

ELN Self-Assessment Tool: Questionnaire TEO-P-2 – Leadership and Management – Programme 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
Communication	The embedded L&N strategy is communicated to and understood by all staff.	How well do you understand the organisation's strategy for embedded L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All staff understand their role and responsibilities in implementing the embedded L&N strategy.	How well do you understand your role, responsibilities, and accountability in relation to embedded L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Funding and reporting requirements for embedded L&N are clearly communicated and understood by all people involved.	How well do you understand the funding and reporting requirements for embedded L&N that apply to the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths of the programme in regard to Communication, and evidence for these:

Critical Actions to be taken in the programme in regard to Communication:

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Accountability	Accountability for learners' L&N outcomes is shared by the whole organisation.	How well do you know and understand the benchmarks for L&N learner outcomes for the programme? How well do you take responsibility for achieving them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The organisation identifies, acknowledges and actively promotes excellence in embedding L&N practice.	How effectively does the organisation identify, acknowledge and promote excellence in embedding L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Performance against the benchmarks for L&N learner outcomes is monitored and reported on regularly to the appropriate forum.	How well is the performance of the programme team against the benchmarks for L&N learner outcomes monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources and facilities	Physical and digital resources and facilities are adequate to support the embedding of L&N in learning, teaching, learning resource development, programme development, and to support the ongoing development of embedding L&N expertise within the organisation.	How adequate are physical and digital resources and facilities to support high quality embedded L&N in the programme?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Information	Management information systems provide staff with accurate, relevant, accessible and timely information as needed to continuously improve the outcomes and effectiveness of embedded L&N.	How accurate, relevant, accessible and timely is the information you receive in order to monitor progress against the benchmarks for L&N learner outcomes and help improve the effectiveness of embedded L&N?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies and Procedures	Policies and procedures which include L&N are implemented.	How well do you understand the embedded L&N-related policies and procedures? How well do you use the embedded L&N-related policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengths of the programme in regard to Accountability, Resources, Management Information, and Policies and Procedures, and evidence for these:								

Critical Actions to be taken in the programme in regard to Accountability, Resources, Management Information, and Policies and Procedures:

Name of programme:

Date completed: