elements | | **Tystiolaeth**  **Rhestrwch y ffynonellau tystiolaeth yr ydych wedi edrych arnynt**  Evidence  List the sources of evidence that you have looked at | **Sylwadau**  **Arfer da/camau ar gyfer gwella**  Comments  Good practice/actions for improvement | |
| 1. **Mae dulliau mewnol ar gyfer cymedroli effeithiolrwydd RARPA**   There are internal methods for moderating the effectiveness of RARPA. | |  |  | |
| 1. **Mae adolygu hunanasesu’r darparwr o’r broses RARPA yn drylwyr ac yn gyson, ac mae’r Cynllun Gwella Ansawdd yn arwain at welliant**   Provider self-assessment review of the RARPA process is both rigorous and consistent, the Quality Improvement Plan leads to improvement. | |  |  | |
| **Elfennau RARPA**  RARPA Elements | | **Tystiolaeth**  **Rhestrwch y ffynonellau tystiolaeth yr ydych wedi edrych arnynt**  Evidence  List the sources of evidence that you have looked at | **Sylwadau**  **Arfer da/camau ar gyfer gwella**  Comments  Good practice/actions for improvement | |
| 1. **Mae dulliau allanol ar gyfer gwairio effeithlonrwydd RARPA**   There are external methods for verifying the effectiveness of RARPA | |  |  | |
| 1. **Ceir rheoli perfformiad a datblygiad proffesiynol effeithiol mewn perthynas â RARPA**   There is effective performance management and professional development in relation to RARPA | |  |  | |
| **Camau y cytunwyd arnynt o ganlyniad i wiriad allanol gan adolygiad cymheiriaid /**  Agreed actions as a result of the external check by peer review | | | | |
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| **Llofnodwyd (darparwr:**  Signed (provider): | | | | **Dyddiad:**  Date: |
| **Llofnodwyd (adolygydd):**  Signed (reviewer): | | | | **Dyddiad:**  Date: |

**Canllawiau ar gyfer eich ymweliad ac ysgrifennu eich adroddiad**

**Cwblhewch y meysydd ar y ffurflen adrodd sy'n berthnasol i'r cytundeb yr ydych wedi'i wneud gyda'ch coleg partner. Os oeddech wedi cytuno bod rhai o safonau RARPA y tu allan i gwmpas y gwiriad allanol, yna dylech nodi ‘heb ei adolygu’ yn y meysydd hyn.**

**Ar gyfer pob un o'r 8 safon RARPA sydd wedi'u cynnwys yn yr adolygiad**

* **Rhoi arwydd clir o'ch canfyddiadau**
* **Amlygu meysydd o arfer da**
* **Nodi pa gamau ar gyfer gwella y mae angen i'r sefydliad eu cymryd er mwyn i'w berfformiad fodloni'r gofynion**
* **Cadarnhau a yw'r sefydliad wedi cyflawni unrhyw gamau gweithredu y cytunwyd arnynt yn flaenorol ar gyfer gwella (o wiriadau allanol blaenorol neu weithgarwch hunanasesu mewnol)**
* **Cofnodi unrhyw feysydd lle nad oedd digon o dystiolaeth i wneud penderfyniad neu lle nad oedd y dystiolaeth a adolygwyd yn cefnogi hunanasesiad y darparwr**

**Yn olaf, gwnewch nodyn o unrhyw ddysgu penodol a gawsoch o'r adolygiad a fydd o werth yn eich sefydliad.**

**Unwaith y bydd wedi'i gwblhau, dylech anfon eich adroddiad at eich cyswllt yn y sefydliad a adolygwyd, gan eu gwahodd i wirio drwy'r adroddiad i sicrhau ei fod yn gywir a gofyn iddynt lofnodi i gytuno ar y canfyddiadau. Efallai y bydd yn ddefnyddiol i chi drefnu sgwrs ffôn i drafod unrhyw faterion sy'n codi.**

**Ystod o weithgareddau gwirio allanol**

**Adolygu dogfennau: Gallai hyn gynnwys golwg gryno ar ddogfennaeth RARPA y ganolfan ei hun ond nid oes angen adolygiad helaeth o'r ddogfen**

**Gweithgareddau samplu: Efallai y byddwch yn edrych ar ystod fach o waith dysgwyr a thystiolaeth ar-lein e.e. tystiolaeth a gasglwyd ar lwyfannau fel Seesaw.**

**Archwiliad meintiau sampl: Dim angen mwy na 2 ddysgwr ac ymwelwyd ag 1 campws. Dylid cytuno ar hyn cyn yr ymweliad.**

**Cyfweliadau: Ni ddisgwylir i gyfweliad ffurfiol gael ei drefnu gyda dysgwyr, ond anogir sgyrsiau anffurfiol gyda dysgwyr a staff.**

**Arsylwadau: A oes rhywbeth yr hoffech i rywun ddod i mewn i’w arsylwi er mwyn rhoi adborth? A oes rhywbeth y mae gennych ddiddordeb mewn darganfod mwy amdano? Cytunwch ar feysydd defnyddiol cyn eich ymweliad. Nid oes disgwyl i chi gynnal arsylwadau ffurfiol ond efallai y byddwch am samplu rhai gweithgareddau y byddai adborth adeiladol yn ddefnyddiol i chi a'r coleg sy'n eich cynnal.**

Guidelines for your visit and writing your report

Complete the fields in the report form relevant to the agreement that you have made with your partner college. 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.

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.

Range of external check activities.

Document review: This could include a brief look at the centres own RARPA documentation but does not require extensive document review.

Sampling activities: You might look at a small range of learner work and online evidence e.g. evidence collected on platforms such as Seesaw.

Sample sizes audit: No more than 2 learners needed and 1 campus visited. This should be agreed before the visit.

Interviews: It is not expected that formal learner interview are set up, but informal chats with learners and staff are encouraged.

Observations: Is there something that you’d like someone to come in and observe to provide feedback? Is there something that you are interested in finding out more about? Agree useful areas before your visit. You are not expected to carry out formal observations but may wish to sample some activities that you and your host college would find constructive feedback useful.