Skills for Life Support Programme

How far do we…

Fully developed	Mostly developed	Partly developed	Not yet developed
4	3	2	1

Whole organisation approach to PDP

- know the English (Literacy and ESOL) and Maths (Numeracy) needs of our learners (current and anticipated)?

- ensure learners have access to trained English/ Literacy/ ESOL and Maths/ Numeracy teachers?

- have human resources policy and plans which address English (Literacy and ESOL) and Maths (Numeracy) throughout the employee journey?

- have a staff training programme for English and Maths which draws on external and in-house training?

- have a senior manager with responsibility for PDP for English and Maths?

- have a staff appraisal and review process which incorporates English and Maths?

- ensure everyone on the staff knows about and feels involved with our policies and plans for English (Literacy and ESOL) and Maths (Numeracy)?

- have an organisation plan, updated regularly, for training staff for English (Literacy and ESOL) and Maths (Numeracy)?

- have management information systems which capture data on staff qualifications, skills and training in relation to English (Literacy and ESOL) and Maths (Numeracy)?

- know our staff skills, experience and qualifications in relation to English and Maths, having conducted a staff qualifications audit?

- know about the different teaching and support roles and the responsibilities for these roles in relation to English (Literacy and ESOL and Maths (Numeracy)? Do we offer advice to all staff on this?