NZQA Action Plan V6

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
1	**UNITEC 2019 ACADEMIC QUALITY ACTION PLAN**	**456 days**	**Fri 1/02/19**	**Fri 30/10/2(**			**25%**					
2	**REC 1: ESTABLISH AND IMPLEMENT STUDENT ACHIEVEMENT TARGETS**	**86 days**	**Wed 12/06/19**	**Wed 9/10/1**			**86%**					
3	**REC 1a: Set student achievement targets**	**58 days**	**Wed 12/06/19**	**Fri 30/08/1!**	**High**		**88%**	**Clarity of intent**	**as per below**	**Chair Academic**	**Academic**	**ELT, Commissi**
4	REC 1a: Set overall EPI targets - Academic Board	21 days	Wed 12/06/19	Wed 10/07/19			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			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			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/			100%			Chair Academic	Academic	as above
8	REC 1a: ELT approve targets	50 days	Mon 24/06/19	Fri 30/08/19			90%					
9	REC 1a: Commissioner approves targets	58 days	Wed 12/06/19	Fri 30/08/19			80%					
10	**REC 1b: Communicate targets to Staff and Stakeholders**	**23 days**	**Wed 10/07/19**	**Fri 9/08/19**	**Medi**		**80%**					
11	REC 1b: Checkpoint event, Nest and email announcements	23 days	Wed 10/07/19	Fri 9/08/19			80%					
12	**REC 1c: Oversee and report on targets at Academic Board**	**66 days**	**Wed 10/07/19**	**Wed 9/10/19**	**High**		**85%**	**Improved monitoring and**	**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 9/10/1			90%		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			80%		Support Teams	as above	as above	as above
15	**REC 3 & 5: STUDENT SUPPORT & COMPLETION - "I SEE ME" INITIATIVES**	**303 days**	**Fri 1/02/19**	**Tue 31/03/2**	**High**		**14%**					
16	Approve budget for "I See Me" initiatives	195 days	Fri 1/02/19	Thu 31/10/1			90%					
17	Establish Moodle and other support resources	195 days	Fri 1/02/19	Thu 31/10/1			80%					
18	Establish school-level reporting on all initiatives	195 days	Fri 1/02/19	Thu 31/10/1			40%					
19	**REC 3a: Undertake detailed study on reasons for non-completion**	**145 days**	**Wed 12/06/19**	**Tue 31/12/19**	**Medi**		**35%**	**All Staff engagment to understand and use data effectively.**	**Director Student Success, Manager TKK, Directors PG**	**Director Ako**	**Academic Board**	**ELT, Commissioner**
20	REC 3a: Identify existing data on non-completion	66 days	Wed 12/06/19	Wed 11/09/19			75%		as above & delegated	as above	as above	as above
21	REC 3a: Identify gaps in data on non-completion	66 days	Wed 12/06/19	Wed 11/09/19			50%		as above & delegated	as above	as above	as above
22	REC 3a: Undertake further research on reasons for non-completion	145 days	Wed 12/06/19	Tue 31/12/19			10%		as above & delegated	as above	as above	as above
23	REC 3b: Ensure Academic Board monitors this study and works on interventions	145 days	Wed 12/06/19	Tue 31/12/19	Medi		0%		Chair Academic		Academic Board	ELT, Commissioner
24	**REC 5a: Student transition and first six weeks**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**	**High**		**11%**	**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**
25	REC 5a: Directors and HoSs agree on Success & Retention initiatives	48 days	Wed 12/06/19	Fri 16/08/19			100%	as above	as above & delegated	as above		as above
26	Rec 5a: Resources provided to support S&R activities (Moodle, etc)	80 days	Wed 12/06/19	Tue 1/10/19			100%					
27	**REC 5a: Pōhiri for all new to Unitec students and their staff in 2020**	**170 days**	**Mon 22/07/19**	**Fri 13/03/20**			**10%**	**as above**	**as above & delegated**	**as above**	**PAQCs to QAB to**	**as above**

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
40	**REC 5a: Wānanga for all new to Unitec students for S1 2020**	**170 days**	**Mon 22/07/19**	**Fri 13/03/20**			**10%**	**as above**	**as above & delegated**	**as above**	**as above**	**as above**
53	**REC 5a: Whānau/fanau evenings in all schools for S1 2020**	**170 days**	**Mon 22/07/19**	**Fri 13/03/20**			**10%**	**as above**	**as above & delegated**	**as above**	**as above**	**as above**
66	**REC 5a: Tuākana/Tēina mentoring in all schools in 2020**	**170 days**	**Mon 22/07/19**	**Fri 13/03/20**			**10%**	**All new Māori and Pacific students at UG/below are mentored**	**HoSS, Directors Māori & Pacific**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
79	**REC 5b: Monitoring and Reporting all students**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**	**High**		**13%**	**Established systems for monitoring and**	**HoSS, Director SS, Manager TKK**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
80	**REC 5b1: Establish Student Support Database for all students**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**	**Medi**		**32%**	**Student monitoring system is operating effectively.**	**HoSS, Director SS, Manager TKK, Director IT**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
