

# ELN Self-Assessment Tool: Questionnaire ITO-O-4 – Training Programme Design and Development

**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>L&amp;N Training programme objectives and structure</b>	Each training programme has explicit, measurable and documented L&N objectives which have been mapped against the Learning Progressions.	How does the organisation ensure that each training programme has explicit, measurable and documented L&N objectives that have been mapped against the Learning Progressions?  How does the organisation ensure that L&N training programme objectives are aligned with the organisation's L&N aim and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The structure of each training programme (selection and sequence of components) allows trainees to achieve the programme's L&N objectives without barriers.	How does the organisation ensure that the structure of its training programmes allows trainees to achieve the programme's L&N objectives without barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The embedding of L&N throughout each training programme and for each component is documented, accessible and known to all staff involved in the training programme.	How does the organisation ensure that the embedding of L&N throughout its training programmes and for each component is documented, accessible and known to all staff involved in the training programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	There is sufficient time available in each training programme for trainees to achieve the programme's L&N objectives.	How does the organisation ensure that there is sufficient time available in its training programmes for trainees to achieve the programme's L&N objectives?	<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 L&N Training Programme Objectives and Structure, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to L&N Training Programme Objectives and Structure:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Entry criteria and expectations</b>	L&N expectations at the start of each training programme have been made explicit in terms of the Learning Progressions and are aligned with the L&N proficiencies of the target group of trainees for the programme.	How does the organisation ensure that L&N expectations at the start of each training programme have been made explicit?  How does the organisation ensure that these expectations align with the L&N proficiencies of the programme's target groups of trainees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All trainees who are accepted onto each programme are respected for what their L&N proficiencies are, and are given the opportunity to develop their L&N proficiencies and practices as an integral part of the programme.	How well does the organisation cater for the diversity of trainees' L&N proficiencies in its programmes?	<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 Entry criteria and Expectations, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to Entry criteria and Expectations:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Training design and resources</b>	The design of training programmes includes active participation of both training design and embedding L&N specialists.	How does the organisation ensure that both training design and embedding L&N specialists are actively involved in the design of each training programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The design of each training programme includes opportunities for trainees to practise L&N in a variety of contexts.	How does the organisation ensure that the design of each training programme includes opportunities for trainees to practise L&N in a variety of contexts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The design of each training programme enables achievement of the programme's L&N objectives.	How does the organisation ensure that the design of each training programme enables achievement of the programme's L&N objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Training resources and facilities for each training programme are adequate and appropriate for the target group of trainees, the context in which the programme is delivered, and the L&N programme objectives.	<p>How does the organisation ensure and demonstrate that the training resources and facilities needed to embed L&amp;N effectively are available?</p> <p>How does the organisation determine that training resources and facilities are fit for the purpose of effective embedded L&amp;N?</p> <p>How does the organisation ensure that training resources and facilities deliberately address trainees' L&amp;N needs?</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 Training Design and Resources, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to Training Design and Resources:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Staff capability</b>	All staff involved in each training programme are suitably qualified, experienced and motivated to embed L&N into the programme.	How does the organisation ensure that all staff involved in each training programme are suitably qualified, experienced and motivated to embed L&N into the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Embedding L&amp;N developments</b>	The organisation is aware of research and developments in embedding L&N and adopts these into its practices where relevant.	How well does the organisation inform itself of research and developments in embedding L&N? How well does the organisation adopt embedding L&N research and developments into its practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Staff have sufficient time and resources to develop high quality embedded L&N training programmes, resources and activities.	How does the organisation ensure that staff have sufficient time and resources to develop high quality embedded L&N programmes and activities?	<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 Staff Capability and Embedding L&N Developments, and evidence for these:***

***Critical Actions to be taken in the organisation in regard to Staff Capability and Embedding L&N Developments:***

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

**Date completed:**