

Unitec Priority Outcomes		Team Actions & Outcomes			Lead & Quarter Focus		Action Plan Progress Status			
Unitec Priorities	Takohanga Recommendation Category	Team action	Required Steps to be taken	Outcome/Targets	Accountable team (Lead)	Quarter to be completed in	Status Phase	Due Status	% action completed	Progress
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	NZQA EER Reports Recommendation	Regular team meetings are held with the discipline teaching team (recommended monthly) chaired by the APM's – the meetings have an agenda, with all staff expected to contribute. A Standard agenda item being to discuss all aspects of educational delivery for each programme. Minutes to be taken of key points and circulated post meeting.	1. Leadership Meeting Operational 2. CARP - PG&D meetings operational 2. Update Auto APMs on approach to standard meetings 3. Monthly Comms and engagement focus areas be discussed as high level items - in flight	<ul style="list-style-type: none"> Change proposal for the transfer of Electrical trades to the School to be written Staff to be given opportunity to feedback Decision to inform Schools relationship with Skills ITO 	Aroha	Q-All	BAU - Complete	Complete	100%	80%
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	NZQA EER Reports Recommendation	The teaching teams consider actions as how they can identify students who have not 'completed' then create options for completion either on or off site. Qualification completions are checked by the AL at the end of 2019 to ensure that improvement is achieved. Analysis to be included in the PEP.	1. Core Data Prepared for full time programmes 2. Initiation of Segmentation of Data and Follow up 3. Cross check system data with manual data 4. Lee - Dealing with expiring programmes 5. 1000 active students not yet completed to be reviewed	<ul style="list-style-type: none"> Consistent use of centralised tracking grids All on campus delivery is planned and recorded in Scheme/Record of Work Flexible model where student can request on site assessment (extraordinary work) PEP to be supported by all Academic Staff through the provision of evidence and their attendance at Āta kōrero CEP's note progress and barriers to student successful completion 	Aroha	Q4	Project - Execution	Not Due	75%	
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	NZQA EER Reports Recommendation	An analysis of graduate's destinations is reported in the PEP,	1. identify whether there will be a re write required 2. Start to build story at 2021 PEP planning meetings	An analysis of graduate's destinations is reported in the PEP,	PAQC	Q4	BAU - Ongoing	Not Due	Progressing	
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	NZQA EER Reports Recommendation	Use the MPPT support (Tu) to develop and implement new or proved strategies to engage with at risk students who must be identified by the Lecturers. A formal process to be established to advise MPPT as early as possible. (Academic Issues)	1. SSEP Pilot being delivered within Automotive 1a. SSEP now being tested with Carp and PGD 2. Success of Pilot to be reviewed and looking to extend 3. LOP project inflight and operational 3a. Include Gias role in how it moves forward for next semester 4. MPPT Navigator Role to be renewed	<ul style="list-style-type: none"> Strengthen relationship with MPPT using knowledge and experience of school Navigator/Mentor Support Engage staff with MPPT expressing the need to support priority groups. Organise I See Me initiative training sessions Support MPPT organised events Aroha to set up meeting with Tu/Rakesh and team for review 	Lee	Q4	Project - Execution	Not Due	75%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	NZQA EER Reports Recommendation	That the teaching teams receive formal training/coaching on how to explain what action they have undertaken and evidence to support the action for each KEQ. External support will need to be provided. An Academic Writer should be engaged to work with the team to draft the annual report. The report is then to be finalised and signed-off by the teaching team prior to submitting to the Academic Centre within the Institute timeline.	1. Commence communication out to staff via weekly email 2. KEQs to be provided in compliance communications as part of comms & engagement	<ul style="list-style-type: none"> Staff receive training in understanding KEQs and Tertiary Evaluation Indicators and to identify their work in relation to KEQs. (Link to CEPs?) To support, the Centre provide information and training with respect to Priority Groups, which is to be checked / validated by the teaching team. 	