81	REC 5b1: Design a monitoring & reporting systems for all students	198 days	Wed 12/06/19	Fri 13/03/20			32%	As above	as above & delegated	Director Ako		
82	**REC 5b2: Student monitoring and reporting undertaken in all schools**	**170 days**	**Mon 22/07/19**	**Fri 13/03/20**			**11%**	**As above**	**as above & delegated**	**HoSS**		
83	REC 5b2: Applied Business	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
84	REC 5b2: Architecture	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
85	REC 5b2: Bridgepoint	170 days	Mon 22/07/19	Fri 13/03/2(			50%					
86	REC 5b2: Building Construction	170 days	Mon 22/07/19	Fri 13/03/2(			50%					
87	REC 5b2: Community Studies	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
88	REC 5b2: Computing and Information Technology	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
89	REC 5b2: Creative Industries	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
90	REC 5b2: Engineering and Applied Technology	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
91	REC 5b2: Environmental and Animal Science	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
92	REC 5b2: Healthcare and Social Practice	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
93	REC 5b2: Trades and Services	170 days	Mon 22/07/19	Fri 13/03/2(			30%					
94	REC 5b2: UPC	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
95	REC 5b3: Establish academic committee oversight	16 days	Thu 10/10/19	Thu 31/10/19			0%	As above	Chairs Academic Committees	Chair Academic Board	PAQCs to QAB to AB	
96	**REC 5c: Student academic support and pastoral care**	**319 days**	**Wed 12/06/19**	**Mon 31/08/20**	**High**		**15%**	**Academic and pastoral support systems are**	**HoSS, Director SS, Directors PG, Director Ako**	**Academic Board, ELT**	**Academic Board**	**ELT, Commissioner**
97	REC 5c: Directors and HoSs agree on interventions	48 days	Wed 12/06/19	Fri 16/08/19			75%	as above	as above & delegated			
98	**REC 5c: Student outreach programme**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**			**13%**	**as above**	**as above & delegated**			
99	Develop outreach programme	198 days	Wed 12/06/19	Fri 13/03/2(			53%					
100	Approve budget for outreach programme	198 days	Wed 12/06/19	Fri 13/03/2(			0%					
101	**REC 5c: School-level progress**	**170 days**	**Mon 22/07/19**	**Fri 13/03/2(**			**11%**	**as above**	**HoSS**	**Exec Dean**		
102	REC 5c: Applied Business	170 days	Mon 22/07/19	Fri 13/03/2(			0%					

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
103	REC 5c: Architecture	170 days	Mon 22/07/19	Fri 13/03/20			0%					
104	REC 5c: Bridgepoint	170 days	Mon 22/07/19	Fri 13/03/20			50%					
105	REC 5c: Building Construction	170 days	Mon 22/07/19	Fri 13/03/20			50%					
106	REC 5c: Community Studies	170 days	Mon 22/07/19	Fri 13/03/20			0%					
107	REC 5c: Computing and Information Technology	170 days	Mon 22/07/19	Fri 13/03/20			0%					
108	REC 5c: Creative Industries	170 days	Mon 22/07/19	Fri 13/03/20			0%					
109	REC 5c: Engineering and Applied Technology	170 days	Mon 22/07/19	Fri 13/03/20			0%					
110	REC 5c: Environmental and Animal Science	170 days	Mon 22/07/19	Fri 13/03/20			0%					
111	REC 5c: Healthcare and Social Practice	170 days	Mon 22/07/19	Fri 13/03/20			0%					
112	REC 5c: Trades and Services	170 days	Mon 22/07/19	Fri 13/03/20			30%					
113	REC 5c: UPC	170 days	Mon 22/07/19	Fri 13/03/20			0%					
114	**REC 5d: Course and Curriculum Design**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**	**Medi**		**7%**	**Courses and curriculum support student success,**	**HoSS, Director SS, Directors PG, Director Ako**	**Academic Board, ELT**	**Academic Board**	**ELT, Commissioner**
115	**REC 5d1: "I See Me" in course design for Māori and Pacific curriculum**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**			**10%**	**Courses and teaching support diverse learner needs;**	**HoSS, Director SS, Directors PG, Director Ako**	**Academic Board, ELT**	**Academic Board**	**ELT, Commissioner**
116	REC 5d1: Applied Business	170 days	Mon 22/07/19	Fri 13/03/20			10%					
117	REC 5d1: Architecture	170 days	Mon 22/07/19	Fri 13/03/20			10%					
118	REC 5d1: Bridgepoint	170 days	Mon 22/07/19	Fri 13/03/20			10%					
119	REC 5d1: Building Construction	170 days	Mon 22/07/19	Fri 13/03/20			10%					
120	REC 5d1: Community Studies	170 days	Mon 22/07/19	Fri 13/03/20			10%					
121	REC 5d1: Computing and Information Technology	170 days	Mon 22/07/19	Fri 13/03/20			10%					
122	REC 5d1: Creative Industries	170 days	Mon 22/07/19	Fri 13/03/20			10%					
