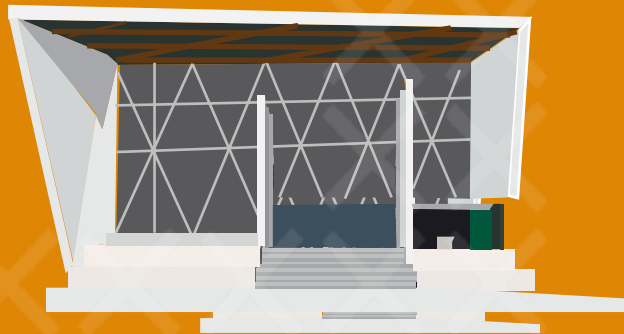




TEACHING AT UNITEC

QUICK REFERENCE GUIDE



Welcome to the Unitec whānau!

We've created this quick reference guide for teachers new to Unitec to provide an overview of our approach to Learning and Teaching, and what support is available to help you settle in.

It is not intended as an exhaustive source but a rather an overview of the key 'need to knows' and 'where to finds' for when you first arrive at Unitec so you are best supported in your role as a teacher and champion of student success.

For more useful information, you'll also want to make sure you check out the [Welcome to Unitec Induction Overview](#).



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- Student Events & Communications
- Student Complaints & Advocates
- Student Charter
- International Student Care
- Countering Bullying and Harassment



OUR VALUES

At the heart of our Kaupapa are our Values – these guide our thinking, our decision making, our actions. They bind us together and make us stronger as one team - watch '[Our Kaupapa](#)' to learn more.



- Enterprising
- Student & Customer Focus
- Accountable
- Generosity of Spirit
- Living Te Noho Kotahitanga

TE NOHO KOTAHITANGA

[Te Noho Kotahitanga](#) is our partnership between Māori and non-Māori. Its principles inform our values. If we're true to living Te Noho Kotahitanga and show generosity of spirit, focus on our students and customers, be enterprising and are accountable, we will achieve our purpose.

CODE OF CONDUCT

Our Code of Conduct is a guiding document that sets out common standards of behaviour for all Unitec staff and contractors. It guides our judgement, choices and actions in whatever role we have here at Unitec. All staff are expected to take responsibility for their own conduct – start by reading our [Code of Conduct](#).

HEALTH & SAFETY INDUCTION

Workplace health and safety is everybody's responsibility at Unitec. Whether you are a permanent or contracted member of the Unitec team, it's important you complete your [Health & Safety Induction](#) to learn how you can play your part. This is an online module which takes about 15 minutes to complete.

PERFORMANCE PARTNERING

[Performance Partnering](#) is Unitec's process for developing and reviewing performance. It enables us to set individual plans (ADEP Plan) that are aligned with broader organisational goals, identify and enable more targeted development, regularly connect to ensure progress is on track, and review achievements. Any staff member employed for 12 months or more is required* to engage with Performance Partnering.

PROFESSIONAL DEVELOPMENT

Our approach to [Professional Development](#) is competency-based, applied and focused on outcomes. We're about more than just workshops – learning happens everywhere, every day. Specific to our academic staff, [Teaching Competencies](#) define effective teaching at Unitec and enable us to demonstrate our professionalism as educators. All teaching staff are required* to engage with these.

**All permanent staff (both full and part time), fixed term staff on contract for 12 months or more.*



LEARNING & TEACHING

At Unitec our goal is to ensure an engaging learning experience for all.

TE PUNA AKO

[Te Puna Ako](#) is Unitec's Learning and Teaching unit – they provide support and professional development for teachers at Unitec. They also provide support for eTools at Unitec including [Moodle](#), [MyPortfolio](#), [BlackBoard Collaborate](#), [Turnitin](#), and [Echo360](#) Active Learning Platform.

They have created a user friendly **Online Resource** designed to support new teachers as they navigate the classroom. It's got some great tips and advice on how to be successful in the classroom - [Click here to access](#).

They run a **New Teacher Induction** twice a year which all teaching staff new to Unitec are required to attend. If you haven't yet received an invitation get in touch with tepunaako@unitec.ac.nz.

