

ADEP Plan Checklist for Completion 2020

GENERAL:

- ☐ Has the updated (2020) [ADEP Plan template](#) been used?

ACHIEVE:

- ☐ Have **all** relevant standard (or common) goals been retained and **not** deleted or amended?

TIP: *At a minimum **All ADEP Plans** should retain the first two standard goals on the template, as these are applicable to **all staff** and should read as follows:*

For all staff

- Timely completion of Performance Partnering requirements: at a minimum, an ADEP Plan and a Review of Achievements for the year
- Complete an [annual review](#) of your knowledge and understanding of the Education (Pastoral Care of International Students) Code of Practice

At least one or more of the remaining goals should also have been retained, depending on role – ie. for teaching staff, non-teaching staff, managers, cost centre managers and research active staff.

- ☐ Are the individual goals concisely written and limited to approx. 4-5 top priority goals?
- ☐ Do all individual goals clearly link back to the Team Action Plan?
- ☐ Have the individual goals been written as SMARTA goals?
ie. are they Specific – Measurable – Achievable – Relevant – Timed – and Agreed?
- ☐ In particular, do all individual goals have a specified timeframe for achievement?
- ☐ Have any goals that were to be carried forward from the previous year's Review been included?

DEVELOP:

- ☐ Have [Unitec-wide Development Priorities](#) been retained and **not** deleted or changed?

TIP: *At a minimum **All ADEP Plans** should retain this section on the template, adapted according to role – ie. teaching or non-teaching staff.*

- ☐ **For teaching staff only** – does the section for all teaching staff meet the requirement for completion of at least 2 badges, including:
 - At least one badge from the following list of [parity badges](#):
 - Living Te Noho Kotahitanga
 - Embedding Mātauranga Māori (working title) – *currently under development; will be available for 2020*
 - Working with Pacific Learners
 - Improving Retention and Success of Pacific Learners
 - At least one other badge – may be from the list above or from the broader suite of [teacher capability development badges](#) available

NOTE: The requirement for least 2 badges applies to full-time staff. The requirement is pro-rated for staff who are part-time in their teaching role - talk to your manager if you're not sure.

- ☐ For **non-teaching staff only** – does the section for all non-teaching staff meet the requirement for completion of at least one badge, being:
 - **Living Te Noho Kotahitanga (or Embedding Mātauranga Māori if already completed)**
- ☐ Looking at the overall development plan (the whole D section), does it follow the [70/20/10](#) principle?

TIP: *Most of the development activities specified should be on-the-job or learning-from-others as opposed to participation in training/courses/conferences.*
- ☐ Has the **PD leave** entitlement (total days of PD leave available for the year) been entered?
- ☐ Is there a clear indication of how the **PD leave** entitlement is intended to be used?
- ☐ **TIP:** *This should set out how many days are intended to be used for the various development activities specified above eg. 3 days working on XXX project, 1 day completing XX badge, 1 day attending XX workshop etc.*
- ☐ Has allowance been made for the use of some PD leave to complete badge requirements?

ENJOY & PARTNER:

- ☐ Does the **ENJOY** section focus not just on what makes work enjoyable, but also on how these activities will be sustained?
- ☐ Does the **PARTNER** section focus not just on *who* needs to be partnered with, but also *how* effective partnering will be maintained, with consideration given to living Te Noho Kotahitanga?

TIP: *The **PARTNER** quadrant should not just be a list of names – it should include consideration of the different needs of key partners and key considerations for partnering effectively with them.*

OVERALL:

- ☐ Has the ADEP Plan been signed and dated by both the employee and the manager?

TIPS FOR SUBMITTING TO PEOPLESOFT:

- ☐ If uploading a scanned copy, check that all pages of the document have been scanned
- ☐ Ensure the correct dropdown is used when uploading: '2020 ADEP Plan'
- ☐ Full upload instructions can be found [here](#)

WHAT NEXT?

- ☐ Once the ADEP form has been agreed, signed and submitted Partnering Check-in conversations should be scheduled.

If you have any questions, please contact your [Human Resources Business Partner](#)