123	REC 5d1: Engineering and Applied Technology	170 days	Mon 22/07/19	Fri 13/03/20			10%					
124	REC 5d1: Environmental and Animal Science	170 days	Mon 22/07/19	Fri 13/03/20			10%					
125	REC 5d1: Healthcare and Social Practice	170 days	Mon 22/07/19	Fri 13/03/20			10%					
126	REC 5d1: Trades and Services	170 days	Mon 22/07/19	Fri 13/03/20			10%					
127	REC 5d1: UPC	170 days	Mon 22/07/19	Fri 13/03/20			10%					
128	**REC 5d2: Improve poorest performing courses**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**	**High**		**71%**	**Improved Course Completion and progression**	**HoSS, Director SS, Directors PG, Director Ako**	**Academic Board, ELT**	**Academic Board**	**ELT, Commissioner**
129	REC 5d2: Directors / HoSs agree on ~20 poorest performing courses to support	48 days	Wed 12/06/19	Fri 16/08/19			100%	as above	as above & delegated			
130	REC 5d2: Implement targeted support for priority courses	66 days	Wed 12/06/19	Wed 11/09/19			50%	as above	as above & delegated			
131	**REC 5d3: Implement early low-stakes assessment in high priority Yr 1, S1 courses**	**198 days**	**Wed 12/06/19**	**Fri 13/03/20**	**Medi**		**0%**	**All Yr 1, S1 courses have**	**HoSS, Manager TPA**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
132	REC 5d: Applied Business	170 days	Mon 22/07/19	Fri 13/03/20			0%					
133	REC 5d: Architecture	170 days	Mon 22/07/19	Fri 13/03/20			0%					
134	REC 5d: Bridgepoint	170 days	Mon 22/07/19	Fri 13/03/20			0%					
135	REC 5d: Building Construction	170 days	Mon 22/07/19	Fri 13/03/20			0%					
136	REC 5d: Community Studies	170 days	Mon 22/07/19	Fri 13/03/20			0%					

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
137	REC 5d: Computing and Information Technology	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
138	REC 5d: Creative Industries	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
139	REC 5d: Engineering and Applied Technology	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
140	REC 5d: Environmental and Animal Science	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
141	REC 5d: Healthcare and Social Practice	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
142	REC 5d: Trades and Services	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
143	REC 5d: UPC	170 days	Mon 22/07/19	Fri 13/03/2(			0%					
144	**REC 5e: Teaching & Learning Practices**	**363 days**	**Wed 12/06/19**	**Fri 30/10/2(**	**High**		**10%**					
145	**"I See Me" in Learning & Teaching Practices**	**198 days**	**Wed 12/06/19**	**Fri 13/03/2(**			**10%**					
146	Applied Business	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
147	Architecture	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
148	Bridgepoint	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
149	Building Construction	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
150	Community Studies	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
151	Computing and Information Technology	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
152	Creative Industries	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
153	Engineering and Applied Technology	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
154	Environmental and Animal Science	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
155	Healthcare and Social Practice	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
156	Trades and Services	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
157	UPC	198 days	Wed 12/06/19	Fri 13/03/2(			10%					
158	**REC 5e1: Lift teacher capability in priority areas**	**363 days**	**Wed 12/06/19**	**Fri 30/10/20**	**High**		**10%**	**Evidence of improved outcomes for**	**HoSS, Director Ako, Directors PG**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
159	**REC 5e1: Systems and processes updated for 2020**	**111 days**	**Wed 12/06/19**	**Wed 13/11/19**			**96%**		**HoSS, Manager TPA, Directors PG,**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
160	REC 5e1: Directors / HoSs agree on teacher capability development priorities	86 days	Wed 12/06/19	Wed 9/10/19			100%		HoSS, Directors PG, Director Ako, Manager TPA	Director Ako, Exec Dean		
161	REC 5e1: ELT and Committee approvals for changes for 2020	111 days	Wed 12/06/19	Wed 13/11/19			100%		ELT, Academic Committees	Academic Board	Academic Board	
162	REC 5e1: Changes to associated systems (e.g. ADEPs)	111 days	Wed 12/06/19	Wed 13/11/19			90%		as above & delegated			
163	**REC 5e1: Teacher Capability - Two Badges per teacher in 2020**	**218 days**	**Wed 1/01/20**	**Fri 30/10/20**	**High**		**0%**	**All Teacher Capability completed in 2020, evidence**	**HoSS, Directors PG, Manager TPA, Director HR**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
