



## NAME OF TOOL

## REVIEW OF CURRENT LLN PRACTICES CHECKLIST

Use this checklist to assess your organisation's current approach to LLN practices and help identify areas for improvement. The LLN Toolkit contains resources to help your organisation modify and improve its practices to ensure LLN is embedded in its day-to-day activity.

ORGANISATION PRACTICE AND POLICY QUESTIONS	RESPONSE	
Is there a Language, Literacy and Numeracy Policy?	YES	NO
<b>ACTION REQUIRED</b>		
Is there an understanding of the LLN skills required to undertake each job role within the organisation?	YES	NO
<b>ACTION REQUIRED</b>		
Are there areas of the organisation where there are known LLN skills gaps?	YES	NO
<b>ACTION REQUIRED</b>		
Is there a position description for each job role that includes LLN requirements?	YES	NO
<b>ACTION REQUIRED</b>		
Do human resources policies and procedures include LLN skill requirements?	YES	NO
<b>ACTION REQUIRED</b>		
Does the organisation have the following policies? ‣ Recruitment, Selection and Orientation Policy ‣ Education, Training & Development Policy ‣ Performance Appraisal Policy	YES	NO
	YES	NO
	YES	NO
	YES	NO
<b>ACTION REQUIRED</b>		
Are new employees screened for LLN skills during the recruitment or orientation process?	YES	NO
<b>ACTION REQUIRED</b>		
Are existing employees screened for LLN skills during the performance appraisal process or when moving to another job role?	YES	NO
<b>ACTION REQUIRED</b>		
Does the organisation have an Organisational LLN Development Plan?	YES	NO
<b>ACTION REQUIRED</b>		