MĀTAURANGA MĀŌRI

The [Ako Ahimura team](#) can work with you to embed mātauranga Māori in your curriculum and course work. They work closely with staff both individually and in teams on the embedding process beginning with using the [Poutama](#) to analyse levels of mātauranga Māori existing in courses and programmes and identify the work that needs to be done to build on what exists. [Click here](#) for contact details.

MOODLE LMS

Moodle is our learning management system and we have a number of advisors who can help you familiarise with this key teaching platform. The best place to start is the [Moodle Basics](#) course especially the [Moodle Companion](#).

There is an extensive [Guide to Moodle](#) which lists topics and instructions alphabetically. It also links to [Moodle Standards](#) which contain information on [best practices for teaching](#) and [essential techniques](#). Contact IMS extn 8484 for any Moodle technical support / login details.

TEACHING COMPETENCIES AND PROFESSIONAL DEVELOPMENT

We've developed a set of professional [teaching competencies](#) to help us deliver consistent academic quality across Unitec and achieve better outcomes for our students. They also form the basis of our professional development for teaching staff. Learn more about these competencies and how you can develop them [here](#).

TERTIARY TEACHING

[Ako Aotearoa](#) is the National Centre for Tertiary Teaching Excellence offering professional development and excellent resources for teachers in higher education. In particular, this [booklet](#) for new teachers is highly recommended.

COLLABORATIVE SPACES

You may find you are teaching in one of our collaborative learning spaces. It is highly recommended that you complete this [self-directed online module](#) before teaching commences to help you familiarise yourself with these spaces.





LEARNING & TEACHING

LIBRARY SERVICES

Unitec Library staff are experts in information for learning and teaching. As curators of information and content they provide advice and knowledge solutions for our diverse and dynamic community. Check out this [online guide](#) of library services available for staff, including [online tutorials](#) to support teachers to get the most out of our resources.

[Library Knowledge Specialists](#) are aligned to subject areas and are available to give you an introduction to services and answer questions about the range of support on offer. It is recommended you make an appointment to see the Library Knowledge Specialist for your subject area within your first few weeks at Unitec. Click the link above to make a booking.

For more about services the Library provides to staff and students and to search library resources visit the [Library Website](#).

COPYRIGHT

It is important all staff comply with copyright procedures when making resources available to their classes either online or via course reading packs. The Library has put together some useful guides to ensuring we all do this. You can find these here:

<http://libguides.unitec.ac.nz/copyright/staff>

TRANSITION

Supporting students during their first six weeks is crucial. At Unitec we take this really seriously. Check out this [document for top tips](#) on how teachers can support students in their first year in tertiary education. For more info and tips you can access the [Transition at Unitec](#) course on Moodle.

INFORMATION TECHNOLOGY (IT)

Need to know how to access our various IT systems and services? How to get the most out of our Microsoft technology? Set up email on your mobile device? Check out the [IT pages on the Nest](#) including:

- [Email @ Unitec](#)
- [Skype for Business](#)
- [Saving your files](#)

- [WiFi Networks](#)
- [Printing @ Unitec](#)
- [Mobile Phones](#)

You'll also want to know where to find:

- [IMS Reference and Help Guides](#)
- [IMS Policies and Guidelines](#)

If you need any further info, give them a call on extn. 8484.

LYNDA.COM

[Lynda.com](#) is a leading online learning platform and has some great education and eLearning content designed to help teachers leverage new technologies and instruction techniques.

All Unitec Staff have free access to the Lynda.com online learning centre using your Unitec login credentials. Please see the [Lynda.com page](#), which has instructions for signing up to this service.





ACADEMIC QUALITY

Quality is key in everything we do - and at Unitec, Academic quality is overseen by Te Korowai Kahurangi; a cloak of protection, guidance and excellence.



TE KOROWAI KAHURANGI

As a support and guidance resource, [Te Korowai Kahurangi's](#) focus is on achieving excellence in academic quality, whether it's the robust management of academic committees, strategic programme development, providing an effective moderation process or ensuring strong and trusting relationships are in place with all partners.



ACADEMIC CALENDAR

The [Academic Calendar](#) is a useful resource highlighting key institutional academic events. There are also programme specific events that you will need to be aware of. Talk to your manager about what and when these might be.



ACADEMIC QUALITY MANAGEMENT FRAMEWORK

The [Academic Quality Management Framework](#) clarifies all the processes, guidelines and policies for academic staff and makes them available from a single place.