164	REC 5e1: Applied Business	218 days	Wed 1/01/20	Fri 30/10/2(			0%					
165	REC 5e1: Architecture	218 days	Wed 1/01/20	Fri 30/10/2(			0%					
166	REC 5e1: Bridgepoint	218 days	Wed 1/01/20	Fri 30/10/2(			0%					
167	REC 5e1: Building Construction	218 days	Wed 1/01/20	Fri 30/10/2(			0%					
168	REC 5e1: Community Studies	218 days	Wed 1/01/20	Fri 30/10/2(			0%					
169	REC 5e1: Computing and Information Technology	218 days	Wed 1/01/20	Fri 30/10/2(			0%					
170	REC 5e1: Creative Industries	218 days	Wed 1/01/20	Fri 30/10/2(			0%					
171	REC 5e1: Engineering and Applied Technology	218 days	Wed 1/01/20	Fri 30/10/2(			0%					

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
172	REC 5e1: Environmental and Animal Science	218 days	Wed 1/01/20	Fri 30/10/20			0%					
173	REC 5e1: Healthcare and Social Practice	218 days	Wed 1/01/20	Fri 30/10/20			0%					
174	REC 5e1: Trades and Services	218 days	Wed 1/01/20	Fri 30/10/20			0%					
175	REC 5e1: UPC	218 days	Wed 1/01/20	Fri 30/10/20			0%					
176	**REC 5f: International Code of Practice**	**354 days**	**Fri 1/02/19**	**Wed 10/06/20**	**Medi**		**26%**	**All staff understand and apply the Code**	**All people managers**	**Director ISS**	**Academic Board**	**ELT, Commissioner**
177	**REC 5f: Ensure staff capability for Code of Practice**	**354 days**	**Fri 1/02/19**	**Wed 10/06/20**			**26%**		**All people managers**	**Director ISS**	**Academic Board**	**ELT, Commissioner**
178	**REC 5f: All staff complete CoP workshop**	**306 days**	**Wed 10/04/19**	**Wed 10/06/20**			**26%**		**as above & delegated**			
179	REC 5f: Applied Business	302 days	Fri 1/02/19	Mon 30/03/20			95%					
180	REC 5f: Architecture	302 days	Fri 1/02/19	Mon 30/03/20			19%					
181	REC 5f: Bridgepoint	302 days	Fri 1/02/19	Mon 30/03/20			37%					
182	REC 5f: Building Construction	302 days	Fri 1/02/19	Mon 30/03/20			23%					
183	REC 5f: Community Studies	302 days	Fri 1/02/19	Mon 30/03/20			6%					
184	REC 5f: Computing and Information Technology	302 days	Fri 1/02/19	Mon 30/03/20			51%					
185	REC 5f: Creative Industries	302 days	Fri 1/02/19	Mon 30/03/20			7%					
186	REC 5f: Engineering and Applied Technology	302 days	Fri 1/02/19	Mon 30/03/20			11%					
187	REC 5f: Environmental and Animal Science	302 days	Fri 1/02/19	Mon 30/03/20			17%					
188	REC 5f: Healthcare and Social Practice	302 days	Fri 1/02/19	Mon 30/03/20			18%					
189	REC 5f: Trades and Services	302 days	Fri 1/02/19	Mon 30/03/20			14%					
190	REC 5f: UPC	302 days	Fri 1/02/19	Mon 30/03/20			0%					
191	REC 5f: Support Team-level progress	354 days	Fri 1/02/19	Wed 10/06/20			34%		Support Team Managers			
192	**REC 8: OPERATIONALISE MĀORI SUCCESS STRATEGY**	**204 days**	**Fri 1/02/19**	**Wed 13/11/19**	**High**		**55%**	**All targets met within timeframes**				
193	**REC 8a: Develop a realistic Operational Plan**	**111 days**	**Wed 8/05/19**	**Wed 9/10/19**			**51%**	**Full operationalisabl Plan in place**	**Director Māori Success**	**Exec Director Student Success**	**Academic Board**	**ELT, Commissioner**
194	REC 8a: Develop Operationalisable Plan	151 days	Wed 13/03/19	Wed 9/10/19			90%		as above & delegated			
195	REC 8a: Plan endorsed by Rūnanga	111 days	Wed 8/05/19	Wed 9/10/19			50%		as above & delegated			
196	REC 8a: Plan endorsed by Academic Board	111 days	Wed 8/05/19	Wed 9/10/19			50%		as above & delegated			

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
197	REC 8a: Plan approved by ELT	111 days	Wed 8/05/19	Wed 9/10/19			0%		as above & delegated			
198	**REC 8b: Set targets and develop associated activities**	**113 days**	**Wed 13/03/19**	**Fri 16/08/19**	**High**		**92%**	**Whole institute ownership of**	**Director Māori Success**	**Exec Director Student**	**Academic Board**	**ELT, Commissioner**
199	REC 8b: Set targets for main EPIs	86 days	Wed 13/03/19	Wed 10/07/19			100%		as above			
200	REC 8b: Ensure targets and activities are in School Action Plans	20 days	Mon 22/07/19	Fri 16/08/19			60%		as above & HoS			
201	**REC 8c: Ensure monitoring of progress against targets**	**66 days**	**Wed 10/07/19**	**Wed 9/10/19**	**High**		**94%**	**Regular, effective**	**Director Māori Success**	**Exec Director Student**	**Academic Board**	**ELT, Commissioner**
202	REC 8c: Director Māori Success reports at Academic Board (ongoing)	46 days	Wed 10/07/19	Wed 11/09/19			100%		as above			
203	REC 8c: Academic Board monitors and supports interventions (ongoing)	66 days	Wed 10/07/19	Wed 9/10/19			90%		Chair Academic			
204	**REC 8d: Maintain demonstrable support of Māori communities for MSS**	**204 days**	**Fri 1/02/19**	**Wed 13/11/19**			**40%**	**Evidence of support**	**Director Māori Success**	**Exec Director Student Success**	**Rūnanga, Academic Board**	**ELT, Commissioner**
205	REC 8d: Provide evidence of process for community impact in decision-making	176 days	Wed 13/03/19	Wed 13/11/19	High		40%	As above	as above			
206	**REC 8e: Establish a Code of Practice for Māori Students**	**74 days**	**Mon 22/07/19**	**Thu 31/10/19**			**10%**	**Code of Practice is operational**	**Director Māori Success**	**Exec Director Student Success**	**Rūnanga, Academic Board**	**ELT, Commissioner**
207	REC 8e: Code of Practice - details tba	74 days	Mon 22/07/19	Thu 31/10/19			10%		as above			
208	**REC 9: OPERATIONALISE PACIFIC SUCCESS STRATEGY**	**176 days**	**Wed 13/03/19**	**Wed 13/11/19**			**51%**	**All targets met within timeframes**	**Director Pacific Success**	**Exec Director Student Success**	**Fono, Academic Board**	**ELT, Commissioner**
209	**REC 9a: Develop a realistic Operational Plan**	**111 days**	**Wed 8/05/19**	**Wed 9/10/19**			**43%**	**Full operationalisabl Plan in place**	**Director Pacific Success**	**Exec Director Student Success**	**Academic Board**	**ELT, Commissioner**
210	REC 9a: Develop Operationalisable Plan	151 days	Wed 13/03/19	Wed 9/10/19			100%		as above			
211	REC 9a: Plan endorsed by Fono	111 days	Wed 8/05/19	Wed 9/10/19			50%		as above			
212	REC 9a: Plan endorsed by Academic Board	111 days	Wed 8/05/19	Wed 9/10/19			0%		as above			
213	REC 9a: Plan approved by ELT	111 days	Wed 8/05/19	Wed 9/10/19			0%		as above			
214	**REC 9b: Set targets and develop associated activities**	**113 days**	**Wed 13/03/19**	**Fri 16/08/19**			**92%**	**Whole institute ownership of targets, actions,**	**Director Pacific Success**	**Exec Director Student Success**	**Academic Board**	**ELT, Commissioner**
215	REC 9b: Set targets for main EPIs	86 days	Wed 13/03/19	Wed 10/07/19			100%		as above			
216	REC 9b: Ensure targets and activities are in School Action Plans	20 days	Mon 22/07/19	Fri 16/08/19			60%		as above & HoS			
217	**REC 9c: Ensure monitoring of progress against targets**	**66 days**	**Wed 10/07/19**	**Wed 9/10/19**			**94%**	**Regular, effective monitoring**	**Director Pacific Success**	**Exec Director Student Success**	**Academic Board**	**ELT, Commissioner**
218	REC 9c: Director Pacific Success reports at Academic Board (ongoing)	46 days	Wed 10/07/19	Wed 11/09/19			100%		as above			
219	REC 9c: Academic Board monitors and supports interventions (ongoing)	66 days	Wed 10/07/19	Wed 9/10/19			90%		Chair Academic			

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
220	**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**
221	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		
222	**REC 9e: Establish a Code of Practice for Pacific Students**	**74 days**	**Mon 22/07/19**	**Thu 31/10/19**			**10%**	**Code of Practice is operational**	**Director Pacific Success**	**Exec Director Student Success**	**Fono, Academic Board**	**ELT, Commissioner**
223	REC 9e: Code of Practice - Details tba	74 days	Mon 22/07/19	Thu 31/10/19			10%					
224	**REC 2, 4 & 6: IMPROVE ACADEMIC BOARD OVERSIGHT & REPORTING**	**595 days**	**Mon 23/07/18**	**Fri 30/10/20**			**62%**	**Academic Board and sub-committees**	**Chairs Academic Committees**	**Chair Academic Board**	**Academic Board**	**ELT, Commissioner**
225	**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**
226	REC 2a: Establish reporting and dialogue with ELT	46 days	Wed 9/05/18	Wed 11/07/18			100%		as above			
227	REC 2a: Establish reporting and dialogue with Commissioner	46 days	Wed 9/05/18	Wed 11/07/18			100%		as above			
228	**REC 2b: Ensure effective oversight of Quality Management System**	**428 days**	**Wed 13/03/19**	**Fri 30/10/20**	**High**		**60%**	**All aspects of QMS regularly reported on;**	**Chairs Academic Committees**	**Chair Academic Board**	**Academic Board**	**ELT, Commissioner**
229	REC 2b: Establish effective reporting at/between all academic committees	176 days	Wed 13/03/19	Wed 13/11/19			60%		as above			
230	REC 2b: Establish effective reporting from Support Teams (ongoing)	176 days	Wed 13/03/19	Wed 13/11/19			60%		Managers Support Teams			
231	REC 2b: Establish effective reporting from Schools (ongoing)	176 days	Wed 13/03/19	Wed 13/11/19			60%		HoSS			
232	**REC 6a: Establish a robust academic risk register**	**135 days**	**Thu 4/04/19**	**Wed 9/10/19**	**Medi**		**60%**	**Risk Register in place, up to date**	**Manager TKK**	**Chair Academic Board**	**Academic Board**	**ELT, Commissioner**
233	REC 6a: Establish an academic risk register at Academic Board	117 days	Tue 2/04/19	Wed 11/09/19			75%		as above & delegated	Chair Academic	Academic Board	
234	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	Academic Board	
