

## 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

### **Other ideas**

TKK to identify programmes and when they complete (what reporting cycle should they be on) suggest dates for Āta Kōrero within broader deadlines of PEP completion

Courses with multiple iterations i.e. running every 12 weeks – complete 1 EOY PEP with KEQ 2 to be completed mid year

Courses not running to semester dates. Set one completion date (before April) to be the data cut-off period for EOY reporting.

### **Suggested Interim PEP process**

- 1) Complete KEQ 2, since there should be data from previous September Graduation and April Graduation
- 2) Report on Smart Goal progress and identification of any new goals
- 3) Describe success of KEQ 4 to date in Semester 1

### **Suggested End of Year PEP process**

Complete KEQ1

Copy over KEQ2

Complete KEQs 3, 4, 5 & 6

### **Other ideas**

Suggestions for schools – each writer to be responsible for no more than 2 reports at any one reporting time

Allocate 1 day for Āta Kōrero

Allow 3 – 5 full days for writer per report