# Setting SMART goals

The reason for setting SMART goals is to have a few concrete actions the programme team can be working upon for the next semester’s delivery to make it an even more valuable learning experience for everyone.

In a PEP you are asked to review the last PEP’s SMART goals. If any goals have not yet been met, did you need to extend the period for achievement or was the timeframe not met. If not, why not and what can you do differently to achieve the goal? Revise the wording, making sure to document the change, and set new timeframes.

Then set new goals going forward.

The SMART goals you set should directly correlate with the “specific actions” you find yourself identifying under each KEQ. Overall, which 3-5 of those specific actions, if turned into a SMART goal would make a difference to the programme going forward? (You do not, if you have more than 3-5 actions, need to set SMART goals for them all; focus on which would make have best impact.)

**S** - specific

**M** - measurable

**A** - agreed upon and achievable

**R** – realistic and relevant

**T** - time-bound, timely, trackable

Some examples of effective SMART goals from the Interim 2018 PEPs include:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Yr/No** | **Action** | **Who** | **By when** | **Considered successful when (intended outcome)** | **Achievement to date** |
| 2017-5 | Hold cultural competence workshops for all staff to improve capability in supporting the learning of Māori and Pacific students | AL/  Kaihautu | 2018 | Student course evaluation ratings for ‘student felt course valued Māori beliefs, language, practices’ improve.  The number of Māori and Pacific students increases. | Commenced Sem 1 2018: 2.5 hours per week with staff development workshops |
| 2018-2 | Request support and advice to ensure literacy test uptake reaches TEC requirements, and add the numeracy test to the programme. | AL | Semester 2 2018 | All students are taking the numeracy test and literacy uptake meets TEC requirements | Reported to HoS. Conversation held with Bridging Education. |
| 2018-5 | Feedback from teachers to students on Moodle needs to include suggestions for future improvement | Teaching team | Semester 2 2018 | No longer being noted as an issue for students in mid- and end-of-course evaluations |  |
| 2018-6 | Staff PD and workshops on compliance matters | Staff | April 2019 | Staff able to ID and/or locate key compliance policies on the Nest, eg Code of Practice for International Students and are evidencing full compliance. |  |