235	REC 6a: Establish an academic section to risk register at ELT	117 days	Tue 2/04/19	Wed 11/09/19			75%		as above & delegated	Director Ako	ELT	
236	**REC 6b: Develop schedules to guide QA processes**	**52 days**	**Tue 2/04/19**	**Wed 12/06/19**	**Medi**		**88%**		**Manager TKK**	**Chair Academic**	**Academic Board**	**ELT, Commissioner**
237	REC 6b: Publish a Unitec calendar of QA events & processes	52 days	Tue 2/04/19	Wed 12/06/19	Medi		100%	As above	as above & delegated			
238	REC 6b: Establish an Academic Board work calendar of QA activities	52 days?	Tue 2/04/19	Wed 12/06/19	Medi		75%	As above	as above & delegated	Chair Academic		
239	REC 2c: Establish monthly reporting across Unitec on AQAP and QMS	102 days	Wed 12/06/19	Thu 31/10/19	High		41%	Monthly reporting against AQAP.	Manager TKK, Director Ako & delegated	Chair Academic Board		

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
240	Monthly progress reporting on AQAP to all staff	102 days	Wed 12/06/19	Thu 31/10/19			100%					
241	Monthly news on AQAP and EER visit preparation to all staff	102 days	Wed 12/06/19	Thu 31/10/19			50%					
242	Regular reporting on Committee operations and QMS	102 days	Wed 12/06/19	Thu 31/10/19			25%					
243	**REC 4a: Strengthen AB competencies and mandate to be effective**	**196 days**	**Wed 13/03/19**	**Wed 11/12/19**	**High**		**52%**	**All members at all academic committees**	**Chairs Academic Committees**	**Chair Academic Board**	**ELT, Commissi**	**ELT, Commissioner**
244	REC 4a: Establish regular self-evaluation at all academic committees	176 days	Wed 13/03/19	Wed 13/11/19			75%		as above			
245	REC 4a: Achieve competency in QA and data at all academic committees	196 days	Wed 13/03/19	Wed 11/12/19			50%		as above			
246	REC 4a: Improve functioning of academic committees for effective operation	196 days	Wed 13/03/19	Wed 11/12/19			50%		as above			
247	REC 4a: Establish effective 'line-of-sight' to individual programmes via PAQCs to QAB	151 days	Wed 13/03/19	Wed 9/10/19			30%		as above & delegated			Academic Board
248	**REC 4b: Ensure qual completion needs of students in closed programmes are met**	**351 days**	**Sat 29/06/19**	**Fri 30/10/20**	**Medi**		**78%**	**Positive student experience**	**HoSS, Manager TKK**	**Director Ako, Exec Dean**	**Academic Board**	**ELT, Commissioner**
249	REC 4b: Establish monitoring at AB of needs of students in closed programmes	54 days	Sat 29/06/19	Wed 11/09/19			100%		as above			
250	REC 4b: Ensure students are supported by programme staff and Support Teams	351 days	Sat 29/06/19	Fri 30/10/20			75%		as above & delegated			
251	**REC 10: REVIEW OF SOCIAL PRACTICE**	**456 days**	**Fri 1/02/19**	**Fri 30/10/20**	**High**		**82%**	**All aspects of review completed**	**HoS**	**Exec Dean, Director Ako**	**Academic Board, ELT**	**ELT, Commissioner**
252	**REC 10a: Review provision of all programmes in SP**	**455 days**	**Mon 4/02/19**	**Fri 30/10/2(**	**High**		**79%**	**Provision, L&T p**	**HoS**	**Exec Dean, Dire**	**Academic**	**ELT, Commissi**
253	REC 10a: Develop a project plan confirmed by School leadership	120 days	Mon 29/04/19	Fri 11/10/19			100%		as above & delegated			
254	**REC 10a: All Review elements undertaken**	**455 days**	**Mon 4/02/19**	**Fri 30/10/20**			**77%**		**as above & delegated**			
255	REC 10a: BACHELORS: Review of academic systems and practices	217 days	Mon 4/03/19	Tue 31/12/19			90%					
258	REC 10a: BACHELORS: Improve stakeholder engagement and benchmarking	455 days	Mon 4/02/19	Fri 30/10/2(			100%					
259	REC 10a: MASTERS: Review of academic systems and practices	112 days	Mon 1/07/19	Tue 3/12/19			60%					
260	REC 10a: MASTERS: Improve stakeholder engagement and benchmarking	89 days	Mon 1/07/19	Thu 31/10/19			40%					
261	REC 10a: CERTIFICATE: Review of academic systems and practices	130 days	Mon 3/06/19	Fri 29/11/19			60%					
262	REC 10a: CERTIFICATE: Improve stakeholder engagement and benchmarking	327 days	Thu 1/08/19	Fri 30/10/2(			60%					
263	**REC 10b: Ensure high quality assessment and moderation practices**	**280 days**	**Mon 4/02/19**	**Fri 28/02/20**	**Medi**		**91%**	**All assessments meet requirements and are best**	**HoS, Manager TPA, Manager TKK & delegated**	**Exec Dean, Director Ako**	**Academic Committe ELT**	**ELT, Commissioner**
264	REC 10b: BACHELORS: Review assessment & moderation practices and outcomes	280 days	Mon 4/02/19	Fri 28/02/2(			100%					
265	REC 10b: MASTERS: Review assessment & moderation practices and outcomes	89 days	Mon 1/07/19	Thu 31/10/19			80%					
266	REC 10b: CERTIFICATE: Review assessment & moderation practices and outcomes	120 days	Mon 3/06/19	Fri 15/11/19			80%					

