

ELN Self-Assessment Tool: Questionnaire ITO-O-6 – Information, Guidance and Specialised Support



Judgement scales for each ‘good practice’ indicator: N/A = Not applicable; D/K = We don’t know; 1 = We are not doing this yet; 2 = We have started on this but there are still significant improvements to be made; 3 = We are doing this well; there are minor improvements to be made; 4 = We are doing this very well.

L&N = Literacy and Numeracy

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Information and guidance	Enrolment advice ensures that trainee placement is appropriately aligned with their L&N needs and their aspirations.	How well does trainee placement meet trainees’ L&N needs and their aspirations?	<input type="checkbox"/>					
	Effective processes are in place to identify trainees, from enrolment onwards, who may require specialist assistance with L&N.	How effective are processes to identify trainees, from enrolment onwards, who may require specialist assistance with L&N?	<input type="checkbox"/>					

Strengths of the organisation in regard to Information and Guidance, and evidence for these:

Critical Actions to be taken in the organisation in regard to Information and Guidance:

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Specialised L&N support	All staff involved with each training programme are aware of the full range of L&N support available to trainees.	How well are staff aware of the full range of L&N support available to trainees?	<input type="checkbox"/>					
	Where deemed necessary and appropriate, the organisation engages external partners (e.g. specialised L&N providers) to assist trainees with developing their L&N proficiencies.	How effectively does the organisation engage external partners (e.g. specialised L&N providers) to assist trainees with developing their L&N proficiencies?	<input type="checkbox"/>					
	Staff and/or external partners providing specialised L&N support are appropriately trained and qualified, and are able to identify and discuss L&N development needs with trainees.	Are staff and/or external partners who provide specialised L&N support appropriately trained and qualified? How well are they able to identify and discuss L&N development needs with trainees?	<input type="checkbox"/>					
	Specialised L&N support is accessible and welcoming to trainees.	How accessible and welcoming are the specialised L&N support services that are available to trainees?	<input type="checkbox"/>					
	L&N support specialists work closely with other training support staff to assist trainees with achieving the L&N programme objectives.	How well do L&N support specialists and training support staff work together to assist trainees with achieving the L&N programme objectives?	<input type="checkbox"/>					
	Specialised L&N support is effective.	How effective is the specialised L&N assistance?	<input type="checkbox"/>					

Strengths of the organisation in regard to Specialised L&N Support, and evidence for these:

Critical Actions to be taken in the organisation in regard to Specialised L&N Support:

Name Organisational unit (if applicable):

Date completed: