**ELN Self-Assessment Tool: Questionnaire TEO-O-1 – Outcomes – *Organisational/Unit level***

**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** |
| Setting the benchmarks for L&N learner outcomes \* | The organisation has documented objectives and benchmarks for L&N learner outcomes at organisational as well as programme level.\* | What are the organisation’s objectives and benchmarks for L&N learner outcomes?  What are each programme’s objectives and benchmarks for L&N learner outcomes? | |  |  |  |  |  |  |
| Programme and organisational objectives and benchmarks for L&N learner outcomes are all aligned and contribute to achieving the organisation’s aim for L&N.\* | How well are programme and organisational objectives and benchmarks for L&N learner outcomes aligned?  How well have they been designed to contribute to achieving the organisation’s aim for L&N. | |  |  |  |  |  |  |
| The organisational and programme benchmarks for L&N learner outcomes are known to all programme staff. | How well do all programme staff know and understand the organisational and programme benchmarks for L&N learner outcomes? | |  |  |  |  |  |  |
| **Meeting the benchmarks for L&N learner outcomes \*** | The organisation has a valid, consistent and transparent system in place to measure whether the benchmarks for L&N learner outcomes have been met. | If the organisation and each programme have documented benchmarks for L&N learner outcomes, does the organisation have a system in place to measure learners’ L&N proficiencies and practices against these benchmarks?  How valid, consistent and transparent is the organisation’s measurement of learners’ L&N proficiencies and practices against the benchmarks? | |  |  |  |  |  |  |
| The organisation’s and each programme’s benchmarks for L&N learner outcomes are being met. | If the organisation and each programme have documented benchmarks for L&N learner outcomes, how well are the organisation’s and individual programmes’ benchmarks met?  How well are the organisation and each individual programme improving towards meeting their benchmarks? | |  |  |  |  |  |  |
| ***Strengths of the organisation in regard to Setting and Meeting the Benchmarks for L&N Learner Outcomes, and evidence for these:***  Click here to enter text. | | | | | | | | | |
| ***Critical Actions to be taken in the organisation in regard to Setting and Meeting the Benchmarks for L&N Learner Outcomes:***  Click here to enter text. | | | | | | | | | |
| **Topic** | **Good practice indicators** | | **Prompting questions** | **Judgement** | | | | | |
| **N/A** | **D/K** | **1** | **2** | **3** | **4** |
| Value of L&N learner outcomes for stakeholders | L&N learner outcomes improve learners’ 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 learner outcomes for learners across the organisation? |  |  |  |  |  |  |
| L&N learner outcomes contribute positively to employers’ businesses. | | What is the value of L&N learner outcomes for employers? |  |  |  |  |  |  |
| L&N learner outcomes contribute positively to learners’ abilities to succeed in higher level study. | | What is the value of L&N learner outcomes for learner success in higher level programmes? |  |  |  |  |  |  |
| L&N learner outcomes contribute positively to the well-being of their whānau and the community. | | What is the value of L&N learner outcomes for whānau and the community? |  |  |  |  |  |  |
| L&N learner outcomes contribute positively to other key stakeholders. | | Who are the other key stakeholders, if any?  What is the value of L&N learner outcomes for these stakeholders? |  |  |  |  |  |  |
| ***Strengths of the organisation in regard to Value of L&N Learner* *Outcomes for Stakeholders, and evidence for these:***  Click here to enter text. | | | | | | | | | |
| ***Critical Actions to be taken in the organisation in regard to Value of L&N Learner* *Outcomes 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.

**\*A guide on setting organisational and programme objectives and benchmarks for L&N learner 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> a**nd**

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