Suggested Format for Language, Literacy and Numeracy Needs Analysis Report

1 Project Background
- Include eligibility criteria agreed by Steering Group, for example, employees who do not have GCSE grade C English or maths or equivalent, and who wish to participate.

2 Staff Group Profile interviewed
Include:
- Numbers interviewed / declined interview from particular departments with work grades
- Breakdown of age, gender, length of service
- Educational background
- State number and percentage of employees interviewed who have not achieved GCSE English or maths at Grade C or above, or equivalent
- Summary of previous training undertaken

3 LLN learning needs identified by managers
- Include quotes

4 LLN skills needed for specific jobs
- State curriculum references and represent in a table

5 Response to interview process
- Positive response per curriculum area
- Reasons given for wanting to take up training offered
- Indications of best times for learning

6 Issues arising and implications for the programme
For example, concerns amongst employees that promised training will not happen and how long individuals will have to wait to join the programme.

7 Conclusions

8 Training Proposal
Include
- Aims and objectives
- Sessions required, media, time of day and numbers
- Materials development needed to meet the needs of this workplace
- Proposed programme and timescale