

# ELN Self-Assessment Tool: Questionnaire TEO-O-7 – Human Resources and Professional Learning – 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
Human Resources	The organisation's human resources strategy includes measures for assuring adequate levels of appropriately qualified staff to sustain all aspects of embedded L&N.	How well does the organisation ensure that new and existing staff at all levels are suitably qualified and experienced with respect to their embedded L&N roles and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The performance appraisal and management process includes identification whether staff have the embedding L&N capabilities appropriate to their job role and is followed up with adequate learning opportunities.	How well does the organisation incorporate embedded L&N performance and development in staff appraisal processes? How effective are performance appraisal and management processes in relation to embedded L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The organisation is committed to offering or enabling access to appropriate continuing professional learning for all staff regarding embedding L&N as well as development of staff members' own L&N proficiencies and practices.	How well does the organisation identify and analyse development needs of staff members' own L&N proficiencies and practices? How well is the organisation's professional learning programme aligned with the staff's own L&N development needs? How well does the organisation identify and analyse embedding L&N learning needs of staff? How well is the organisation's professional learning programme aligned with the staff's embedding L&N development needs?	<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 Human Resources, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to Human Resources:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Educator and L&amp;N specialist professional learning</b>	Educators and L&N specialists reflect on their capabilities to embed L&N and on their own L&N proficiencies and practices, and develop an annual plan for professional learning in embedding L&N.	How well are educators and L&N specialists encouraged to reflect on their own L&N proficiencies and practices, in order to support their capability to embed L&N?  How well does the organisation support all educators and L&N specialists to reflect on their capabilities to embed L&N and to develop a professional learning plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Educators and L&N specialists are given adequate time allocation and resources to engage in professional learning opportunities for embedding L&N.	How adequately are staff resourced to participate in opportunities to meet their professional learning needs for embedding L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Educators and L&N specialists engage with professional learning opportunities for embedding L&N and apply their learning in their practices.	How well do educators and L&N specialists engage with professional learning opportunities for embedding L&N?  How effective are professional learning activities for staff in developing learners' L&N proficiencies and practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Effective practice of embedded L&N is shared across the organisation.	How well does the organisation share and transfer identified effective practice of embedded L&N to help ensure high quality embedding across the organisation?	<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 Educator and L&N Specialist Professional Learning, and evidence for these:**

**Critical Actions to be taken in the organisation in regard to Educator and L&N Specialist Professional Learning:**

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
<b>Observation of embedded L&amp;N practice</b>	In all observations of teaching and learning judgments are made about the effectiveness of embedded L&N practices.	<p>How well is embedded L&amp;N monitored in the observation of teaching and learning processes?</p> <p>Are the observation criteria aligned with agreed criteria for good embedded L&amp;N practice?</p> <p>Are those being observed aware that embedded L&amp;N will form part of the observation content and judgment?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observation includes observation of 'knowing the learner', 'knowing the demands' and 'knowing what to do'.	Do the organisation's observation guidelines for embedded L&N include all of 'knowing the learner', 'knowing the demands' and 'knowing what to do'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Observers are trained in making judgments about the effectiveness of embedded L&N practices.	How well do the organisation's observation of teaching and learning training, guidelines and reporting documentation support observers to make and record judgments about embedded L&N?	<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 Observation of Embedded L&N Practice, and evidence for these:***

***Critical Actions to be taken in the organisation in regard to Observation of Embedded L&N Practice:***

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

**Date completed:**