

# Making the most of the Health Check

## What is it?

- The **Health Check** is a simple audit tool designed to help you assess the quality of your literacy, language and numeracy provision, encompassing Skills for Life, additional learning support, key skills and functional skills.
- The Health Check has been updated to reflect the key priorities in the Government's *Skills for Life: Changing lives* policy document, published in March 2009.
- The health check is divided into nine sections that reflect all aspects of your literacy, language and numeracy provision.
  - A. Organisational strategy
  - B. Operational plans
  - C. Policies and procedures
  - D. Quality improvement framework
  - E. Management information systems
  - F. Information, advice and guidance, marketing and learner recruitment
  - G. Human resource strategy and continuing professional development planning
  - H. Curriculum design and delivery
  - I. Resources and facilities

## How to use it

Each section includes a series of quality statements referring to specific aspects of provision across an organisation. Next to each quality statement is a prompt to help you consider your response to this statement. These are headed *Things to think about*.

For each quality statement, record an assessment of the current state of your development using a four-point grading scale:

1. Fully developed
2. Mostly developed
3. Partially developed
4. Not started

Once you have graded each quality statement, you can then go on to record actions you need to take in the 'Next steps' column.

## More about the content

It will help you to:

- understand the many aspects that contribute to developing a whole organisation approach to LLN and the key people who need to be involved
- produce and implement a literacy, language and numeracy strategy
- review and monitor literacy, language and numeracy provision
- carry out self-assessment
- prepare for inspection
- identify and prioritise development needs
- plan staff development
- benchmark your practice against other providers
- identify and share good practice internally and with other providers.