




NZQA Action Plan V5												
ID	Task Name	Duration	Start	Finish	Priority	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
1	UNITEC 2019 ACADEMIC QUALITY ACTION PLAN	456 days	Fri 1/02/19	Fri 30/10/20			23%					
2	REC 1: ESTABLISH AND IMPLEMENT STUDENT ACHIEVEMENT TARGETS	86 days	Wed 12/06/19	Wed 9/10/19			68%					
3	REC 1a: Set student achievement targets	21 days	Wed 12/06/19	Wed 10/07/19	High		90%	Clarity of intent and targets as per below	Chair Academic	Academic Board	ELT, Commissioner	
4	REC 1a: Set overall EPI targets - Academic Board	21 days	Wed 12/06/19	Wed 10/07/19		<div></div>	90%		Academic Board	as above	as above	as above
5	REC 1a: Maori targets - Director Maori Success	1 day	Wed 12/06/19	Wed 12/06/19		<div></div>	100%		Director Māori Success	as above	as above	as above
6	REC 1a: Pacific targets - Director Pacific Success	1 day	Wed 12/06/19	Wed 12/06/19		<div></div>	100%		Director Pacific Success	as above	as above	as above
7	REC 1a: Academic Board endorse targets	21 days	Wed 12/06/19	Wed 10/07/19		<div></div>	90%			Chair Academic	Academic Board	as above
8	REC 1a: ELT approve targets	0 days	Mon 24/06/19	Mon 24/06/19		<div></div>	90%					
9	REC 1a: Commissioner approves targets	9 days	Wed 12/06/19	Mon 24/06/19		<div></div>	90%					
10	REC 1b: Communicate targets to Staff and Stakeholders	23 days	Wed 10/07/19	Fri 9/08/19	Medium		60%					
11	REC 1b: Checkpoint event, Nest and email announcements	23 days	Wed 10/07/19	Fri 9/08/19		<div></div>	60%					
12	REC 1c: Oversee and report on targets at Academic Board	66 days	Wed 10/07/19	Wed 9/10/19	High		60%	Improved monitoring and earlier interventions	Sub-Committee Support Teams	Chair Academic	Academic Board	ELT, Commissioner
13	REC 1c: Director Priority Groups report monthly	66 days	Wed 10/07/19	Wed 9/10/19		<div></div>	80%		Directors PG	as above	as above	as above
14	REC 1c: Support Teams report monthly or as required on all QMS elements	66 days	Wed 10/07/19	Wed 9/10/19		<div></div>	40%		Support Teams	as above	as above	as above
15	REC 3 & 5: STUDENT SUPPORT & COMPLETION - MONITORING AND INITIATIVES	303 days	Fri 1/02/19	Tue 31/03/20	High		9%					
16	REC 3a: Undertake detailed study on reasons for non-completion	145 days	Wed 12/06/19	Tue 31/12/19	Medium		30%	All Staff engagment to understand and use data effectively. Sharing best practice. Improved outcomes.	Director Student Success, Manager TKK, Directors PG	Director Ako	Academic Board	ELT, Commissioner
17	REC 3a: Identify existing data on non-completion	66 days	Wed 12/06/19	Wed 11/09/19		<div></div>	75%		as above & delegated	as above	as above	as above
18	REC 3a: Identify gaps in data on non-completion	66 days	Wed 12/06/19	Wed 11/09/19		<div></div>	50%		as above & delegated	as above	as above	as above
19	REC 3a: Undertake further research on reasons for non-completion	145 days	Wed 12/06/19	Tue 31/12/19		<div></div>	0%		as above & delegated	as above	as above	as above
20	REC 3b: Ensure Academic Board monitors this study and works on interventions	145 days	Wed 12/06/19	Tue 31/12/19	Medium	<div></div>	0%		Chair Academic Board		Academic Board	ELT, Commissioner
21	REC 5a: STUDENT TRANSITION & FIRST SIX WEEKS	210 days	Wed 12/06/19	Tue 31/03/20	High		15%	Improved retention, particularly for Priority Groups	HoSs, Directors PG, Director SS, Manager TKK, Manager TPA, Director Operations	Director Ako, Exec Dean	Academic Board	ELT, Commissioner
