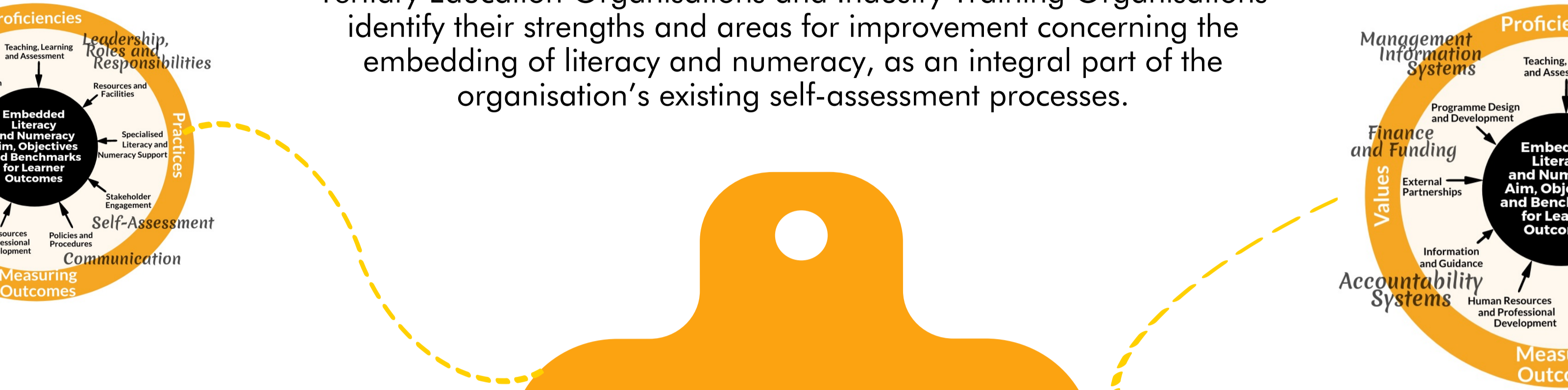


# A quick guide: How to use the Embedded Literacy & Numeracy Self -Assessment Tool

The ELN Self-Assessment Tool aims to help Tertiary Education Organisations and Industry Training Organisations identify their strengths and areas for improvement concerning the embedding of literacy and numeracy, as an integral part of the organisation's existing self-assessment processes.

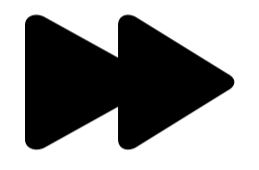


Click on the action to go to the full text and instructions on the website

## Step 1

### Appoint a facilitator

- The organiser:
- ✓ appoints a facilitator
  - ✓ schedules the activity
  - ✓ invites the participants



### Select a scenario

- The organiser and facilitator:
- ✓ select a scenario



### Prepare the activity

- The facilitator:
- ✓ prepares a session plan
  - ✓ downloads the questionnaires



## Step 2

### Discuss the questionnaires

- ✓ Reflect on the questions
- ✓ Discuss the questions
- ✓ Identify strengths and critical actions



