

ELN Self-Assessment Tool: Questionnaire ITO-O-5 – Training and Assessment



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
Knowing the trainee	Rigorous diagnostic assessment of L&N proficiencies as relevant to each training programme is carried out with all trainees at the beginning of the programme. Proficiencies are measured against the Learning Progressions.	How does the organisation ensure that diagnostic assessment is carried out on all L&N proficiencies that are relevant to each training programme? How rigorous is the diagnostic assessment of trainees' L&N proficiencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L&N diagnostic assessment includes trainees' self-assessment of their L&N proficiencies and practices.	How well does the organisation support trainees in self-assessing their L&N proficiencies and practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trainees engage with the L&N diagnostic assessments and with using the results to develop their L&N proficiencies and practices.	How well do people involved in each training programme help trainees engage with the L&N diagnostic assessments and with using the results for their L&N development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trainees understand what the L&N diagnostic assessment results mean.	How does the organisation ensure that trainees understand the L&N diagnostic assessment results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All people supporting a trainee know the L&N proficiencies of the trainee to inform the training.	How well does the organisation ensure that all people supporting a trainee know the L&N proficiencies of the trainee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths of the organisation in regard to Knowing the Trainee, and evidence for these:

Critical Actions to be taken in the organisation in regard to Knowing the Trainee:

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Knowing the demands	The L&N objectives (demands) of each training programme and its components are well-documented and mapped against the Learning Progressions.	How well are the L&N objectives (demands) of each training programme and its components documented and mapped against the Learning Progressions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The L&N objectives (demands) of each training programme and its components are accessible, communicated to and understood by all people involved.	How well are the L&N objectives (demands) of each training programme and its components understood by all people involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths of the organisation in regard to Knowing the Demands, and evidence for these:

Critical Actions to be taken in the organisation in regard to Knowing the Demands:

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Knowing what to do	Individual and (if relevant) group training plans and resources are developed and informed by L&N diagnostic assessment results and by the L&N objectives of the training programme and its components.	<p>How does the organisation ensure that individual and (if relevant) group training plans and resources are developed with trainees?</p> <p>How does the organisation ensure that individual and (if relevant) group training plans and resources are informed by L&N diagnostic assessment results and by the L&N objectives of the training programme and its components?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trainee support staff work with L&N and disability specialists to create appropriate strategies for trainees with identified additional L&N needs.	<p>Do trainee support staff have access to L&N and disability specialists to advise on appropriate strategies for trainees with identified additional L&N needs?</p> <p>How well do L&N and disability specialists work with trainee support staff to develop appropriate strategies for trainees with identified additional L&N needs?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate and engaging training strategies, activities and resources support all trainees to achieve the L&N programme objectives.	<p>How well are strategies, activities and resources matched to trainees' L&N proficiencies, and to the L&N programme objectives?</p> <p>How does the organisation ensure that L&N activities are engaging for trainees?</p> <p>How effectively does the organisation work with employers to identify opportunities for trainees to develop their L&N proficiencies and practices in workplace settings?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths of the organisation in regard to Knowing What to Do, and evidence for these:

Critical Actions to be taken in the organisation in regard to Knowing What to Do:

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Measuring progress	At appropriate times near the end of each training programme, all trainees are assessed against the L&N programme objectives in a valid, fair and consistent way.	How does the organisation ensure that all trainees in each programme are assessed against the L&N objectives of their training programme? How does the organisation ensure that these assessments are valid, fair and consistent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recording of end-of-programme trainee assessment results for L&N is meaningful and accessible to all people involved.	How well are end-of-programme trainee assessment results for L&N recorded and made available to all people involved in a meaningful way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	During each programme, formative assessment of trainees' progress in their L&N proficiencies and their achievement of L&N practices informs the training.	How does the organisation ensure that trainees' progress in their L&N proficiencies and their achievement of L&N practices are formatively assessed during each programme? How does the organisation ensure that the results of these formative assessments inform the training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trainees engage with all L&N assessments and with using the results to develop their L&N proficiencies and practices.	How does the organisation assist and engage trainees with the L&N assessments and encourage them to assess their own L&N progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	After each L&N assessment, trainees are explained what the results mean and are given timely and constructive feedback on how to use the results to develop their L&N proficiencies and practices further.	How does the organisation ensure that appropriate feedback strategies are in place to enhance L&N learning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths of the organisation in regard to Measuring Progress, and evidence for these:

Critical Actions to be taken in the organisation in regard to Measuring Progress:

Name Organisational unit (if applicable):

Date completed: