**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**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:***  Click here to enter text. | | | | | | | | | |
| ***Critical Actions to be taken in the organisation in regard to L&N Needs and Goals of Stakeholders:***  Click here to enter text. | | | | | | | | | |
| **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:***  Click here to enter text. | | | | | | | | | |
| ***Critical Actions to be taken in the organisation in regard to Information for Stakeholders:***  Click here to enter text. | | | | | | | | | |

**Name Organisational unit (if applicable):** Click here to enter text.

**Date completed:** Click here to enter a date.