Lee	Q4	Project - Execution	Not Due	75%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	NZQA EER Reports Recommendation	For each teaching team a skills matrix, be created and all individuals self-assess themselves with the assistance on a qualified external support person. Discipline specific resource plans be prepared. This then becomes the basis for recording progress towards a high level of individual capability.	1. Stage One: Roles & Responsibilities being rolled out. 2. Core responsibilities defined. 3. The What and How of the Job. 4. Skillset list created for basic programme operating competencies 5. Stage Two: Training and Development Planning for teams	<ul style="list-style-type: none"> TPA adviser to facilitate a session with APMs/Course or Programme coordinators to identity discipline specific capabilities TPA adviser to provide a refresher session on Teacher Capability Evaluation tool + discipline specific additions and ensure all teaching staff complete it Sem 1 and 2 2020. 	Lee	Q-All	Project - Execution	Not Due	75%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	NZQA EER Reports Recommendation	The professional development time allocation be formally used to improve individual's skills within an agreed timeframe.	1. ADEP completion 2. Monthly check ins scheduled 3. PD Planning Documented	Mechanism be developed and adopted which expresses the importance of and consequences in not achieving agreed badges (=ADEP catch ups/team meetings/monthly email update?)	APMs	Q-All	BAU - Ongoing	Not Due	Progressing	80%
A financially sustainable business to invest in the future	Business Portfolio	The current School academic management, review the draft 2020 programme offering with respect to EFTS allocations and to ensure that the programmes are supported by industry and the ITO's.		<ul style="list-style-type: none"> Consider portfolio, map programmes against agreed criteria. Change proposals written as required. Work with ITO's to aid progress of apprentices through the provision of block courses. Engage with ITO moderation as required. Address ITO concerns, action plan solutions 	APMs	Q4	Project - Complete	Complete	100%	
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	Business Portfolio	Develop / extend Secondary School partnerships with local area secondary schools from both a funding and future enrolment perspective.	1. Relationships now with UPC 2. Current relationships being managed by APMS and Lee by discipline with Andrea as part of BAU 3. Prioritisation of UPC students in to cohorts 4. S2 Cohorts being streamed by U25/O25 groupings	1. Develop closer relationship with UPC where they act as the conduit to secondary schools 2. School recruits' staff to cover UPC, staff eventually transferred to UPC	Lee	Q4	BAU - Ongoing	Not Due	Progressing	
A financially sustainable business to invest in the future	Business Portfolio	Other non-SAC funded opportunities be identified especially Short Courses and Schools Pathways. Business cases should be prepared for each service provision		1. Short Courses for PGD - 3 short courses and 3 refresher 2. Housing New Zealand Project 3. Growth for extra cohorts for 2021 4. Lee & Jake working with Dila	Lee	Q4	Project - Execution	Overdue	75%	
A financially sustainable business to invest in the future	Business Portfolio	1. Investigate future opportunities that are non-TEC funded so as to diversify their income sources and move from such a heavy reliance on central funding. Whereas Unitec overall has the second lowest reliance of the sector. 2. Possible future opportunities identified – short courses, industry specific training, practising certificates.		Establish the financial value of 1. BCITO contract 2. WoF 3. Welding Short Courses	Aroha	Q4	Project - Initiation	Not Due	25%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Business Portfolio	That the Electrical Trades discipline transfer to the School of Trades and Services to benefit from the advantage outlined, effective from 2020. Completed	To be reviewed again at the end of 2020	<ul style="list-style-type: none"> Staff November 2019 are informed of the transfer to school. Academic performance of the programme is in line with Institution targets 	Lee	Q1	Project - Complete	Complete	100%	