ATTENDANCE TRACKING (SEAtS)

Attendance tracking is an important part of our duty of care to our students and ensures we can provide pastoral assistance when it's needed. We use an app-based attendance tracking system, SEAtS, to allow early identification of students who may be disengaging as well as to meet our Immigration New Zealand requirements for International students.

A [SEAtS Quick Start Guide](#) and a more in-depth [Training Course](#) are available on Moodle.



MODERATION @ UNITEC

Moderation is an important quality function which supports learning, teaching and assessment. It must be undertaken at least every three years and is used to ensure consistent assessment as well as to provide feedback on assessment practice. Guidance on [Moderation at Unitec](#) is available on Moodle.



PROGRAMME EVALUATION AND PLANNING (PEP)

PEPs are the main mechanism for evaluating the delivery of our programmes. PEPs occur twice a year after each semester and are supported by our Course Evaluation and Planning process (CEP). View the [Programme Performance Evaluation and Planning Procedure](#).



COURSE EVALUTION AND PLANNING (CEP)

CEP is a process whereby teaching staff reflect on the delivery of their individual courses and the success of their students. CEP occurs on an ongoing basis throughout the semester.





ACADEMIC QUALITY



ACADEMIC DASHBOARDS

Our Academic Dashboards are used to support a consistent approach to self-assessment across programmes and pathways. They provide a single source of truth of the data required to evaluate educational performance. Contact [Te Korowai Kahurangi](#) for more information.



ACADEMIC COMMITTEES

[Poari Mātauranga | Academic Board](#)

The role of Academic Board is to provide governance oversight for all things academic at Unitec. Academic Board is supported in its mahi by a number of sub-committees, each of which has a clear membership and terms of reference outlining its roles and responsibilities:

- **Academic Approvals Committee (AAC)** is required to endorse all proposals for new and changed programmes before they progress to Academic Board for approval. The AAC is supported by the Programme Improvements Committee which considers all programme changes on behalf of AAC.
- [Quality Alignment Board](#) has responsibility for evaluating matters of institutional quality, including oversight of the Programme Evaluation and Planning process and other key academic processes.
- [Unitec Ako Ahimura Learning and Teaching Committee](#) provides advice and guidance to Academic Board on matters relating to learning and teaching.
- **Unitec Research Committee** ensures research at Unitec is carried out in an appropriate manner.
- **Unitec Research Ethics Committee** considers applications for ethical approval.
- **Programme Action and Quality Committees (PAQC)** are programme level committees which retain operational oversight of Unitec programmes. All programmes are linked to a single PAQC.



QUALITY PARTNERING


[Te Korowai Kahurangi](#) partner with academic staff on all academic quality related matters, including moderation, monitoring, consistency, and programme and course evaluations. Any queries can be addressed to tkk@unitec.ac.nz








RESEARCH

At Unitec, teaching, learning and research are inseparable. Research at Unitec is applied, practical, collaborative and industry-based. It gives staff and students the opportunity to be creative and innovative, while making positive and powerful changes in our industries and communities.

 **TŪĀPAPA RANGAHAU** (Research and Enterprise Office) offers a wealth of support for research engaged staff. Their [Nest pages](#) provide comprehensive information about the role of research at Unitec including research activity, support, opportunities and requirements at Unitec.

 **RESEARCH PROFESSIONAL DEVELOPMENT**
There is a broad range of research [professional development opportunities](#) available, including the important introductory workshop for those who are new to research and/or to Unitec systems and processes; 'Everything a Beginning Researcher Needs at Unitec'.

 **MĀORI RESEARCH AT UNITEC**
All research at Unitec will honour the principles of [Te Noho Kotahitanga](#), Unitec's declaration of its commitment to the Treaty of Waitangi. A good starting place is to read the [Research Guidelines for Māori and Community Social and Cultural Responsiveness](#).

 **RESEARCH SUPPORT @ LIBRARY**
Our [Library Knowledge Specialists](#) have significant experience in Unitec subject areas, and are experts in finding information. We encourage you to discuss your research with your library knowledge specialist early in the research process - they will be happy to assist you.

They can assist you in preparing your PBRF evidence portfolio by using citation analysis to demonstrate Peer Esteem and Contribution to the Research Environment. See the library's [Research, Publishing & PBRF Guide](#) for more information.

