

# ELN Self-Assessment Tool: Questionnaire TEO-O-4 – Programme Design and Development

## 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>L&amp;N Programme objectives and structure</b>	Each programme has explicit, measurable and documented L&N objectives which have been mapped against the Learning Progressions.	How does the organisation ensure that each programme has explicit, measurable and documented L&N objectives that have been mapped against the Learning Progressions?  How does the organisation ensure that L&N programme objectives are aligned with the organisation's L&N aim and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The structure of each programme (selection and sequence of components) allows learners to achieve the programme's L&N objectives without barriers.	How does the organisation ensure that the structure of its programmes allows learners to achieve the programme's L&N objectives without barriers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The embedding of L&N throughout each programme and for each component is documented, accessible and known to all educators.	How does the organisation ensure that the embedding of L&N throughout its programmes and for each component is documented, accessible and known to all educators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	There is sufficient time available in each programme for learners to achieve the programme's L&N objectives.	How does the organisation ensure that there is sufficient time available in each programme for learners to achieve the programme's L&N objectives?	<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 Programme Objectives and Structure, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to L&N Programme Objectives and Structure:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Entry criteria and expectations</b>	L&N expectations at the start of each programme have been made explicit in terms of the Learning Progressions and are aligned with the L&N proficiencies of the target group of learners for the programme.	<p>How does the organisation ensure that L&amp;N expectations at the start of each programme have been made explicit?</p> <p>How does the organisation ensure that these expectations align with the L&amp;N proficiencies of the programme's target groups of learners?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Formal entry criteria for each programme align with the L&N proficiencies of the target group of learners for the programme.	How does the organisation ensure that formal entry criteria for each programme align with the L&N proficiencies of the programme's target group of learners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All learners who are accepted onto each programme are respected for what their L&N proficiencies are, and are given the opportunity to develop their L&N proficiencies and practices as an integral part of the programme.	How well does the organisation cater for the diversity of learners' L&N proficiencies in its programmes?	<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 Entry criteria and Expectations, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to Entry criteria and Expectations:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Teaching and learning design and resources</b>	Embedded L&N teaching and learning design includes active participation of educators and embedding L&N specialists.	How does the organisation ensure that educators and embedding L&N specialists are actively involved in the embedded L&N teaching and learning design for each programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Embedded L&N teaching and learning design for each programme includes opportunities for learners to practise L&N in a variety of contexts.	How does the organisation ensure that embedded L&N teaching and learning design for each programme includes opportunities for learners to practise L&N in a variety of contexts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Teaching and learning design for each programme enables achievement of the L&N objectives of the programme.	How does the organisation ensure that teaching and learning design for each programme enables achievement of the L&N objectives of the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Teaching and learning resources and facilities for each programme are adequate and appropriate for the target group of learners, the context in which the programme is delivered, and the L&N programme objectives.	<p>How does the organisation ensure and demonstrate that the resources and facilities needed to embed L&amp;N effectively are available?</p> <p>How does the organisation determine that resources and facilities are fit for the purpose of effective embedded L&amp;N?</p> <p>How does the organisation ensure that resources and facilities deliberately address learners' L&amp;N needs?</p>	<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 Teaching and Learning Design and Resources, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to Teaching and Learning Design and Resources:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Staff capability</b>	Educators and support staff assigned to each programme are suitably qualified, experienced and motivated to embed L&N into the programme.	How does the organisation ensure that educators and support staff assigned to each programme are suitably qualified, experienced and motivated to embed L&N into the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Embedding L&amp;N developments</b>	The organisation is aware of research and developments in embedding L&N and adopts these into its practices where relevant.	How well does the organisation inform itself of research and developments in embedding L&N?  How well does the organisation adopt embedding L&N research and developments into its practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Educators and other relevant staff have sufficient time and resources to develop high quality embedded L&N programmes and activities.	How does the organisation ensure that educators and other relevant staff have sufficient time and resources to develop high quality embedded L&N programmes and activities?	<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 Staff Capability and Embedding L&N Developments, and evidence for these:***

***Critical Actions to be taken in the organisation in regard to Staff Capability and Embedding L&N Developments:***

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

**Date completed:**