

Sample Checklist for Planning Embedded LLN Programmes with Managers and Supervisors

- Confidentiality
- Setting up a steering group
- Timetabling
- Staff release arrangements
- Arrangements for working with supervisors, vocational tutors, mentors
- Attendance and punctuality policies
- Arrangements for marketing courses to employees
- Access to employees prior to and during programme
- Tackling any issues of stigma associated with LLN learning
- Assessment and screening arrangements
- On-site resources (e.g. rooms, laptops/terminals, whiteboard, photocopying)
- Access to authentic documents / resources / tools / working areas
- Access to information and resources to enable the LLN tutor to gain knowledge of and expertise in the vocational area
- Measuring outcomes - how and when, e.g. measuring impact of achievement of LLN goals on primary learning goals, measuring against specific performance targets
- Accreditation options
- Working with unions/ Union Learning Reps

Developed through the LDA/Basic Skills Agency Project, Embedding Basic Skills in London Local Authorities, 03-05.