A financially sustainable business to invest in the future	Business Portfolio	Logistics relating to staffing, materials, and budgets transferred to School in time for the 2020 budget.	To be reviewed again at the end of 2020	<ul style="list-style-type: none"> Staff teaching 'vertically' within the electrical discipline would have a Contract for Services between the Schools 	Lee	Q1	Project - Complete	Complete	100%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Culture & Engagement	The objectives and measures to be communicated to the Team using: - HOS Team Meetings - A Regular monthly email update - A central news board Create a culture of inclusivity	1. Comms plan being implemented. Commencing May 2. Regular Team Meetings are scheduled and operating	<ul style="list-style-type: none"> Regular team/discipline meetings Express consequences of not achieving 'badges' Retrain staff in the importance and use of ADEP Reaffirm conditions of lecturing contract 	Lee	Q4	Project - Complete	Complete	100%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Culture & Engagement	All team members should understand the Teams goals, progress towards them and how each member can contribute.	1. Included In engagement plan 2. APMs to reinforce at Team meetings	Develop school induction process that compliments the wider institution process.	APMs	Q-All	Project - Resolved	Complete	100%	

Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Culture & Engagement	Opportunity for and to encourage feedback/contributions from team members with closed loop feedback.	1. APMs making impact for feedback loops 2. Consistency of Staff Meetings & feedback happening	Q3 - Role out of roles and responsibilities August Alignment of workloads to roles and creation of new OC Role	APMs	Q-All	BAU - Ongoing	Not Due	Progressing	100%
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Culture & Engagement	The HOS informally visits staff teams during their breaks - softens down the them and us	1. Lee - Open Door Desk Policy 2. New Office Space - All Staff Trades for co location	• Hos to work from main staff room at least once a week • APMs' to be based with staff main body	Lee	Q-All	BAU - Complete	Complete	100%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Culture & Engagement	The solution is to create a clear picture of what the Schools vision is, and the goals it will achieve in each academic year. The "picture" should be in the form of a brief set of pictorials that show the objectives/goals and measures to be achieved in each component of the Schools business; enrolments, financial, academic integrity, student satisfaction etc. Create a scorecard of KPI's that are achievable and measure X to Y and a tracking mechanism for a 3-year period i.e., continuous improvement.	Although declined this will occur as a result of the outcome of process improvements and work being completed	Decline, already in school diamond, ADEP and school action plan	Aroha	Q2	Project - Complete	Complete	100%	
A financially sustainable business to invest in the future	Culture & Engagement	Academic Programme Manager maintain workload matrices to ensure equitable workloads with disciplines operating at high efficient levels	1. APMs to confirm staff alignment to programmes 2. Use Commercial Services Workload Matrix to create planning 3. Define Roles & responsibilities for lecturers 4. Communicate out teaching staff	1. Workloads are visible 2. Workloads are manageable 3. Roles & Responsibilities are clear	APMS	Q2	Project - Complete	Complete	100%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Culture & Engagement	Check status of staff using LBP for Institute purpose		Check insurance status for those LBP who sign off	Lee	Q2	Project - Complete	Complete	100%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Enrolment Operations	That a process document be written for use by School staff to cover elements as per * by the Enrolment Manager, including enrolment of apprentice provision	1. Processes being defined and trained to new administrators 2. Carp being managed in sprints 2a. PGD in hand 2b. Automotive Improvements commencing 3. Documenting Schools Processes 4. Awaiting Sharepoint for knowledge management		Aroha	Q4	Project - Execution	Not Due	75%	83%
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Enrolment Operations	Ensuring that School process are adhered to be included as a Kpi in staff appraisals - School Management Team	1. Define Processes to be followed 2. Document Schools Processes 3. Commence training	To add to 'Achieve' section of ADEP – adapt template for 2020?	Aroha	Q3	Project - Execution	Not Due	75%	
A financially sustainable business to invest in the future	Enrolment Operations	School attach the cost/credit industry membership (Itab) and certification exams as course costs	1. Investigate Setting up as course to be enrolled into 2. Define process for how this will be collected 3. Document on Study Plan	Fees can be collected in a streamlined and efficient manner that are easy to track	Aroha	Q3	Project - Resolved	Resolved	100%	