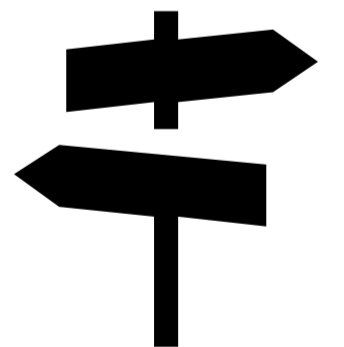
### Complete a summary of strengths

- ✓ Record what you are doing well
- ✓ Include evidence

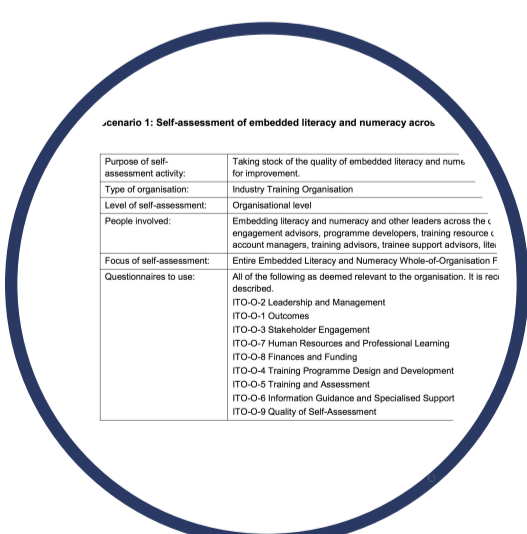


### Prepare your ELN Action Plan

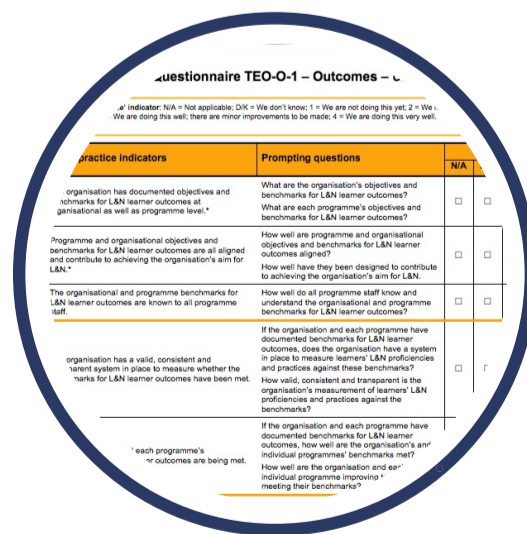
- ✓ Use the Action Plan template
- ✓ Distribute the ELN Action Plan
- ✓ Put it into practice



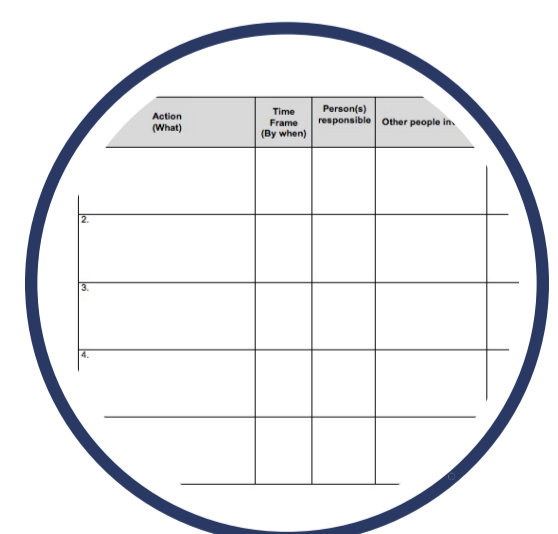
## Summary



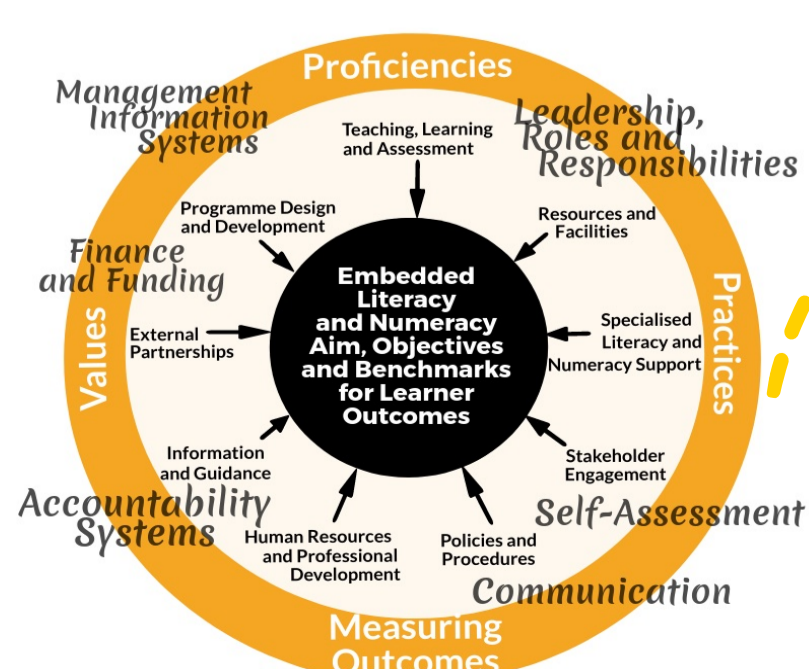
**Organise**  
the activity



**Reflect**  
and discuss



**Implement**  
your ELN Action Plan



**Download the User Guide @**

[www.literacyandnumeracyforadults.com/resources/358097](http://www.literacyandnumeracyforadults.com/resources/358097)

