

ELN Self-Assessment Tool: Questionnaire TEO-P-5 – Information, Guidance and Specialised Support – 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
Information and guidance	Staff providing enrolment and study information and guidance are appropriately trained and qualified, and are able to identify and discuss whether students may need specialist L&N support.	Are the people who provide enrolment and study information and guidance for the programme or who conduct enrolment interviews appropriately trained and qualified? How well are they able to identify and discuss whether students may need specialist L&N support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Staff providing information and guidance are aware of the full range of L&N support available to learners.	How well are the people who provide information and guidance in the programme aware of the full range of L&N support available to learners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Enrolment advice ensures that learners are placed in the most appropriate programme at the most appropriate level, aligned with their L&N needs and their aspirations.	How well does learner placement in the programme meet learners’ L&N needs and their aspirations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Effective processes are in place to identify learners, from enrolment onwards, who may require specialist assistance with L&N.	How effectively are learners who may require specialist assistance with L&N identified from enrolment onwards?	<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 Information and Guidance, and evidence for these:

Critical Actions to be taken in the programme in regard to Information and Guidance:

Topic	Good practice indicators	Prompting questions	Judgement					
			N/A	D/K	1	2	3	4
Specialised L&N support	All staff are aware of the full range of L&N support available to learners.	How well are you aware of the full range of L&N support available to learners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L&N support specialists work closely with educators to assist learners with achieving the L&N programme objectives.	How well do L&N support specialists and educators work together to assist learners with achieving the L&N programme objectives?	<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 Specialised L&N Support, and evidence for these:

Critical Actions to be taken in the programme in regard to Specialised L&N Support:

Name of programme:

Date completed: