

ELN Self-Assessment Tool: Questionnaire ITO-O-7 – Human Resources and Professional Learning



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
Human Resources	The organisation's human resources strategy includes measures for assuring adequate levels of appropriately qualified staff to sustain all aspects of embedded L&N.	How well does the organisation ensure that new and existing staff at all levels are suitably qualified and experienced with respect to their embedded L&N roles and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The performance appraisal and management process includes identification whether staff have the embedding L&N capabilities appropriate to their job role and is followed up with adequate learning opportunities.	How well does the organisation incorporate embedding L&N performance and development in staff appraisal processes? How effective are performance appraisal and management processes in relation to embedded L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional learning	All staff who develop training activities and resources and/or support trainees reflect on their capabilities to embed L&N and on their own L&N proficiencies and practices, and develop an annual plan for professional learning in embedding L&N.	How well are staff who develop training activities and resources and/or support trainees encouraged to reflect on their own L&N proficiencies and practices, in order to support their capability to embed L&N? How well does the organisation support all staff who develop training activities and resources and/or support trainees to reflect on their capabilities to embed L&N and to develop a professional learning plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All staff who develop training activities and resources and/or support trainees are given adequate time allocation and resources to engage in professional learning opportunities for embedding L&N.	How adequately are staff resourced to participate in opportunities to meet their professional learning needs for embedding L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	All staff who develop training activities and resources and/or support trainees engage with professional learning opportunities for embedding L&N and apply their learning in their practices.	How well do staff who develop training activities and resources and/or support trainees engage with professional learning opportunities for embedding L&N? How effective are professional learning activities for staff in developing trainees' L&N proficiencies and practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Effective practice of embedded L&N is shared across the organisation.	How well does the organisation share and transfer identified effective practice of embedded L&N to help ensure high quality embedding across the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Strengths of the organisation in regard to Human Resources and Professional Learning, and evidence for these:

Critical Actions to be taken in the organisation in regard to Human Resources and Professional Learning:

Name Organisational unit (if applicable):

Date completed: