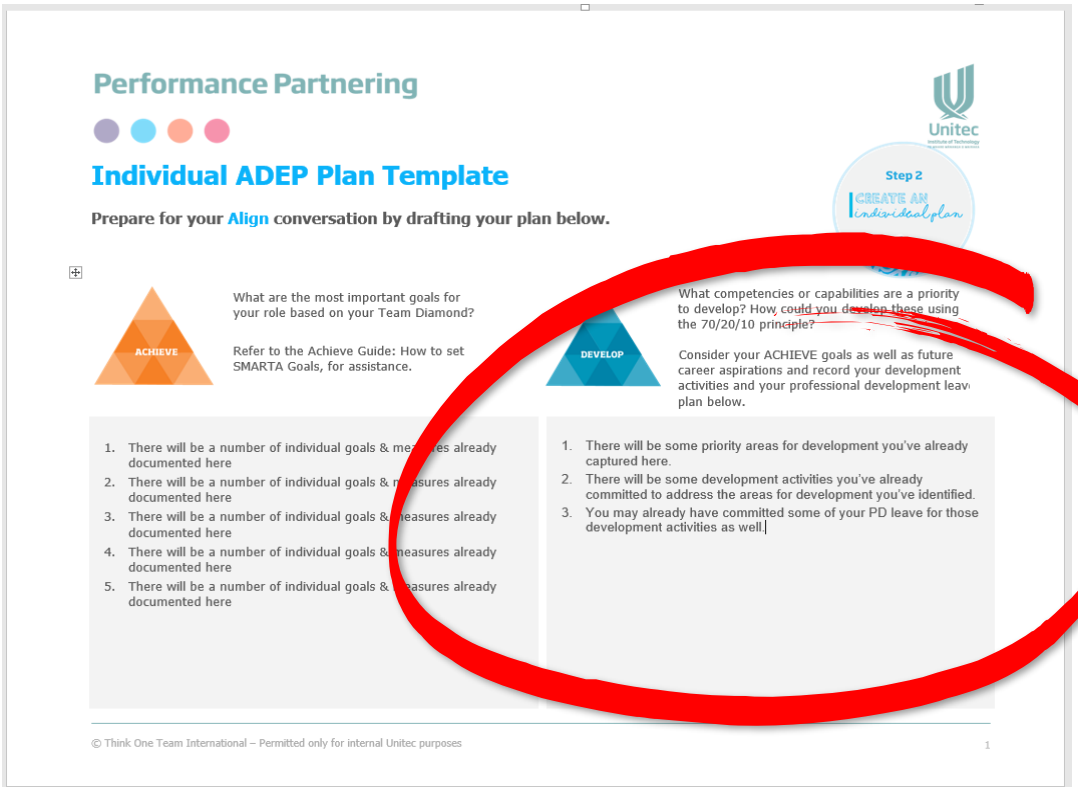
Performance Partnering

TEACHING STAFF*:
Instructions for updating and uploading your ADEP Plan to incorporate teacher capability development (2018)

The following instructions assume you already have an ADEP Plan that was agreed and signed off earlier in the year – so you will have already identified some development priorities and activities as part of that. These instructions are intended to provide guidance on how and where to incorporate new teacher development modules/activities that are being introduced in mid 2018 into your existing ADEP Plan. If you do not have an existing ADEP Plan, you will need to develop your full plan as you normally would, ensuring that you incorporate teacher development modules/activities.

Updating your ADEP Plan to incorporate teacher capability development

At your next ADEP Check-in with your manager, in addition to reviewing progress across all four quadrants of the ADEP Plan as normal, you will need to review the **development quadrant (the D of your ADEP Plan)** and discuss and agree changes required to incorporate new priority areas for development and new teacher development modules/activities.



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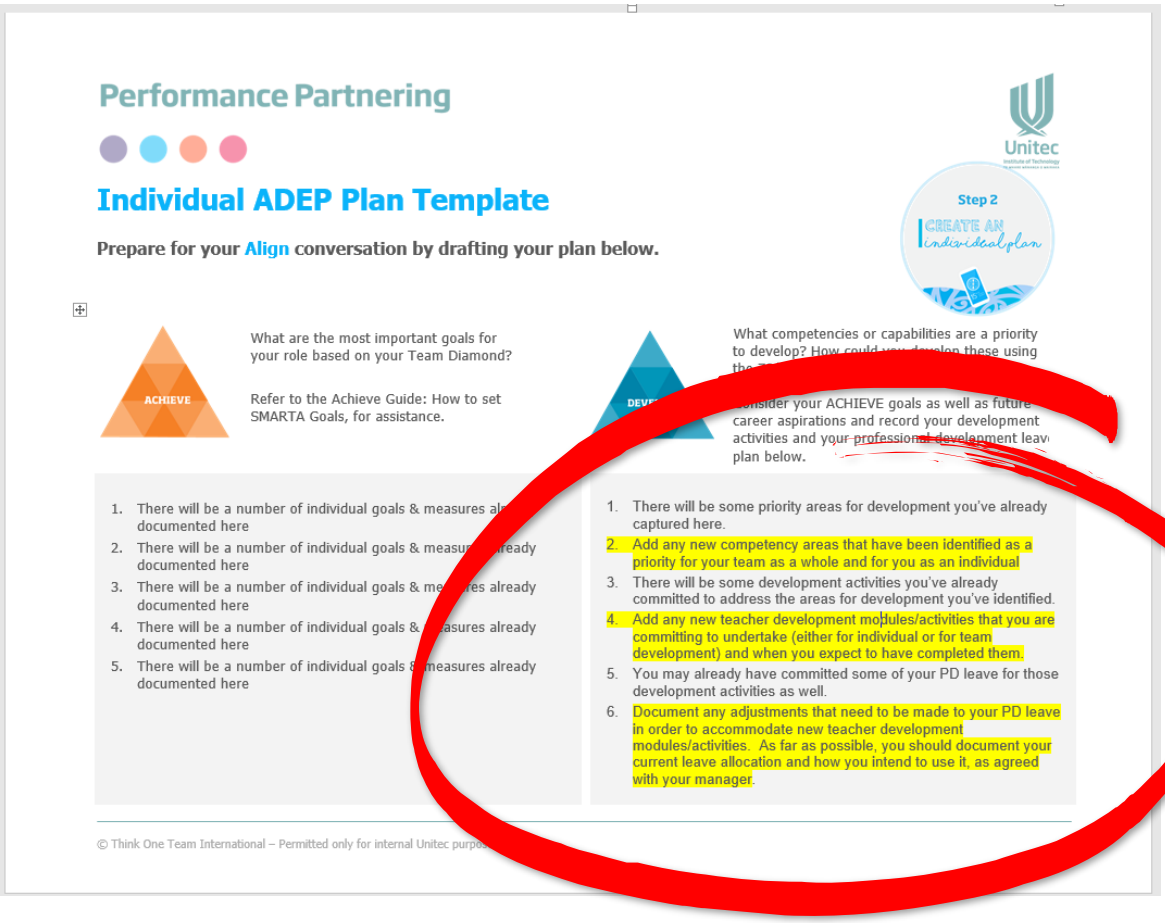
This will mean that you'll need to add some further detail to the development quadrant:

1. Add any new ***teacher competency areas*** that have been identified as a priority for your team as a whole and for you as an individual.
2. Add any new ***teacher development modules/activities*** that you are committing to undertake (either for individual or team development) and when you expect to have completed them.
3. Document any ***adjustments that need to be made to your PD leave*** (if applicable) in order to accommodate new teacher development modules/activities. As far as possible, you should document your current leave allocation and how you intend to use it, as agreed with your manager.



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Step 2 CREATE AN individual plan

Individual ADEP Plan Template

Prepare for your Align conversation by drafting your plan below.

ACHIEVE

What are the most important goals for your role based on your Team Diamond?

Refer to the Achieve Guide: How to set SMARTA Goals, for assistance.

What competencies or capabilities are a priority to develop? How could you develop these using the

Consider your ACHIEVE goals as well as future career aspirations and record your development activities and your professional development leav plan below.

1. There will be a number of individual goals & measures al documented here
2. There will be a number of individual goals & measu ready documented here
3. There will be a number of individual goals & me es already documented here
4. There will be a number of individual goals & asures already documented here
5. There will be a number of individual goals & measures already documented here

1. There will be some priority areas for development you've already captured here.
2. Add any new competency areas that have been identified as a priority for your team as a whole and for you as an individual
3. There will be some development activities you've already committed to address the areas for development you've identified.
4. Add any new teacher development modules/activities that you are committing to undertake (either for individual or for team development) and when you expect to have completed them.
5. You may already have committed some of your PD leave for those development activities as well.
6. Document any adjustments that need to be made to your PD leave in order to accommodate new teacher development modules/activities. As far as possible, you should document your current leave allocation and how you intend to use it, as agreed with your manager.

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Once both you and your manager are happy with the changes made to your ADEP Plan, you should both sign it and then you will need to submit it by uploading it to PeopleSoft via Staff Self-Service.

Note: It is important that you upload it using the drop-down box "2018 Teacher ADEP Update" as per the instructions below – otherwise it will not be captured in reporting on progress.

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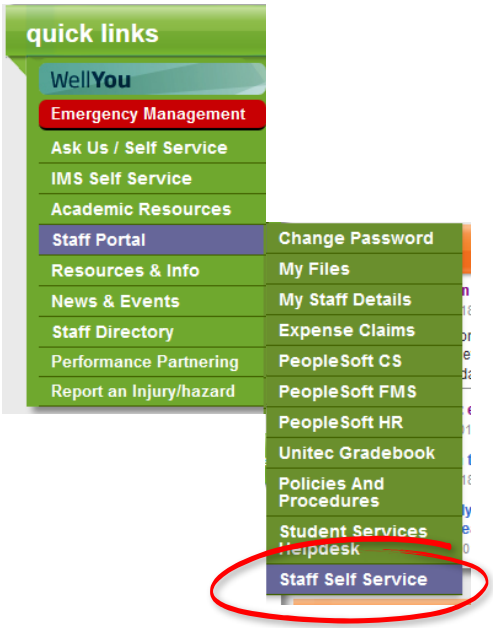
Uploading your updated ADEP Plan

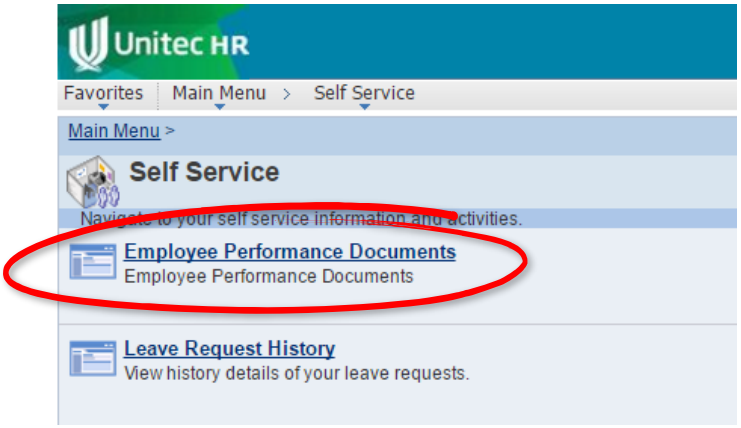
Note: For best user experience, use Mozilla Firefox or Internet Explorer as your browser.

The process is similar to how you normally upload your ADEP Plan, but there are a few important differences. Here is what you need to do:

1. **Log into Staff Self Service on the Nest using the quick links menu:**



2. **Select 'Employee Performance Documents'**



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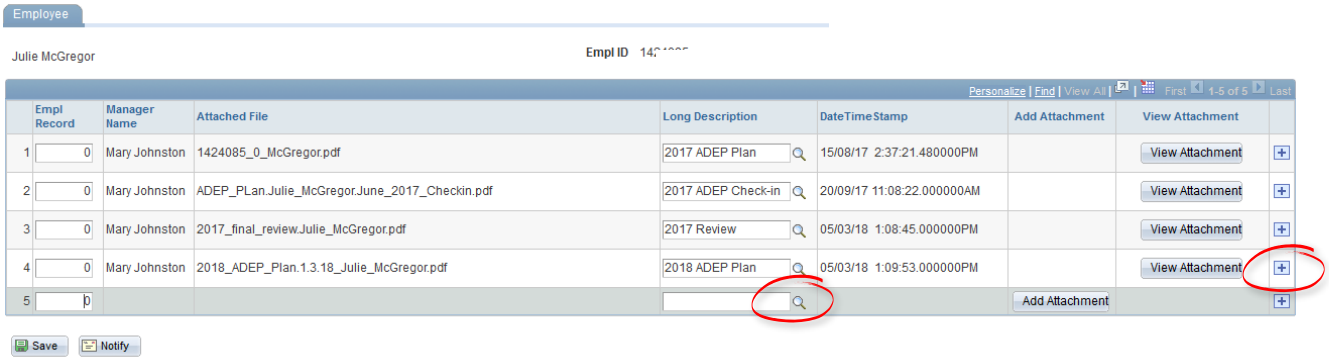
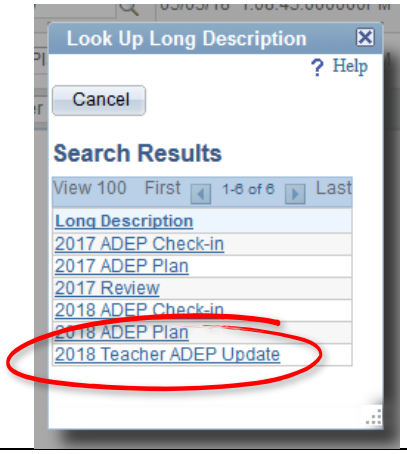
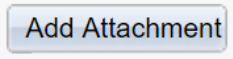
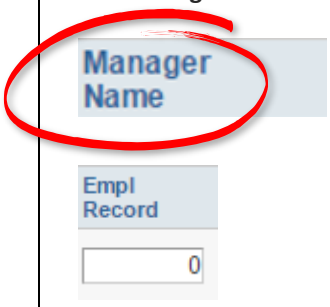
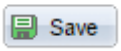
3. To upload your updated ADEP plan:

a.		Click on the **'+'** button next to the last row in your table. This will add a new row.



b.	**Long Description** 	Click on the search button next to the **'Long Description'** field. This will bring up a box with options. Select **'2018 Teacher ADEP Update'**
b.		Click **'Add Attachment'** and **'Browse'** (or **'Choose File'** if you are in Chrome) to navigate to where you have saved your updated ADEP Plan. Click **'Upload'.**

Once uploaded, you will see your **Manager's Name, Attached File** and **DateTime Stamp** fields have been populated.

c.	**Check Manager Name** 	**Incorrect Manager Name showing?** If your current manager (with whom you have agreed your ADEP plan) is not displaying in the **Manager Name** field it may be because of an incorrect Employee Record number. The default Employee Record number is '0'. However, for varying reasons, some staff may have an Employee Record > 0. If, once you have attached your updated ADEP plan, the default value of '0' does not return your current manager, try entering '1' and re-attaching your plan. If this does not work, please contact your Human Resources Business Partner.
d.	**Save** 	**Click 'Save' to complete the process.**