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
267	**REC 10c: Review practice and policy of RPL across all programmes in SP**	**186 days**	**Fri 1/02/19**	**Fri 18/10/19**	**Medi**		**80%**	**Fit for purpose policies and processes are in place and staff**	**HoS, Manager TPA, Manager TKK & delegated**	**Exec Dean, Director Ako**	**Academic Committe ELT**	**ELT, Commissioner**
268	REC 10c: BACHELORS: Review use of RPL / APL practices	186 days	Fri 1/02/19	Fri 18/10/19			80%					
269	REC 10c: MASTERS: Review the use of RPL/APL practices	75 days	Mon 1/07/19	Fri 11/10/19			80%					
270	**REC 10d: Undertake external review of SP team culture and practices**	**255 days**	**Wed 10/04/19**	**Tue 31/03/2**	**Medi**		**84%**	**Review undertal**	**HoS**	**Exec Dean, Dire**	**Academic**	**ELT, Commissi**
271	**REC 10d: All Review elements undertaken**	**255 days**	**Wed 10/04/19**	**Tue 31/03/20**			**84%**		**HoS & delegated**	**Exec Dean, Director Ako**	**Academic Board,**	**ELT, Commissioner**
272	REC 10d: Establish Sponsor, Manager, Terms of Reference for Review	46 days	Wed 10/04/19	Wed 12/06/19			100%					
273	REC 10d: Appoint an independent party to review SP overall culture	78 days	Wed 10/04/19	Fri 26/07/19			100%					
274	REC 10d: Undertake review	66 days	Wed 10/07/19	Wed 9/10/19			100%					
275	REC 10d: Finalise post-review Action Plan in agreement with HoS	82 days	Wed 10/07/19	Thu 31/10/19			80%					
276	REC 10d: Implement Action Plan	107 days	Mon 4/11/19	Tue 31/03/20			60%					
277	**REC 11: REVIEW OF PLUMBING AND GASFITTING**	**200 days**	**Mon 27/05/19**	**Fri 28/02/20**	**High**		**51%**	**All aspects of review completed**	**HoS**	**Director Ako, Exec Dean**	**Academic Board, ELT**	**ELT, Commissioner**
278	**REC 11a: Work with Skills Org to resolve assessment & moderation issues**	**33 days**	**Mon 27/05/19**	**Wed 10/07/19**	**Medi**		**50%**	**All issues resolved to satisfaction of all parties**	**HoS**	**Director Ako, Exec Dean**	**Academic Board, ELT**	**ELT, Commissioner**
279	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			50%					
280	**REC 11b: Undertake independent review of whole Trades School**	**175 days**	**Mon 1/07/19**	**Fri 28/02/2(**	**High**		**51%**	**Review undertal**	**HoS**	**Director Ako, E**	**Academic**	**ELT, Commissi**
281	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			
282	REC 11b: Appoint Reviewer	28 days	Mon 1/07/19	Wed 7/08/19			100%		as above			
283	REC 11b: Undertake review	45 days	Mon 1/07/19	Fri 30/08/19			100%		as above			
284	REC 11b: Finalise post-review Action Plan	45 days	Mon 1/07/19	Fri 30/08/19			100%		as above			
285	REC 11b: Implement Action Plan	175 days	Mon 1/07/19	Fri 28/02/20			10%		as above & delegated			
286	**REC 12: (in text) REVIEW OF SCHOOL OF BUSINESS**	**428 days**	**Wed 13/03/19**	**Fri 30/10/20**	**Medi**		**22%**	**All aspects of review completed**	**HoS**			
287	**REC 12a: Review / Redevelop Master of Business with specialisations**	**282 days**	**Wed 13/03/19**	**Thu 9/04/20**	**Medi**		**44%**	**Programme reviewed and updated**	**HoS, Manager TKK, Managers Support Teams & delegated**	**Director Ako, Exec Dean**	**Academic Board, ELT**	**ELT, Commissioner**
289	REC 12a: Undertake individual stakeholder engagements	20 days	Mon 5/08/19	Fri 30/08/19			80%		as above			
290	REC 12a: Write course descriptors, teaching and assessment policies	167 days	Wed 13/03/19	Thu 31/10/19			40%		as above			

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
293	**REC 12b: Develop Master Professional Accounting**	**253 days**	**Wed 13/03/19**	**Mon 2/03/20**	**Medi**		**58%**	**Programme developed and ready for delivery**	**HoS, Manager TKK, Managers Support Teams & delegated**	**Director Ako, Exec Dean**	**Academic Board, ELT**	**ELT, Commissioner**
294	REC 12b: Undertake individual stakeholder engagements	64 days	Mon 5/08/19	Thu 31/10/19			80%		as above			
295	REC 12b: Write course descriptors, teaching and assessment policies	167 days	Wed 13/03/19	Thu 31/10/19			50%		as above			
298	**REC 12c: Review / Redevelop Bachelor of Business**	**246 days**	**Fri 21/06/19**	**Fri 29/05/20**	**Medi**		**0%**	**Programme redeveloped and ready for delivery**	**HoS, Manager TKK, Managers Support Teams & delegated**	**Director Ako, Exec Dean**	**Academic Board, ELT**	**ELT, Commissioner**
302	REC 12c: Redevelopment details tba	246 days	Fri 21/06/19	Fri 29/05/20			0%		as above			
303	**REC 12d: Ensure quality support, teaching and learning across the School**	**428 days**	**Wed 13/03/19**	**Fri 30/10/20**	**Medi**		**22%**	**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**