22	REC 5a: Review enrolment practices and entry requirements	80 days?	Wed 12/06/19	Tue 1/10/19		<div></div>	0%	As above	as above & delegated	as above	QAB	as above
23	REC 5a: Directors and HoSs agree on Success & Retention initiatives	48 days	Wed 12/06/19	Fri 16/08/19		<div></div>	75%	as above	as above & delegated	as above		as above
24	REC 5a: Implement whanaungatanga activities	74 days	Mon 22/07/19	Thu 31/10/19		<div></div>	10%	as above	as above & delegated	as above	PAQCs to QAB to AB	as above
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94	REC 9c: Academic Board monitors and supports interventions (ongoing)	66 days	Wed 10/07/19	Wed 9/10/19			80%		Chair Academic Board			
95	REC 9d: Maintain demonstrable support of Pacific communities for Pacific SS	176 days	Wed 13/03/19	Wed 13/11/19			40%	Evidence of support	Director Pacific Success	Exec Director Student Success	Fono, Academic Board	ELT, Commissioner
96	REC 9d: Provide evidence of process for community impact in decision-making	176 days	Wed 13/03/19	Wed 13/11/19			40%			Director Pacific Success		
97	REC 9e: Establish a Code of Practice for Pacific Students	74 days	Mon 22/07/19	Thu 31/10/19			0%	Code of Practice is operational	Director Pacific Success	Exec Director Student Success	Fono, Academic Board	ELT, Commissioner
98	REC 9e: Code of Practice - Details tba	74 days	Mon 22/07/19	Thu 31/10/19			0%					
99	REC 2, 4 & 6: IMPROVE ACADEMIC BOARD OVERSIGHT & REPORTING	595 days	Mon 23/07/18	Fri 30/10/20			44%	Academic Board and sub-committees have effective oversight of all	Chairs Academic Committees	Chair Academic Board	Academic Board	ELT, Commissioner
100	REC 2a: Establish effective communications with ELT and governance	298 days	Mon 23/07/18	Wed 11/09/19	High		100%	Regular open dialogue and reporting between parties	Chair Academic Board, CE, Commissioner			ELT, Commissioner
101	REC 2a: Establish reporting and dialogue with ELT	46 days	Wed 9/05/18	Wed 11/07/18			100%		as above			
102	REC 2a: Establish reporting and dialogue with Commissioner	46 days	Wed 9/05/18	Wed 11/07/18			100%		as above			
103	REC 2b: Ensure effective oversight of Quality Management System	428 days	Wed 13/03/19	Fri 30/10/20	High		37%	All aspects of QMS regularly reported on; clear identification and	Chairs Academic Committees	Chair Academic Board	Academic Board	ELT, Commissioner
104	REC 2b: Establish effective reporting at/between all academic committees	176 days	Wed 13/03/19	Wed 13/11/19			40%		as above			
105	REC 2b: Establish effective reporting from Support Teams (ongoing)	176 days	Wed 13/03/19	Wed 13/11/19			50%		Managers Support Teams			
106	REC 2b: Establish effective reporting from Schools (ongoing)	176 days	Wed 13/03/19	Wed 13/11/19			20%		HoSS			
107	REC 6a: Establish a robust academic risk register	135 days	Thu 4/04/19	Wed 9/10/19	Medium		43%	Risk Register in place, up to date	Manager TKK	Chair Academic Board	Academic Board	ELT, Commissioner
108	REC 6a: Establish an academic risk register at Academic Board	117 days	Tue 2/04/19	Wed 11/09/19			50%		as above & delegated	Chair Academic Board	Academic Board	
109	REC 6a: Establish a delegations register at Academic Board	117 days	Tue 2/04/19	Wed 11/09/19			30%		as above & delegated	Chair Academic Board	Academic Board	
