



# Self-check and action planning

## Checklist for a whole organisation approach to employability

[Extracted from Employability Skills CPD module]

Give each statement a grade from 1–5 using the following scale:

1. This aspect is fully developed.
2. This aspect is partially developed.
3. We have just begun to develop this aspect.
4. Development activity has been identified but not begun.
5. No development has been identified for this aspect.

1. A clear vision of what employability means in your organisation and what you hope to achieve by making it core business.	
2. A strategy for developing a whole organisation approach to employability.	
3. The use of local labour market information on employers, jobs and employment opportunities to inform strategy and curriculum design.	
4. A marketing strategy that ensures access to unemployed people and other target audiences for employability skills provision.	
5. A clear plan for moving forward with SMART targets and specified roles and responsibilities.	
6. Employability embedded in strategies, policies and plans, where appropriate.	
7. Buy-in, through a shared vision of employability, of:	
• senior management team and governing body	
• employers	
• middle managers	
• teachers/trainers/assessors	
• learners	
8. Identification of the resource implications of making employability a core business and of appropriate funds, e.g. Adult Learner-Responsive funding and adult support funds.	
9. Accurate data on the skills profile of your learners.	

10. Enhanced initial and diagnostic assessment processes that identify the specific employability skills needs of learners alongside any language, literacy and numeracy needs.	
11. Staff with access to, and the skills to use, information from initial and diagnostic assessment to differentiate learning relating to literacy, language and numeracy and employability skills development.	
12. Partnership working between senior managers, managers and teaching staff, and employers.	
13. Partnership working with local employers to inform curriculum design and delivery.	
14. Partnership working with Jobcentre Plus in order, for example, to gain labour market information, increase referrals and improve progression opportunities.	
15. Flexible and sustainable models of delivery that take into account organisational structures, staff skills and experience.	
16. Management information systems that record learning and progression, including job outcomes.	
17. Programmes that focus on workplace skills, attitudes and behaviours.	
18. Progression pathways from employability courses to further learning, employment and other opportunities.	
19. Timetabling that allows for collaborative planning and working across teams.	
20. A programme of CPD that supports staff to develop the skills to manage, support, plan, teach and evaluate employability programmes.	
21. Quality assurance processes that include a focus on employability.	

### Action plan to develop employability provision

Action plan to develop employability provision					
Development actions Audit reference no.	Time-scale	Who?	Progress	Outcomes	Impact (quantifiable)