304	**REC 12d1: Improve qualification completion rates in all programmes**	**172 days**	**Mon 5/08/19**	**Tue 31/03/20**	**High**		**3%**	**Improved qualification completion rates**	**as above**	**as above**	**Academic Board, ELT**	**ELT, Commissioner**
305	REC 12d1: Investigate qual completion rates on ALL programmes	1 day?	Tue 31/12/19	Tue 31/12/19			10%		as above			
306	REC 12d1: Plan in place for improving completion rates	172 days	Mon 5/08/19	Tue 31/03/20			5%		as above			
307	REC 12d1: Discontinuations processed	172 days	Mon 5/08/19	Tue 31/03/20			0%		as above			
308	**REC 12d2: Review entry requirements and student support in all programmes**	**263 days**	**Fri 28/06/19**	**Tue 30/06/20**	**Medi**		**18%**	**Entry requirments and student support meet needs**	**HoSS, Manager TKK, Director SS, Director Operations &**	**Director Ako, Exec Director Student Success, Exec Dean**	**Academic Board, ELT**	**ELT, Commissioner**
309	REC 12d2: Review literacy & numeracy pre-entry requirements all programmes	263 days	Fri 28/06/19	Tue 30/06/20			25%		as above			
310	REC 12d2: Review literacy & numeracy strategies all programmes	263 days	Fri 28/06/19	Tue 30/06/20			25%		as above			
311	REC 12d2: Complete regulation changes	196 days	Tue 1/10/19	Tue 30/06/20			0%		as above			
312	**REC 12d3: Review teaching practices and teacher capability in all programmes**	**428 days**	**Wed 13/03/19**	**Fri 30/10/20**	**Medi**		**33%**	**All capability requirements are met and**	**HoSS, Manager TPA & delegated**	**Director Ako**	**Academic Board, ELT**	**ELT, Commissioner**
313	REC 12d3: Improve teacher capability of all teachers	428 days	Wed 13/03/19	Fri 30/10/20			40%		as above			
314	REC 12d3: Ensure industry/professional currency of all teachers	340 days	Wed 13/03/19	Tue 30/06/20			25%		as above			
315	**REC 12e: Develop an Industry Stakeholder Strategy for School**	**150 days**	**Mon 2/09/19**	**Fri 27/03/20**	**Medi**		**24%**	**Strategy in place and operational**	**HoS**	**Exec Dean**	**Academic Board, ELT**	**ELT, Commissioner**
316	REC 12e: Develop 3-Year Engagement Strategy	44 days	Mon 2/09/19	Thu 31/10/19			25%		as above & delegated			

ID	Task Name	Duration	Start	Finish	Priorit	RAG	% Complete	Outcome/Evidence	Responsible	Accountable	Reporting To	Monitoring
317	REC 12e: CRM in place	1 day	Fri 27/03/20	Fri 27/03/20			0%		as above & delegated			
318	**REC 13: (in text) REVIEW RESOURCING FOR EXECUTIVE**	**73 days**	**Mon 1/04/19**	**Wed 10/07/19**	**Medi**		**100%**	**Review undertaken and plan implemented**	**CE, ELT**			**ELT, Commissioner**
319	**REC 13a: ELT to put in place additional support for CE / Executive Dean**	**73 days**	**Mon 1/04/19**	**Wed 10/07/19**	**Medi**		**100%**	**Staff resourcing confirmed, clarification of roles and responsibilities.**	**CE, ELT**			**ELT, Commissioner**
320	REC 13a: Oversight of EER passed to Director Ako	73 days	Mon 1/04/19	Wed 10/07/19			100%		as above			
321	REC 13a: Chairing of Academic Board passed to Director Ako	73 days	Mon 1/04/19	Wed 10/07/19			100%		as above			
322	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			
323	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			
324	REC 13a: Operations Manager appointed for operational trouble-shooting	73 days	Mon 1/04/19	Wed 10/07/19			100%		as above			
325	**REC 7: ADVANCE THE RENEWAL PLAN**	**654 days**	**Tue 1/05/18**	**Fri 30/10/20**	**High**		**9%**	**Renewal Plan in place, up to date**	**CE, ELT & delegated**			**ELT, Commissioner**
326	**REC 7a: Advance the Renewal Plan to ensure financial viability & student success**	**89 days**	**Tue 1/05/18**	**Fri 31/08/18**	**High**		**90%**	**Renewal Plan in place, up to date**	**CE, ELT & delegated**			**ELT, Commissioner**
327	**REC 7a: Establish Unitec Renewal Strategy Manaakitia te Rito 2019-2022**	**66 days**	**Tue 1/05/18**	**Tue 31/07/18**	**High**		**90%**	**Renewal Strategy in place and operational**	**CE, ELT & delegated**			**ELT, Commissioner**
328	REC 7a: Consult on Strategy with Unitec stakeholders	89 days	Tue 1/05/18	Fri 31/08/18			90%		as above			
329	REC 7a: Finalise Strategy	89 days	Tue 1/05/18	Fri 31/08/18			90%		as above			
330	Rec 7a: Set targets and report quarterly on all actions against targets	89 days	Tue 1/05/18	Fri 31/08/18			90%					
331	**REC 7b: Implement Renewal Strategy (details tbc)**	**595 days**	**Mon 23/07/18**	**Fri 30/10/20**	**High**		**0%**	**Renewal Plan in place, staff engagement achieved**	**CE, ELT & delegated**			**ELT, Commissioner**
332	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			
333	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			
334	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			
335	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			