



Stakeholder Engagement Guide

Purpose

Identify and gather insights from key stakeholders to better understand local/regional disadvantaged and under-represented learner groups and their needs.

1: Identify Stakeholders

List stakeholders who could help you understand target groups. Examples:

- Local authorities or government
- Education and training providers
- NGOs and community organisations
- Industry representatives

2: Prioritise Who to Contact

- If you have many options, select at least 5 key stakeholders.
- Choose those who know the needs of underrepresented or disadvantaged learners

3: Engage Stakeholders

- Set up short meetings or interviews.
- When contacting them clearly explain the purpose, say why their input matters, and assure them their input will be handled confidentially

4. Interview the Stakeholders

Suggested Questions

- Which groups need more learning opportunities in your area?
- Which groups are currently underserved?
- What makes it hard for these groups to access learning?
- What support would help?
- What skills are needed by them now or in the future?

5. After the Interview

Capture:

- Key insights
- Main challenges
- Useful data sources
- Any strong quotes or examples
- Identify potential learner groups to target