

ADEP Plan Checklist for Completion 2021

GENERAL:

- ☐ Has the updated (2021) [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 three standard goals on the template, as these are applicable to **all staff** and should read as follows:

For all staff

- Meet the key accountabilities of your role
- Timely completion of Performance Partnering requirements: at a minimum, an ADEP Plan and a Review of Achievements for the year
- Complete an [annual review](#) to demonstrate your knowledge and understanding of the International & Domestic Student Codes 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 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 Professional Development Requirements](#) 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
 - Te Tipare – Embedding Mātauranga Māori
 - Teaching Pacific Learners
 - Pacific Learners: Success and Retention
 - Supporting our Under 25 Learners – *working title, badge under development, will be available early 2021*

Note that if you haven't yet completed any levels of the Living Te Noho Kotahitanga badge, this should be your first parity badge priority for 2021.

- 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** at your next level of progression
- ☐ 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 PEOPLESFT:

- ☐ If uploading a scanned copy, check that all pages of the document have been scanned
- ☐ Ensure the correct dropdown is used when uploading: '2021 ADEP Plan'
- ☐ Full upload instructions can be found [here](#)

Performance Partnering



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](#)