

LEARNING NEEDS ASSESSMENT (LNA)

Support for Social Investment Fund Application

Learning is a necessary process for achieving your organisation's objectives and improving its performance. As part of the Scottish Investment Fund (SIF), the Scottish Government has commissioned the Social Enterprise Academy (SEA) to deliver a LNA process for all organisations that are successful with their application for funds from the SIF. The Social Enterprise Academy has partnered with Stephanie Pordage of WBS & Partners to take each organisation through their LNA.

What is the purpose of the Learning Needs Assessment?

At an organisational level, the purpose of the LNA is to investigate the gap between your organisation's current capability, and what is required for it to deliver the results that are described in the investment application process managed by Social Investment Scotland (SIS). From an individual point of view it enables your board and staff to review and add to their skills and abilities.

Why is the LNA being offered as part of the application process?

A LNA will support the development journey – the development supported by SIS funds - of your organisation and its people. To effectively measure this journey, it is crucial that the organisation can answer the question: 'Where are we starting from?'

The starting point of the development journey will involve asking your staff and management board to consider their own and their organisation's capabilities.

What is involved in the WBS/SEA learning needs assessment?

The LNA process we have developed begins with the completion of an *Organisational Health Check* by your board and senior staff - this can be done online or as a hard copy and confidential. Stephanie Pordage will then collect and collate all responses to feedback to SIS and your organisation.

The next stage is for each person, within the scope of the LNA, to complete an individual skills assessment and some qualitative 'Learning Needs' questions - these can also be completed on-line or as a hard copy and are confidential. Stephanie will then collate these results, producing a matrix of learning and development needs for your organisation.

How long will this LNA take to complete for my organisation and the people involved?

To some extent this depends on the size of the organisation. However, the initial process of agreeing the scope and participants for your LNA can be completed within a week. Your organisation can then run its own internal communication regarding the LNA. The documents that the LNA requires will only take an average of 10-minutes for individuals to complete, if delivered on-line.

What happens to the information?

WBS & Partners will write a report for SIS, a copy of which will be made available to your organisation. All information will remain confidential. The key is for SIS and the organisation to be aware of the general results and what might be needed to financially support your organisation's development needs.

Will this impact on the outcome of our application with SIS?

This process will not have a direct impact on the result of your SIS application, as any obvious problems within your organisation would have most likely surfaced during the SIS application process.

The LNA is designed to support organisations, helping them to focus on the immediate, internal impact a successful application to SIS will have. It will build your organisation's awareness about the readiness of everyone involved to deliver the project goals, or whether there are learning needs critical to the successful delivery of these goals.

Any other questions?

If you have any other questions relating to Learning Needs Assessments, please contact Lorna Edwards, Development Manager at the Social Enterprise Academy by email at lorna@theacademy-ssea.org or by telephone on 0131 243 2670.