ELN Self-Assessment Tool: Questionnaire ITO-O-3 – Stakeholder Engagement

> **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
Meeting L&N needs and goals of stakeholders	The organisation has a clear understanding of the short and long term L&N needs and goals of the industries and employers with whom it works.	How effectively does the organisation identify the short term and long term L&N needs and goals of the industries and employers with whom it works?	☐	☐	☐	☐	☐	☐
	The organisation knows the L&N proficiencies of the target groups of trainees to inform training programme development and trainee recruitment processes.	How well does the organisation know the L&N proficiencies of the target trainee groups? How well does the organisation use this information to inform training programme development and trainee recruitment processes?	☐	☐	☐	☐	☐	☐
	Training programmes with embedded L&N address the L&N needs and goals of key stakeholders, including trainees.	How well do training programmes with embedded L&N address the L&N needs and goals of key stakeholders, particularly employers and trainees?	☐	☐	☐	☐	☐	☐

Strengths of the organisation in regard to L&N Needs and Goals of Stakeholders, and evidence for these:

Critical Actions to be taken in the organisation in regard to L&N Needs and Goals of Stakeholders:

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Information for stakeholders	There is adequate, regularly reviewed and up-to-date information about embedded L&N which is targeted effectively at relevant stakeholders.	Which information about embedded L&N is available for each stakeholder? How adequate, up-to-date, appropriately presented and effective is this information?	☐	☐	☐	☐	☐	☐
	All training information given to trainees includes clear and accessible information on the L&N requirements of their training and the L&N support available.	Which training information is given to trainees regarding the L&N requirements of the training and the L&N support available? How clear and accessible is this information?	☐	☐	☐	☐	☐	☐

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

Critical Actions to be taken in the organisation in regard to Information for Stakeholders:

Name Organisational unit (if applicable):

Date completed: