



## Checklist for Employers Considering Workplace Language, Literacy and Numeracy Training

Skills for Life?

Are you considering providing training for your staff in the 'essential skills' of Literacy, Numeracy, ICT or ESOL (LLN)?

Use this simple checklist to help you select a provider who can offer high quality training that meets your workplace needs.

Quality of LSC Approved Supplier	Yes	No	Comments
Holds (or working towards) an Investor in People (IIP) or other quality award			
Ability to provide references from other employers			
Staff are qualified Skills for Life tutors and have experience and/or qualifications in delivery of workplace Skills for Life training (e.g. Certificate in Workplace LLN or other recognised qualifications in Skills for Life Development and Support in the Workplace)			
Inspection grades available (if applicable)			
Demonstrates commitment to equal opportunities			
Programme Provision	Yes	No	Comments
Able to offer flexible training delivery options			
Plans for monitoring and review at regular intervals			
Able to link training to specific organisational objectives			
<b><i>Demonstrates previous experience of workplace language, literacy and numeracy delivery and design of customised learning resources in.....</i></b>			
♦ Workplace numeracy			
♦ Workplace communication skills (written/spoken)			
♦ Workplace basic computer skills (ICT)			
♦ Workplace English for speakers of other languages (ESOL)			
♦ Other workplace training			

<b>Management of Provision</b>			
	Yes	No	Comments
Identify a named contact/coordinator to take responsibility for all aspects of the activity			
Agree a meeting schedule with representation from provider, employer, learning reps, trade unions etc. to discuss aspects of provision			
Agree processes and administration, including those required by external funding sources			
Contribute to the internal marketing of the programme			
Provide contextualised individual and organisational needs analyses			
Provide job skills audit (analyse the Skills for Life requirements of different job roles)			
Negotiate flexible and adaptable scheduling of programmes to fit with work pressures and workers' shift patterns			
Deliver on an organisation's premises where appropriate			
Able to respond to demand and growth			
<b>Costs</b>			
	Yes	No	Comments
Established links with funding providers and able to access potential sources of funding			
Able to provide costings for different delivery models			
<b>Evaluation of the Programme</b>			
	Yes	No	Comments
Can provide evidence of programme meeting organisational objectives and stakeholder priorities			
Can provide evidence of programme meeting individual participants' objectives and show impact on job skills improvements			
Can give general feedback on progress while maintaining individual confidentiality			
Able to give advice and guidance on other types of training			

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