A financially sustainable business to invest in the future	Enrolment Operations	For non SAC funded courses/programmes the SMS is used to record re-enrolments, assessment and results	1. Identify all NON SAC funded courses 2. Confirm SMS is common knowledge between staff		Aroha	Q3	Project - Planning	Not Due	50%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Enrolment Operations	The enrolment process be checked for non-shows for workplace enrolments and withdrawals processed.	1. In Progress full review active students and review of registered apprentice students 2. Carpentry undergoing full improvement plan 3. PGD being managed. Operating administrative processes in hand. 4. Automotive now being reviewed. 3. Alignment of Processes and Systems to Unitec Managed systems	• Academic admin, embedded within programmes cross reference active students with those logged into Peoplesoft. • Dedicated administrative support for each discipline coordinated by a lead position	APMs	Q3	Project - Resolved	Resolved	100%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Enrolment Operations	Accurate enrolment records are kept by the Lecturers/Admin Coordinator.	1. In Progress full review of set up and operations 2. Work being completed by APM to define way forward for CARP & PGD. To be started with Auto 3. Alignment of Processes and Systems to Unitec Managed systems	1. Effective tracking grids are developed and kept up to date. Duty of assessor to ensure their upkeep. 2. Student Tracking grids being used in Carp and Auto - Part Time. Student Progression Planning being executed	Aroha	Q3	Project - Resolved	Resolved	100%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Industry Engagement	Strengthen Advisory Committee effectiveness, current members are reviewed and a facilitated meeting to be held with each Committee to explain the roles and responsibilities of the Committee and have these clarified by all members.		• Each member be asked if they wish to continue or dissolve the committee and re-establish a new. Completed new members being identified and will be invited; new ToR in place Each ITO be asked to provide a representative and recommend new members.	Lee	Q3	Project - Resolved	Complete	100%	50%
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Industry Engagement	Trades School provide a list of contact to the Industry Engagement Team and utilise the current CRM	1. Full list of Carpentry near completion 2. Plumbing & Gasfitting in progress 3. Automotive - Commencing	• Industry contacts are logged in a database which is updated on a regular basis • Trades staff and industry facing academics work with various stakeholders providing centralised details of vacancies. • All school staff act when requested to support Industry Connect events.	Aroha	Q1-21	Project - Execution	Not Due	75%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Industry Engagement	Staff to be educated on benefits of CRM – Create a Badge?	1. Meeting held with Industry team 2. Review of use of CRM by either schools 3. Consideration of functionality for School 4. Preparation of Data before commencing any further work 5. Current institutional deadlines being prioritised	Schedule further conversations at lower season timing to understand next steps	Aroha	Q1-21	Project - Initiation	Not Due	25%	
A financially sustainable business to invest in the future	Industry Engagement	Unitec investigate sharing MIT's Simplicity licence			Lee	Q3	Project - Hold	Not Due	0%	
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	ITO Relationships	There is an urgent need to have a clear workflow process that sets out all parties' responsibilities.	1. In Progress full review of set up and operations 2. Work being completed by APM to define way forward for CARP & PGD. To be started with Auto 3. Alignment of Processes and Systems to Unitec Managed systems	• Development of flow chart • Relationships map across all concerned parties • Responsibilities of assessor, employer and assessor clearly identified • Investigate and develop a unified platform from which all apprenticeships operate.	Aroha	Q3	Project - Resolved	Complete	100%	

Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	ITO Relationships	ITAB APP Annually reviewed and enhanced in conjunction with IT by the Programme Manager.	1. In Progress full review of set up and operations 2. Work being completed by APM to define way forward for CARP & PGD. To be started with Auto 3. Alignment of Processes and Systems to Unitec Managed systems	Revisit work already started investigating ITAB app 2. Creation of Cohort based classes by Lecturer with support 3. Review of work being completed	Jake	Q3	Project - Planning	Not Due	50%	83%