110	REC 6a: Establish an academic section to risk register at ELT	117 days	Tue 2/04/19	Wed 11/09/19			50%		as above & delegated	Director Ako	ELT	
111	REC 6b: Develop schedules to guide QA processes	52 days	Tue 2/04/19	Wed 12/06/19	Medium		75%		Manager TKK	Chair Academic Board	Academic Board	ELT, Commissioner
112	REC 6b: Publish a Unitec calendar of QA events & processes	52 days	Tue 2/04/19	Wed 12/06/19	Medium		100%	As above	as above & delegated			
113	REC 6b: Establish an Academic Board work calendar of QA activities	52 days?	Tue 2/04/19	Wed 12/06/19	Medium		50%	As above	as above & delegated	Chair Academic Board		
114	REC 2c: Establish monthly reporting to Unitec and NZQA on AQAP and QMS	46 days	Wed 12/06/19	Wed 14/08/19	High		80%	Monthly reporting against AQAP. All responsible and accountable parties	Manager TKK, Director Ako & delegated	Chair Academic Board		
115	REC 4a: Strengthen AB competencies and mandate to be effective	196 days	Wed 13/03/19	Wed 11/12/19	High		33%	All members at all academic committees understand roles and responsibilities and	Chairs Academic Committees	Chair Academic Board	ELT, Commissioner	ELT, Commissioner
116	REC 4a: Establish regular self-evaluation at all academic committees	176 days	Wed 13/03/19	Wed 13/11/19			30%		as above			

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144	REC 10d: Establish Sponsor, Manager, Terms of Reference for Review	46 days	Wed 10/04/19	Wed 12/06/19			100%					
145	REC 10d: Appoint an independent party to review SP overall culture	78 days	Wed 10/04/19	Fri 26/07/19			100%					
146	REC 10d: Undertake review	66 days	Wed 10/07/19	Wed 9/10/19			50%					
147	REC 10d: Finalise post-review Action Plan in agreement with HoS	59 days	Wed 10/07/19	Mon 30/09/19			0%					
148	REC 10d: Implement Action Plan	131 days	Tue 1/10/19	Tue 31/03/20			0%					
149	REC 11: REVIEW OF PLUMBING AND GASFITTING	200 days	Mon 27/05/19	Fri 28/02/20	High		31%	All aspects of review complete	HoS	Director Ako, E	Academic Board, ELT	ELT, Commissioner
150	REC 11a: Work with Skills Org to resolve assessment & moderation issues	33 days	Mon 27/05/19	Wed 10/07/19	Medium		40%	All issues resolved to satisfaction of all parties	HoS	Director Ako, Exec Dean	Academic Board, ELT	ELT, Commissioner
151	REC 11a: Provide evidence of resolution of all matters for Skills Org and P&G	33 days?	Mon 27/05/19	Wed 10/07/19			40%					
152	REC 11b: Undertake independent review of whole Trades School	175 days	Mon 1/07/19	Fri 28/02/20	High		30%	Review undertaken and approved	HoS	Director Ako, E	Academic Board, ELT	ELT, Commissioner
153	REC 11b: Establish Project Steering Group and Terms of Reference for Review	28 days	Mon 1/07/19	Wed 7/08/19			100%		as above			
154	REC 11b: Appoint Reviewer	28 days	Mon 1/07/19	Wed 7/08/19			100%		as above			
155	REC 11b: Undertake review	45 days	Mon 1/07/19	Fri 30/08/19			90%		as above			
156	REC 11b: Finalise post-review Action Plan	45 days	Mon 1/07/19	Fri 30/08/19			0%		as above			
157	REC 11b: Implement Action Plan	175 days	Mon 1/07/19	Fri 28/02/20			0%		as above & delegated			
158	REC 12: (in text) REVIEW OF SCHOOL OF BUSINESS	428 days	Wed 13/03/19	Fri 30/10/20	Medium		3%	All aspects of review complete	HoS			
