**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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ***Strengths of the organisation in regard to Human Resources, and evidence for these:***Click here to enter text. |
| ***Critical Actions to be taken in the organisation in regard to Human Resources:***Click here to enter text. |
| **Topic**  | **Good practice indicators** | **Prompting questions**  | **Judgement** |
| **N/A** | **D/K** | **1** | **2** | **3** | **4** |
| **Educator and****L&N specialist professional learning** | 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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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?  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ***Strengths of the organisation in regard to Educator and L&N Specialist Professional Learning, and evidence for these:***Click here to enter text. |
| ***Critical Actions to be taken in the organisation in regard to Educator and L&N Specialist Professional Learning:***Click here to enter text. |
| **Topic**  | **Good practice indicators** | **Prompting questions**  | **Judgement** |
| **N/A** | **D/K** | **1** | **2** | **3** | **4** |
| **Observation of embedded L&N practice** | In all observations of teaching and learning judgments are made about the effectiveness of embedded L&N practices. | How well is embedded L&N monitored in the observation of teaching and learning processes?Are the observation criteria aligned with agreed criteria for good embedded L&N practice?Are those being observed aware that embedded L&N will form part of the observation content and judgment? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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’? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 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? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ***Strengths of the organisation in regard to Observation of Embedded L&N Practice, and evidence for these:***Click here to enter text. |
| ***Critical Actions to be taken in the organisation in regard to Observation of Embedded L&N Practice:***Click here to enter text. |

**Name organisational unit (if applicable):** Click here to enter text.

**Date completed:** Click here to enter a date.