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	ITO Relationships	That a dedicated Administrator is appointed for each discipline to ensure quality consistent administration and organisational planning	1. Roles Advertised and filled 2. Administrators aligned to CARP, PGD, & Auto	Discipline Administrators have been appointed as .6 roles in the school	Lee	Q1	BAU - Complete	Complete	100%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Managed Apprenticeships	Ensure all Employer assessments are moderated. Include training in the meeting above. Moderations are appropriately qualified		Development of systems and processes that support employers, apprentices and qualification integrity.	APMs	Q4	Project - Initiation	Not Due	25%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Managed Apprenticeships	The workplace learning component of qualifications (especially unit standards) is a vital element of the process which facilitates students putting their theoretical learning into practice. Resourcing for Managed Apprenticeship assessment must ensure that it is completed by qualified staff in a time effective and timely manner against an individual study plan and coordinated with block course/night class assessment. The key element needs to be accurately costed.	1. In Progress full review of set up and operations 2. Work being completed by APM to define way forward for CARP & PGD. To be started with Auto 3. Alignment of Processes and Systems to Unitec Managed systems	<ul style="list-style-type: none">PD Assessor, complete role to be separate from LecturerAssessors to hold both assessor and moderator Unit StandardsAssessors in attendance at relevant IAC'sAssessors report to Apprentice ManagerApprentice Manger PD to reflect coordination requirements of the position	APMs	Q3	Project - Initiation	Not Due	25%	
A financially sustainable business to invest in the future	Managed Apprenticeships	The School review the compulsory course costs for students. What should the student fund v School.	1. In progress NZCC fee Set 2. NZCAE in progress 3. Full review July in preparation for 2021	Fees are fair and in line with Industry Well Documented Understood by all parties	APMs	Q2	Project - Resolved	Resolved	100%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Managed Apprenticeships	NZCC ITAB : That the School process for the management of on-job assessments for Managed Apprentices be clearly understood by all staff evaluated for fit for purpose and adhered to (ref M.A). Annually reviewed and enhanced in conjunction with IT by the Programme Manager.	1. In Progress full review of set up and operations 2. Work with APM to define way forward for NZCC 3. Alignment of Processes and Systems to Unitec Managed systems	1. School Coordination Hub being implemented across key roles in the school.	Jake	Q2	Project - Execution	Not Due	75%	71%
A financially sustainable business to invest in the future	Managed Apprenticeships	The financials be reviewed in conjunction with the finance partner.	1. Wok underway to look at operations of Carp & PG&D Apprenticeships and delivery 2. Meetings to be held with finance and APMS		APMs	Q2	Project - Complete	Complete	100%	
A financially sustainable business to invest in the future	Managed Apprenticeships	An urgent meeting is arranged to address the outstanding financial issues with ITAB management. Clear processes are established between the Parties and these are adhered to.	1. Meeting to be held with ITABS 2. Fees to be set 3. ITABS invoices to be paid	A clear current, dated agreement is agreed by both parties	Lee	Q3	Project - Complete	Complete	100%	
A financially sustainable business to invest in the future	Managed Apprenticeships	ITABS Financials to be reviewed with finance business partner			Jake	Q3	BAU - Complete	Complete	100%	
A financially sustainable business to invest in the future	Managed Apprenticeships	That Finance be requested to an enable invoices to be sent to employers on behalf of students i.e., to their billing address.		Initiation of third party invoicing process. TTAF replacing requirement. Track processes to ensure operating as required and ensure gaps are managed	Aroha	Q4	Project - Initiation	Not Due	25%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Managed Apprenticeships	The Administration Coordinator meets with the Academic Leader, lecturers and Workplace Supervisors prior to and following each enrolment cycle to ensure the internal processes are running smoothly	1. Administrators in place 2. Process now defined 3. Documentation being created 4. School SOPs being defined 5. Decision Frameworks being created	<ul style="list-style-type: none">Relationship with operations be improved.VOE's are generated within an appropriate time frame	Denyse	Q3	Project - Resolved	Resolved	100%	