159	REC 12a: Review / Redevelop Master of Business with specialisations	282 days	Wed 13/03/19	Thu 9/04/20	Medium		2%	Programme reviewed and updated	HoS, Manager TKK, Managers Support Teams & delegated	Director Ako, Exec Dean	Academic Board, ELT	ELT, Commissioner
161	REC 12a: Undertake individual stakeholder engagements	20 days	Mon 5/08/19	Fri 30/08/19			20%		as above			
162	REC 12a: Write course descriptors, teaching and assessment policies	167 days	Wed 13/03/19	Thu 31/10/19			0%		as above			
165	REC 12b: Develop Master Professional Accounting	253 days	Wed 13/03/19	Mon 2/03/20	Medium		6%	Programme developed and ready for delivery	HoS, Manager TKK, Managers Support Teams & delegated	Director Ako, Exec Dean	Academic Board, ELT	ELT, Commissioner
166	REC 12b: Undertake individual stakeholder engagements	64 days	Mon 5/08/19	Thu 31/10/19			20%		as above			
167	REC 12b: Write course descriptors, teaching and assessment policies	167 days	Wed 13/03/19	Thu 31/10/19			0%		as above			
170	REC 12c: Review / Redevelop Bachelor of Business	246 days	Fri 21/06/19	Fri 29/05/20	Medium		0%	Programme redeveloped and ready for delivery	HoS, Manager TKK, Managers Support Teams & delegated	Director Ako, Exec Dean	Academic Board, ELT	ELT, Commissioner
174	REC 12c: Redevelopment details tba	246 days	Fri 21/06/19	Fri 29/05/20			0%		as above			

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175	REC 12d: Ensure quality support, teaching and learning across the School	428 days	Wed 13/03/19	Fri 30/10/20	Medium		3%	All quality aspects meet required standards	HoS, Manager TPA, Directors PG, Director SS & delegated	Director Ako, Exec Director Student Success, Exec Dean	Academic Board, ELT	ELT, Commissioner
176	REC 12d1: Improve qualification completion rates in all programmes	172 days	Mon 5/08/19	Tue 31/03/20	High		0%	Improved qualification completion rates	as above	as above	Academic Board, ELT	ELT, Commissioner
177	REC 12d1: Investigate qual completion rates on ALL programmes	1 day?	Tue 31/12/19	Tue 31/12/19		🟢	0%		as above			
178	REC 12d1: Plan in place for improving completion rates	172 days	Mon 5/08/19	Tue 31/03/20		🟢	0%		as above			
179	REC 12d1: Discontinuations processed	172 days	Mon 5/08/19	Tue 31/03/20		🟢	0%		as above			
180	REC 12d2: Review entry requirements and student support in all programmes	263 days	Fri 28/06/19	Tue 30/06/20	Medium		7%	Entry requirements and student support meet needs	HoSS, Manager TTK, Director SS, Director Operations & delegated	Director Ako, Exec Director Student Success, Exec Dean	Academic Board, ELT	ELT, Commissioner
181	REC 12d2: Review literacy & numeracy pre-entry requirements all programmes	263 days	Fri 28/06/19	Tue 30/06/20		🟢	20%		as above			
182	REC 12d2: Review literacy & numeracy strategies all programmes	263 days	Fri 28/06/19	Tue 30/06/20		🟢	0%		as above			
183	REC 12d2: Complete regulation changes	196 days	Tue 1/10/19	Tue 30/06/20		🟢	0%		as above			
184	REC 12d3: Review teaching practices and teacher capability in all programmes	428 days	Wed 13/03/19	Fri 30/10/20	Medium		0%	All capability requirements are met and evidence of outcomes provided	HoSS, Manager TPA & delegated	Director Ako	Academic Board, ELT	ELT, Commissioner
185	REC 12d3: Improve teacher capability of all teachers	428 days	Wed 13/03/19	Fri 30/10/20		🟢	0%		as above			
186	REC 12d3: Ensure industry/professional currency of all teachers	340 days	Wed 13/03/19	Tue 30/06/20		🟢	0%		as above			
