

# ELN Self-Assessment Tool: Questionnaire TEO-O-3 – Stakeholder Engagement – 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**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Meeting L&amp;N needs and goals of stakeholders</b>	The organisation has a clear understanding of the short and long term L&N needs and goals of key stakeholders, including learners.	How effectively does the organisation identify the short term and long term L&N needs and goals of its key stakeholders, including learners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The organisation identifies and targets priority groups with high L&N development needs.	How well does the organisation identify and target priority groups with high L&N development needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The organisation knows the L&N proficiencies of the target groups of learners to inform programme development and learner recruitment processes.	How well does the organisation know the L&N proficiencies of the target learner groups? How well does the organisation use this information to inform programme development and learner recruitment processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Programmes with embedded L&N address the L&N needs and goals of key stakeholders, including learners.	How well do programmes with embedded L&N address the L&N needs and goals of key stakeholders, including learners?	<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 Needs and Goals of Stakeholders, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to L&N Needs and Goals of Stakeholders:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Information for stakeholders</b>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All programme information given to learners before and during enrolment includes clear and accessible information on the L&N requirements of their programme and the L&N support available.	Which programme information is given to learners before and during enrolment regarding the L&N requirements of the programme and the L&N support available? How clear and accessible is this information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Information, advice and guidance on opportunities for further study is provided to all learners on discrete L&N programmes.	How well are learners on discrete L&N programmes informed, advised and guided on opportunities for further study?	<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 Information for Stakeholders, and evidence for these:**

***Critical Actions to be taken in the organisation in regard to Information for Stakeholders:***

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

**Date completed:**