

# ELN Self-Assessment Tool: Questionnaire ITO-O-1 – Outcomes

**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
<b>Setting the benchmarks for L&amp;N trainee outcomes *</b>	The organisation has documented objectives and benchmarks for L&N trainee outcomes at organisational as well as training programme level.*	<p>What are the organisation's objectives and benchmarks for L&amp;N trainee outcomes?</p> <p>What are each training programme's objectives and benchmarks for L&amp;N trainee outcomes?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Training programme and organisational objectives and benchmarks for L&N trainee outcomes are all aligned and contribute to achieving the organisation's aim for L&N.*	<p>How well are training programme and organisational objectives and benchmarks for L&amp;N trainee outcomes aligned?</p> <p>How well have they been designed to contribute to achieving the organisation's aim for L&amp;N?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The organisational and training programme benchmarks for L&N trainee outcomes are known to all involved in a training programme.	<p>How well do staff know and understand the benchmarks for L&amp;N trainee outcomes of the organisation and of the training programme(s) in which they are involved?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meeting the benchmarks for L&amp;N trainee outcomes *</b>	The organisation has a valid, consistent and transparent system in place to measure whether the benchmarks for L&N trainee outcomes have been met.	<p>If the organisation and each training programme have documented benchmarks for L&amp;N trainee outcomes, does the organisation have a system in place to measure trainees' L&amp;N proficiencies and practices against these benchmarks?</p> <p>How valid, consistent and transparent is the organisation's measurement of trainees' L&amp;N proficiencies and practices against the benchmarks?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	The organisation's and each training programme's benchmarks for L&N trainee outcomes are being met.	<p>If the organisation and each training programme have documented benchmarks for L&amp;N trainee outcomes, how well are the organisation's and individual training programmes' benchmarks met?</p> <p>How well are the organisation and each individual training programme improving towards meeting their benchmarks?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Strengths of the organisation in regard to Setting and Meeting the Benchmarks for L&N Trainee Outcomes, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to Setting and Meeting the Benchmarks for L&N Trainee Outcomes:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Value of L&amp;N trainee outcomes for stakeholders</b>	L&N trainee outcomes improve trainees' lives, which may include their: ability to achieve their goals and aspirations; well-being; whānau; employment and career opportunities; attitude and behaviour; ability to complete qualifications	What is the value of L&N trainee outcomes for trainees across the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L&N trainee outcomes improve the employers' businesses.	What is the value of L&N trainee outcomes for employers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L&N trainee outcomes improve positively on other key stakeholders	<p>Who are the other key stakeholders, if any?</p> <p>What is the value of L&amp;N trainee outcomes for these stakeholders?</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 Value of L&N Trainee Outcomes for Stakeholders, and evidence for these:***

***Critical Actions to be taken in the organisation in regard to Value of L&N Trainee Outcomes for Stakeholders:***

**Name Organisational unit (if applicable):**

**Date completed:**

**\*A guide on setting organisational and programme objectives and benchmarks for L&N trainee outcomes is found at:**

<http://tec.govt.nz/assets/Publications-and-others/Enhancing-adult-literacy-numeracy-implementation-strategy-through-data-driven-decision-making-framework.pdf> and

<http://tec.govt.nz/assets/Forms-templates-and-guides/Enhancing-adult-literacy-numeracy-implementation-strategy-through-data-driven-decision-making-user-guide.pdf>