



**Mapping the Organisational Needs Analysis One-day training course to:-**

- 1) The Subject Specifications for teachers of adult literacy and numeracy (Level 3)**
- 2) FENTO Standards for teachers**
- 3) Ento Learning and Development Standards L21, L22 L23 and L24**

**Course aims:**

**By the end of the course learners should be able to:-**

- Identify and understand what an Organisational Needs Analysis is**
- Know how to structure an Organisational Needs Analysis**
- Understand how to deal with managers**
- Know how to write an Organisational Needs Analysis report**

**Where possible the content of the course has been mapped to the relevant criteria of the specific standards. Learners should be aware that further evidence may be needed in order to meet the criteria in full.**

<u>Course Content</u>	<u>Teacher standards</u>		<u>Subject specifications</u>	<u>Ento Learning and Development</u>
<p><b>PRE-COURSE READING AND ACTIVITIES</b> Reading list with questions</p>	<p>Standard Reference</p> <p>FENTO G2, G3</p>	<p><b>L2 possible activities</b> N/a</p> <p><b>L3 possible activities</b> G2b Consider the relevance of current developments to their own practice within existing and potential roles G2c Monitor curriculum developments in their own subject and keep up-to-date with new topics and new areas of work</p> <p><b>L4 possible activities</b> G2b Consider the relevance of current developments to their own practice within existing and potential roles G2c Monitor curriculum developments in their won subject and keep up-to-date with new topics and new areas of work G3c Engage in research and study related to professional practice G3e Take up professional development opportunities</p>	<p><b>Literacy</b></p> <p><b>AO2</b> 3.2 Identifying and recording the key information or messages contained within reading material using appropriate note-taking techniques</p> <p><b>Numeracy</b> N/a</p>	<p><b>L3</b> N/a</p>

<p><b>Introductions</b> <b>Aims and objectives</b></p> <p><b>SECTION ONE</b></p> <p><b>What is an ONA?</b> Presentation Discussion</p> <p><b>SECTION TWO</b></p>	<p>Standard Reference</p>	<p>relevant to their work and to institutional priorities</p> <p><b>L2 possible activities</b> N/a</p> <p><b>L3 possible activities</b> N/a</p> <p><b>L4 possible activities</b> N/a</p>	<p><b>Literacy</b></p> <p><b>AO2</b> 3.1 Expressing yourself clearly using communication techniques to help convey meaning and to enhance the delivery and accessibility of the message 3.1 Listening attentively and responding sensitively to contributions made by others</p> <p><b>Numeracy</b> N/a</p>	<p><b>L3</b> L23.1</p>
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<p><b>The Structure of an ONA</b>  Presentation  Activities:  Sourcing information for ONA  Using company materials</p>	<p>FENTO  B1,B3</p>	<p><b>L2 possible activities</b>  B1d Define the subject knowledge, technical knowledge and skills required</p> <p><b>L3 possible activities</b>  B1d Define the subject knowledge, technical knowledge and skills required  B3c Contribute to the activities which improve access to the organisation’s learning facilities</p> <p><b>L4 possible activities</b>  B1d Define the subject knowledge, technical knowledge and skills required  B3c Contribute to the activities which improve access to the organisation’s learning facilities</p>	<p><b>Literacy</b></p> <p><b>AO2</b>  3.1 Expressing yourself clearly using communication techniques to help convey meaning and to enhance the delivery and accessibility of the message  3.1 Listening attentively and responding sensitively to contributions made by others  3.2 Identifying and recording the key information or messages contained within reading material using appropriate note-taking techniques</p> <p><b>Numeracy</b>  N/a</p>	<p><b>L3</b>  L21.2  L23.1</p>
<p><b>SECTION THREE</b></p>				
<p><b>Dealing with Managers</b>  Presentation -What do</p>		<p><b>L2 possible activities</b>  B1d Define the subject</p>		

<p>managers want and expect?  Discussion/activity: What are the barriers to overcome?  Role Play meeting with General Manager  Presentation – Tips for Success</p>	<p>FENTO  B1, B4, G1, G2, H1, H2</p>	<p>knowledge, technical knowledge and skills required  H1c Are open to different approaches and perspectives on teaching and learning</p> <p><b>L3 possible activities</b>  B1d Define the subject knowledge, technical knowledge and skills required  B3c Contribute to the activities which improve access to the organisation’s learning facilities  G1b Consider their own professional practice in relation to the major influences upon FE  G1d Identify the extent and nature of their current knowledge and skills in relation to the demands of the job  G2b Consider the relevance of current developments to their own practice within existing and potential roles  H1c Are open to different approaches and perspectives on teaching and learning  H2g represent the organisation in a professional and appropriate manner</p>	<p><b>Literacy</b></p> <p><b>AO2</b>  3.1 Expressing yourself clearly using communication techniques to help convey meaning and to enhance the delivery and accessibility of the message  3.1 Listening attentively and responding sensitively to contributions made by others</p> <p><b>Numeracy</b>  N/a</p>	<p><b>L3</b>  L21.1  L23.1  G3.1</p>
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		<p><b>L4 possible activities</b></p> <p>B1d Define the subject knowledge, technical knowledge and skills required</p> <p>B3c Contribute to the activities which improve access to the organisation's learning facilities</p> <p>G1b Consider their own professional practice in relation to the major influences upon FE</p> <p>G1d Identify the extent and nature of their current knowledge and skills in relation to the demands of the job</p> <p>G2b Consider the relevance of current developments to their own practice within existing and potential roles</p> <p>H1c Are open to different approaches and perspectives on teaching and learning</p> <p>H1g Recognise and respect the different values of those with an interest in the learning process within the organisation and the wider community</p> <p>H1j Work effectively with others to benefit learners</p>		
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<p><b>SECTION FOUR</b></p> <p><b>Writing the Report</b>  Presentation – Getting the right order  Activity: Comparing ONA's</p>	<p>F B1d Define the subject knowledge, technical knowledge and skills required  B3c Contribute to the activities which improve access to the organisation's learning facilities  FENTO  B1, B3, H2</p>	<p>H2d demonstrate responsibility for the effectiveness of education and training and a commitment to the well-being, progress and achievement of learners  H2g represent the organisation in a professional and appropriate manner</p> <p><b>L2 possible activities</b>  B1d Define the subject knowledge, technical knowledge and skills required</p> <p><b>L3 possible activities</b>  B1d Define the subject knowledge, technical knowledge and skills required  B3c Contribute to the activities which improve access to the organisation's learning facilities  H2g represent the organisation in a professional and appropriate manner</p>	<p><b>Literacy</b></p> <p><b>AO2</b>  3.2 Identifying and recording the key information or messages contained within reading material using appropriate note-taking techniques</p> <p><b>Numeracy</b>  N/a</p>	<p><b>L3</b>  N/a</p>
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<p><b>Course review and Close</b></p>		<p><b>L4 possible activities</b> N B1d Define the subject knowledge, technical knowledge and skills required B3c Contribute to the activities which improve access to the organisation's learning facilities H2d demonstrate responsibility for the effectiveness of education and training and a commitment to the well-being, progress and achievement of learners H2g represent the organisation in a professional and appropriate manner</p>		
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