 **FURTHER RESOURCES**
[RESEARCH BLOG](#) - keep up to date with Unitec research that's making an impact as well as research and enterprise news, guest blogs and other information about research at Unitec.

[ADVANCE MAGAZINE](#) - highlights innovative and applied research projects at Unitec taking place across a wide range of disciplines, in partnership with industry, communities and relevant professionals.

For any queries: research@unitec.ac.nz





SUPPORTING OUR STUDENTS

Students are at the heart of everything we do and there are a number of support services available to enable their success. You have an important role as a connector between your students and these services so you'll need to be familiar with them so you can guide your students as appropriate.



ASK ME HELP DESK (for Library and Student Services)

The Customer Services Team at the AskMe Desk provide support services in order to enable students to easily find, connect with or access the support they need in order to be successful students. They also provide Library lending services.

MORE INFO: <https://library.unitec.ac.nz/services/services.htm> and <http://libguides.unitec.ac.nz/StudentServices>

LOCATION: Mt Albert Campus, Te Puna (B180, Level 1) and Building 1 Library; Waitakere Campus (B520, Level 3)

CONTACT: 0800 10 75 10 or Email: askme@unitec.ac.nz or library@unitec.ac.nz



STUDENT SUPPORT ADVISORS

The Student Support team are a useful first point of contact for students requiring non-academic support. The Student Support Advisors can refer students to the right people and services, help students access support for financial hardship and support students through anything that impacts on their study experience. Contact them for more information.

MORE INFO: <https://www.unitec.ac.nz/current-students/student-life/student-support-advisors>

LOCATION: Mt Albert campus, Te Puna (B180, Level 2); Waitakere campus, Student Central (B510)

CONTACT: 0800 10 75 10 or visit an AskMe desk to make a booking



ACADEMIC DEVELOPMENT LECTURERS (ADLs)

Our Academic Development Lecturers provide a range of academic support services and guidance to help students succeed in their studies, including;

- Academic reading and writing, referencing
- Maths and statistics, Physics, Chemistry, Biology
- Assistance with English language for coursework
- Study Skills e.g. time management, exam skills

You can refer students to support options including scheduled workshops, individual or group appointments and drop-in sessions.

Alternatively, if you would like to arrange a workshop within your class time, contact the Student Learning and Achievement team directly to make arrangements. The team welcome the opportunity to talk with academic staff about other ways we can help promote the success of all students.

There are also two teams of Māori and Pacific ADLs who are focused specifically on working with our Māori and Pacific students.

MORE INFO:

<https://www.unitec.ac.nz/current-students/study-support/student-learning-and-achievement>

LOCATION: Mt Albert campus, Te Puna (B180, Level 2); Waitakere campus (B520, Level 3, Rooms 3011 & 3012)

CONTACT: 0800 10 75 10 or visit an AskMe desk to make a booking.





SUPPORTING OUR STUDENTS



ACCESS4SUCCESS: DISABILITY SERVICES

Access4Success work in partnership with students with disabilities and academic staff to identify strengths and potential barriers to learning and participation at Unitec. They allocate resources such as Note takers, NZ Sign Language Interpreters and digital recorders. They also process exam accommodation requests such as extra time, separate rooms and/or reader/writers.

MORE INFO: <https://www.unitec.ac.nz/current-students/services-and-facilities/disability-services>

CONTACT: 0800 10 75 10 ext 7871 or EMAIL: disabilitysupport@unitec.ac.nz

LOCATION: Mt Albert campus, Te Puna (B180, Level 2, Room 2020)



CAREER DEVELOPMENT SERVICES

Our team of knowledgeable career consultants help students plan and prepare for their careers and employment while studying and after graduation.

MORE INFO: <https://www.unitec.ac.nz/current-students/student-life/career-development-services>

CONTACT: 0800 10 75 10 or visit Ask Me Desk for an appointment. Email: career@unitec.ac.nz

LOCATION/HOURS: Mt Albert campus, Te Puna,

DROP-IN SESSIONS: Mon-Fri, 11am - 1pm, Waitakere Library, Thurs, 12-2pm



LIBRARY KNOWLEDGE SPECIALISTS

[Library Knowledge Specialists](#) are aligned to subject areas and are available to help students develop their information literacy and research skills. Click the link above to contact your Library Knowledge Specialist to discuss how they can work with your students.