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	Managed Apprenticeships	To “close the loop” to ensure that the Employer and Apprentice understands their responsibilities as set out in the manual, an invitation for both the E & A to attend a training/networking meeting should be investigated for each discipline.	1. Administrators in place 2. Process now defined 3. Documentation being created 4. School SOPs being defined 5. Decision Frameworks being created	Ensure all apprentice programmes have training manuals All employers are briefed on their role in apprentice journey. Employers invited to training sessions on the fundamental principles of assessment	Aroha	Q3	BAU - Ongoing	Not Due	Progressing	
A financially sustainable business to invest in the future	Managed Apprenticeships	Business Portfolio ITO Relationships Establish a Working Group with Skills Organisation and MIT including TEC in the initial stages to develop a solution as to how the 3 parties can deliver training in the Electrical, Plumbing and Draining and Gasfitting disciplines at L3 and L4 for 2020. Establishing a formal funding arrangement is key to the future success of the partnership. This could be a pilot (funded by TEC) for a future funding model and multi-party working arrangement To work closely with Skills Organisation in a formal arrangement. Once established, the partnership would extend to include Scaffolding	No Current Action required	No Current action required	Lee	Q3	BAU - Ongoing	Not Due	Progressing	
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	Managed Apprenticeships	The study plans are owned by the students.	1. Define Processes to be followed 2. Document Schools Processes 3. Commence training for staff	<ul style="list-style-type: none">Staff are trained in the art of consultationStandard format across the disciplinesAssessors, employers and students are coordinated in approachStudy plans align with the graduate profile and outcomes of the programme	APMs	Q4	Project - Execution	Not Due	75%	
A financially sustainable business to invest in the future	Managed Apprenticeships	An electronic record is held by legal and the HOS.			Aroha	Q3	BAU - Complete	Complete	100%	
A financially sustainable business to invest in the future	Managed Apprenticeships	The Enrolment system be able to accommodate the amendment of past entries (i.e. U/S).			Aroha	Q1-21	Project - Initiation	Not Due	25%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Managed Apprenticeships	The Manager carefully considers the weakness and threats outlined in the matrix (ref Mark McNeils paper)		<ul style="list-style-type: none">Deep dive investigation into current state of apprentice provisionCheck apprenticeships are compliant with TEC and NZQA regulationsCreate a base model for common frame apprentice management.Open conversation with ITO's ref potential for collaboration	APMs	Q4	BAU - On Hold	Not Due	Hold	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Mataaho Management	Decisions affecting Mataaho from a teaching and operations perspective are tabled at School LT meetings and decisions made on behalf of the School.	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">Manager Mataaho becomes standing member of PAQCTechnicians are invited to programme team meetingsSchool action plan is shared with all techniciansHoS develops stronger working relationship with Manager MataahoTechnicians are afforded the same level of information in relation to the Takohanga ProjectChange proposal to be drafted restructuring technician leadership and procurementEncourage feedback from Mataaho staff to inform change outcomeChange Proposal Decision Outcome presented to schoolRestructure of Mataaho Leadership		Q1-21	Project - Hold	Review	0%	

Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	Mataaho Management	Action/decision needs to be made re; Joinery programmes due to the current investment in equipment and space; generating no returns.	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">Decide whether or not to run in 2020Depending on decision, inform marketing of resultDecision dependant, place machinery on marketDecision dependent, repurpose joinery room		Q1-21	Project - Hold	Review	0%	8%