187	REC 12e: Develop an Industry Stakeholder Strategy for School	150 days	Mon 2/09/19	Fri 27/03/20	Medium		20%	Strategy in place and operational	HoS	Exec Dean	Academic Board, ELT	ELT, Commissioner
188	REC 12e: Develop 3-Year Engagement Strategy	44 days	Mon 2/09/19	Thu 31/10/19		🟢	20%		as above & delegated			
189	REC 12e: CRM in place	1 day	Fri 27/03/20	Fri 27/03/20		🔴	0%		as above & delegated			
190	REC 13: (in text) REVIEW RESOURCING FOR EXECUTIVE	73 days?	Mon 1/04/19	Wed 10/07/19	Medium		100%	Review undertaken and plan in place	CE, ELT			ELT, Commissioner
191	REC 13a: ELT to put in place additional support for CE / Executive Dean	73 days	Mon 1/04/19	Wed 10/07/19	Medium		100%	Staff resourcing confirmed, plan in place	CE, ELT			ELT, Commissioner
192	REC 13a: Oversight of EER passed to Director Ako	73 days	Mon 1/04/19	Wed 10/07/19		🟡	100%		as above			
193	REC 13a: Chairing of Academic Board passed to Director Ako	73 days	Mon 1/04/19	Wed 10/07/19		🟡	100%		as above			
194	REC 13a: Ex-Officio ELT members appointed to strengthen Pacific, School and Academic voice	73 days	Mon 1/04/19	Wed 10/07/19		🟡	100%		as above			
195	REC 13a: Standing items added to ELT agenda for academic quality, EER	73 days	Mon 1/04/19	Wed 10/07/19		🟡	100%		as above			
196	REC 13a: Operations Manager appointed for operational trouble-shooting	73 days	Mon 1/04/19	Wed 10/07/19		🟡	100%		as above			
197	REC 7: ADVANCE THE RENEWAL PLAN	633 days	Tue 1/05/18	Thu 1/10/20	High		0%	Renewal Plan in place, up to date	CE, ELT & delegated			ELT, Commissioner
198	REC 7a: Advance the Renewal Plan to ensure financial viability & student success	633 days	Tue 1/05/18	Thu 1/10/20	High		0%	Renewal Plan in place, up to date	CE, ELT & delegated			ELT, Commissioner
199	REC 7a: Establish Unitec Renewal Strategy Manaakitia te Rito 2019-2022	66 days	Tue 1/05/18	Tue 31/07/18	High		65%	Renewal Strategy in place and operational	CE, ELT & delegated			ELT, Commissioner
200	REC 7a: Consult on Strategy with Unitec stakeholders	1 day	Tue 1/05/18	Tue 1/05/18		🔴	80%		as above			
201	REC 7a: Finalise Strategy		Tue 1/05/18			🔴	50%		as above			
202	REC 7b: Implement Renewal Strategy to achieve:	574 days	Mon 23/07/18	Thu 1/10/20	High		0%	Renewal Plan in place, staff engagement achieved	CE, ELT & delegated			ELT, Commissioner

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203	REC 7b: Strategic Priority 1 Improve the success of all students, achieving parity for Māori, Pacific and Under 25s, enhancing international student success, and serving the educational needs of the West, Central and North Auckland communities	574 days	Tue 1/05/18	Fri 10/07/20	High		0%		as above			
204	REC 7b: Strategic Priority 2 Provide high quality learning, teaching and applied research to develop work-ready lifelong learners and return to Category One	574 days	Tue 1/05/18	Fri 10/07/20	High		0%		as above			
205	REC 7b: Strategic Priority 3 Engage and inspire staff who are proud to work at Unitec and are equipped with the capabilities to support quality learning	574 days	Tue 1/05/18	Fri 10/07/20	High		0%		as above			
206	REC 7b:Strategic Priority 4 Build a financially sustainable organisation to invest in the future with an operating surplus by 2022	574 days	Tue 1/05/18	Fri 10/07/20	High		0%		as above			