TE PUNA WAIORA - COUNSELLING SERVICES

Counsellors and Mental Health advisors offer professional, confidential support and advice with any personal issues which may be impacting on student's life and/or studies. Sessions are FREE or for International students, fees can be covered by insurance.

MORE INFO: <https://www.unitec.ac.nz/current-students/student-life/counselling-services>

CONTACT: Ph: 0800 10 85 10 or Email: counselling@unitec.ac.nz

LOCATION: Mt Albert campus, Te Puna (B180, Level 0); Waitakere campus, Student Central (Building 510)



TE PUNA WAIORA - WELLNESS CENTRE

The Wellness Centre has Nurses and Doctors onsite Monday to Friday and are available to provide free or very low cost care for a range of medical and mental health concerns.

MORE INFO: <https://www.unitec.ac.nz/current-students/on-campus/medical-centre>

CONTACT: Ph: 0800 10 85 10 or Email: studentwellbeing@unitec.ac.nz

LOCATION: Mt Albert campus, Te Puna (B180, Level 0)



SPIRITUAL AND RELIGIOUS SUPPORT

The Multifaith Chaplaincy service provides an inclusive and holistic approach to spirituality. The team of volunteer chaplains support students and staff of all faiths as well as those with no particular faith. They are non-judgemental of personal lifestyles and are there to assist everyone.

MORE INFO: <https://www.unitec.ac.nz/current-students/student-life/spiritual-and-religious-support>

CONTACT: Email: chaplains@unitec.ac.nz

LOCATION: Mt Albert campus, Unitec Multifaith Chaplaincy Centre, B159





SUPPORTING OUR STUDENTS



STUDENT EVENTS AND COMMUNICATIONS

Our Student Events and Communications team deliver a range of engagement activities building student connections to each other and to Unitec. As staff, make sure your students are aware of these activities and lend your support where you can.

Our annual events include: Orientation and O-WEEK; Student Success events e.g. Volunteer Expo, Spirituality Week; Student Events, Clubs and Sports; Experience NZ.

CONTACT: UnitecStudents@unitec.ac.nz

LOCATION: Mt Albert Campus, Te Puna (B180, Level 1)



STUDENT COMPLAINTS

At Unitec we value transparent and open processes and student voice is a key part of this. We recognise that sometimes things do go wrong; mistakes are made, our programmes, facilities and services might not meet expectations, or people's behaviour may not match our values and we need a fair and robust process for resolution.

MORE INFO:

- [Information and Guidance for Staff](#)
- [Information and Guidance for Students](#)



STUDENT ADVOCATES

Unitec Student Advocates provide students free and confidential advice and support with academic and or personal issues including appeal and student disciplinary processes. They also may assist the students with tenancy and employment related issues on request.

MORE INFO: <https://www.unitec.ac.nz/current-students/student-life/student-advocates>

LOCATION: Mt Albert campus, Te Puna (B180, Level 2)

CONTACT: 0800 10 75 10 or Email: studentadvocate@unitec.ac.nz



STUDENT CHARTER

Our [Student Charter](#) documents our commitment to students, our expectation of students and highlights the role of the Unitec Student Council as elected student representatives.

It is an agreement between Unitec staff, Students and the Student Council and outlines how these groups agree to work together.



INTERNATIONAL STUDENT CARE

Unitec Institute of Technology is a signatory to the [Code of Practice for the Pastoral Care of International Students](#). This code provides a framework to ensure our international students are well informed, safe and properly cared for.



COUNTERING BULLYING AND HARASSMENT

Unitec has a zero tolerance stance on harassment and bullying. If you or a student has experienced or witnessed harassment or bullying, there are a number of people at Unitec who can provide support and guidance through the process of resolving the issue.

The first point of contact for students should be a [Student Advocate](#).

MORE INFO:

- <https://www.unitec.ac.nz/current-students/student-life/countering-harassment-and-bullying>
- [Countering Harassment Procedures document](#)

Mā te huruhuru te manu ka rere

It is the feathers that enable the bird to fly.



Please email any feedback or content updates to:

learnanddevelop@unitec.ac.nz

Note: This document is best viewed when connected to the Unitec network to enable full link interactivity.