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Mataaho Management	Develop and implement a "one page" bilateral Service Level Agreement between technicians and teaching teams	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">Service and user agreement be communicated and acknowledged by Mataaho technicians and users.Document to be drawn in collaboration with APM' Procurement Manager, Mataaho Supervisor and Technicians Manager		Q1-21	Project - Hold	Review	0%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Mataaho Management	That the current 'draft' Equipment Loan Policy be confirmed and communicated to all staff.	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">Conditions created where equipment may be used on a professional development basisInvestigates legalities of staff having to cover the cost of replacement (losses, breakages)Develop and Communicate equipment loans policy		Q1-21	Project - Hold	Review	0%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Mataaho Management	Staff are consulted with respect to issues with safe operations in the areas identified and these are remedied	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">Dedicated position be created (Mataaho Supervisor) with responsibility for management of H&S matters int the Mataaho complexReinstatement of School Health and Safety Committee		Q1-21	Project - Hold	Review	0%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Mataaho Management	A Project Team is established to confirm the current status of the Mataaho facility.	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">Review operations of Mataaho staffAnalyse the utilisation of Mataaho top floor		Q1-21	Project - Hold	Review	0%	
	Mataaho Management	Movement of Electrical Power Lab moved upstairs	To be reviewed 2021 - Due to coved impacts and current staff capacity			Q1-21	Project - Hold	Review	0%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Mataaho Management	Technician representation is present at each discipline academic team meetings. The Operation Manager and Academic Programme Leaders communicate weekly with respect to operational matters.	To be reviewed 2021 - Due to coved impacts and current staff capacity			Q1-21	Project - Hold	Review	0%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Mataaho Management	Programme team and specialist technician formally meet prior to the teaching of a programme so both parties will work seamless together	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">To be included in 2020 ADEP targetInclusion in School 2020 Action Plan		Q1-21	Project - Hold	Review	0%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Mataaho Management	The Operations Manager continues to report to the HOS. Decisions affecting Mataaho from a teaching and operations perspective are tabled at School LT meetings and decisions made on behalf of the School.	To be reviewed 2021 - Due to coved impacts and current staff capacity	<ul style="list-style-type: none">Change proposal focussing on Leadership and Management of Technical support staff.		Q1-21	Project - Hold	Review	0%	
A financially sustainable business to invest in the future	Mataaho Management	Mataaho budgets are part of the School of Trades and Services budget envelope.	To be reviewed 2021 - Due to coved impacts and current staff capacity		Lee	Q1-21	BAU - Complete	Review	100%	
A financially sustainable business to invest in the future	Mataaho Management	Review Class Materials ordering process	To be reviewed 2021 - Due to coved impacts and current staff capacity			Q1-21	Project - Hold	Review	0%	50%
A financially sustainable business to invest in the future	Mataaho Management	Need to improve the Mataaho/Finance relationship especially relating to the establishment of new suppliers.	To be reviewed 2021 - Due to coved impacts and current staff capacity			Q1-21	Project - Hold	Review	0%	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Professional Development	Review the badges (with staff input) to ensure relevance and to obtain staff commitment to their PD Plans	Ongoing	Engage HR for follow up on non completion of ADEPS	HR	Q4	BAU - Ongoing	Not Due	Progressing	
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Professional Development	That there is an underpinning process to support professional development for staff. Individual plans should be discussed with their team prior to sign off- and at year end, each staff member should provide evidence to support their plan.		To be prioritised	Lee	Q4	Project - Planning	Not Due	50%	83%
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Programme Management (Previously listed as Academic Issues)	Work as consortia to ensure the graduate profile is consistent across all Providers		<ul style="list-style-type: none">Invite new members to P&G IACStanding members invited to attend reformatted IACIdentify Staff standing representatives	Lee	Q4	Project - Planning	Overdue	50%	
