

The 2020 end-of-year PEP Cycle for Schools

- Use the notes from the Āta Kōrero discussions to write the PEP ideally within 4 weeks of the Āta Kōrero
- Send the draft to your team for review
- If an additional review process is required then complete this before sending your completed PEP to the PAQC
- Submit your PEP Report to PAQC for discussion, rating of the PEP report using the self-assessment rubric
- Submit the PEP report to the QAB by the deadline
- Complete PEP survey and provide feedback
- Submission to NZQA for L7 and above programmes

- Identify your Āta Kōrero timing, facilitators, note takers and report writers
- Complete any relevant training for PEP
- Ratify grades
- Complete CEPS
- Review Power BI Dashboards
- Note DEFs or incomplete grades that will be resolved over the next 2/3 months?
- Consider Āta Kōrero timing: December partial and KEQ 1 in February?



- Consider what team actions will: maintain areas of success, improve results and address gaps
- Use these actions to develop SMART goals for the coming months

- Consider what the evidence is telling you and compare it against programme targets, priority group targets, TEC ITP benchmarks and historical trends
- Consider why the programme has these results – how have SMART goals and team actions contributed? What are the gaps?
- Ensure your note taker is clear about where to put comments under the relevant KEQ
- As a team rate your performance (Excellent Good Marginal or Poor) for each KEQ using the performance rubrics