Learning Strategy and Solutions

INL Quality Learning Centre Audit - Accredited by ITOL

Self Assessment – Health Check

Consider the aspects of learning management below and the type of evidence you will require.
This is not an exclusive or exhaustive list but at this stage is intended to help you prepare for the visit and to consider the extent to which you are ready for audit.
Please consider ahead of the initial phone call and prepare any questions you may wish to ask ahead of the visit.

▪ Alignment	Evidence Required
Clear link of learning projects to organisation objectives and priorities	Learning projects are prioritised
	Success measures link to organisation objectives
Clear link of regular training support programme to organisation objectives and priorities	Training programmes are determined by business needs
Learning strategy/Training plan awareness within the L&D team	Learning strategy/training plan exists and is understood
Target intent & impact identification	Specific learning objectives are applied to all programmes & related to intended organisation impact
Future organisation challenges are anticipated	Training and learning provided considers future capability and/or possible organisational changes?
Structure and role definition	L&D structure and activity is clear
▪ Integration	
Involvement	L&D are involved in significant change projects
Sponsorship	Senior management are involved in the sponsoring of Learning &Development projects
Accountability definition	L&D decision rights and processes are defined
Performance consultancy and relationship management rigour	There are formal links between Learning &Development and organisation management
Need analysis techniques used	Need analysis takes place
Diagnosis process and consideration	Learning and development requirements are considered and priorities are defined and agreed
▪ Efficiency and Quality of Provision	
Productivity levels are managed	Individual Learning &Development specialists activity and associated performance is managed
Business case development	Evidence of training & learning business cases made to ensure sponsorship and resource exists
Budget process management	Training function budget can be identified and allocated balance reflects organisation priorities
Benchmark efficiency measures	Data is available to manage efficiency and functional management consider the data
Internal/ external balance	Balance of internal and external resource for Learning &Development activity is known

Effectiveness

Data collection and consolidation	L&D data is collected and used
Initial reaction data collection	Initial reaction data relates to targeted intent and is utilised at all levels
Assessment & test quality management	Assessment used to further Learning &Development impact where appropriate
Legislative and regulatory requirements	Regulatory/ legislative qualifications required across roles are evidenced
Impact Management & continuous improvement	Application and value impact data is considered for continuous improvement?
Analysis and evaluation cycle	Analysis & evaluation activity takes place
Quality management	Quality of Learning & Development is managed

Sustainability and Implementation

L&D activity is sustainable	Sustainability considerations are built into the Learning & Development process
Communication management	Learning & Development communication and measurement is managed through the implementation process
Implementation management	Learning & Development initiatives are implemented and managed in a controlled way
Review process	A review process is incorporated into projects and individual learning activity

Functional & Operational Management

Resource management and appropriate balance	The utilisation of resource is balanced within Learning & Development functions to meet business needs
Finance & commercial management	Training demand is managed and budgeted appropriately
Process management understanding	Learning & Development support processes are mapped and shared with all
Change management effectiveness and learning project management governance	Change and project management disciplines are evident
Supplier management	Suppliers are managed, data regarding suppliers is controlled.
Risk management	People and organisation risks are considered within L&D management

Learning Function Development

Recruitment of Learning & Development staff	Learning & Development staff are recruited against appropriate standards
Learning & Development induction	New staff members have a clear induction process
Learning &Development Standards	Learning & Development competencies, qualifications or similar are held by specialists within the function
Learning links to HR processes	HR processes exist and any related Learning and Development processes are noted
Marketing & communication of Learning & Development activity	Development opportunities are communicated to users
Range of media utilised	A range of Learning & Development opportunity & solution exists