A financially sustainable business to invest in the future	Programme Management (Previously listed as Academic Issues)	An Institute process flow chart be prepared to guide programme development and a supporting business case to be required covering, demand, costs of development of delivery, associated risk and payback	Completed as part of TKKs knowledge creation on the Nest Short Courses Delivery Set Up all being reviewed under Short Course Improvement		Simon Tries	Q1	BAU - Complete	Complete	100%	
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	Programme Status - Plumbing - General	CPGFT, Report tabled at Academic Board	Complete		Lee	Q1	Project - Complete	Complete	100%	33%
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	Secondary Schools Relationship	Discuss with TEC the opportunity of becoming a Trades Academy Lead Provider.		UPC Conversation	Lee	Q3	Project - Hold	Not Due	0%	
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	Secondary Schools Relationship	That the School accept that working with Secondary Schools will produce medium term benefits. Confirm disciplines to be offered.		<ul style="list-style-type: none">Maximise the use of UPC support network (7.15)Work with industry liaison teams (7.15)	Lee	Q3	Project - Hold	Overdue	0%	
A financially sustainable business to invest in the future	2021 Planning	Underpinning financial information be prepared for each programme, the impact of YG and MPTT understood and the nett financial position of each programme be prepared	<ol style="list-style-type: none">Financial Information for Each ProgrammeImpact of YG - MPTT	Aroha and lee to review document from Kristine and revisit	Lee	Q3	BAU - Ongoing	Not Due	Progressing	65%
A financially sustainable business to invest in the future	2021 Planning	2019 SSR information review. School needs to plan to move towards Institute average or "Metro" average for similar schools	<ol style="list-style-type: none">Talk to Lee about thisSchedule for Q4	Aroha and lee to review document from Kristine and revisit	Lee	Q3	BAU - Complete	Not Due	100%	
A financially sustainable business to invest in the future	2021 Planning	Resource matrix be prepared for the full time programmes for each discipline by the AL's to ensure the teaching utilisation by FTE is 90% or better	<ol style="list-style-type: none">Recruitment for all pathways due to staffing shortages and growthClarity or roles & expectations being rolled outAPMs		Jake	Q3	BAU - Ongoing	Not Due	Progressing	

A financially sustainable business to invest in the future	2021 Planning	Comprehensive workload matrices to be prepared for the L4 programmes	1. CARP - PG&D in Flight 2. Update APMS on approach to standard requirement 3. Confirm effectiveness of Workload modelling resource	1. Workloads are fair and equitable across teams 2. Roles & responsibilities are clear	APMS	Q4	Project - Initiation	Not Due	25%	
A financially sustainable business to invest in the future	2021 Planning	Contribution to centre for all delivery must be clearly understood across the School	1. Being covered off with Comms & Engagement Plan 2. May first comms going out 3. Takohanga Update to teams - Aug		Aroha	Q4	Project - Execution	Not Due	75%	
A financially sustainable business to invest in the future	2021 Planning	The agreed EFTS plan be discussed with "Industry" to gain their support.	1. Set Up meeting with Industry Liaisons & leadership 2. Define Targets within School 3. Facilitate Meeting with Industry to gain support	Skills Shortage Metrics Immigration NZ - Gaps in trades disciplines	Lee	Q3	Project - Initiation	Not Due	25%	
A financially sustainable business to invest in the future	2021 Planning	The 2020 targets by programme are reviewed by the AL, with the 2020 EFT numbers confirmed.	Complete	EFT targets and budgeting forecast to be completed with input from key stakeholders	Lee	Q1	BAU - Complete	Complete	100%	
A financially sustainable business to invest in the future	Staffing Costs	Review all staff salaries (where appropriate) and in particular, the market forces, programme leader and special allowances	Complete	1. Salaries are based on academic scale 2. Industry allowances are variable, raised and lowered in line with economic demand 3. Salary structure is consistent and does not financially threaten the school	Lee	Q4	BAU - Complete	Complete	100%	100%
A financially sustainable business to invest in the future	Staffing Costs	Investigate the opportunity to introduce staff on more flexible employment contracts in conjunction with HR partner	Complete		Lee	Q4	BAU - Complete	Complete	100%	
A financially sustainable business to invest in the future	Staffing Costs	Confirm with Legal and Contracts as to the contractual elements of the allowances – abatable, term, renewal et	Complete		Lee	Q4	BAU - Complete	Complete	100%	