**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**

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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 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? |  |  |  |  |  |  |
| 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? |  |  |  |  |  |  |
| 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? |  |  |  |  |  |  |
| 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? |  |  |  |  |  |  |
| ***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 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? | |  |  |  |  |  |  |
| 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? | |  |  |  |  |  |  |
| ***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.