

# School of Trades and Services Action Plan 2021

Manaakitia te Rito Priorities	Unitec Priorities - Schools	Actions
<b>1. RANGATIRATANGA - Authority and Responsibility</b> <b>Improve the success of all learners, achieving parity for Māori, Pacific and under 25s by 2022, enhancing international learner success and serving the educational needs of Tāmaki Makaurau</b> <i>We provide academic and pastoral care to our learners – underpinned by manaakitanga</i>	<p>1.1 To reinforce our Manaakitia te Rito kaupapa by further embedding our culture of 'learners at the centre', including progress towards Māori, Pacific, U25 parity achievement and equality</p> <p>1.2 Understanding our learners and proactively responding to their needs incl. I See Me</p> <p>1.3 Deepen and grow partnerships with community, schools, industry, employers and Iwi</p> <p>1.4 <a href="#">Deepen partnership and strengthen relationships between school and our Manukau Insitute of Technology peers</a></p>	<p>1.1.1 Engage with, deliver, review and reflect on various Student Success/ Priority Group Strategies.</p> <p>1.1.2 Achieve the Unitec Student Satisfaction (NPS) of +25, including new Student NPS of +40</p> <p>1.1.3 Set and achieve School and programme Student NPS targets</p> <p>1.2.1 Deliver I See Me initiatives, including the Student Outreach programme, Hāpai Ō, and other relative programmes of work</p> <p>1.3.1 Be responsive to industry and community. Maintain current and develop new relationships for the benefit of programmes and learners</p> <p>1.3.2 Partner with Support Teams to enable learner retention and success</p> <p>1.4.1 <a href="#">Seek opportunities and initiate actions in partnership with Manukau Institute of Technology to formulate and implement Tamaki Makaurau solutions</a></p>
<b>2. MAHI KOTAHITANGA - Co-operation</b> <b>Provide high quality learning, teaching and applied research to develop work-ready lifelong learners</b> <i>Apply self-assessment to sustain continuous improvement and achieve excellence in educational performance</i>	<p>2.1 High quality learning, teaching and research, including commitment to academic quality, embedded in our practice</p> <p>2.2 Contribute to and explore opportunities that arise from the reform of vocational education and training</p> <p>2.3 <a href="#">In all programmes, ensure that compliance is achieved.</a></p> <p>2.4 <a href="#">Be kind to staff, communities and stakeholders through careful analysis of needs while being cognisant of communication style and content</a></p>	<p>2.1.1 Continue to develop innovative and Learner centred Learning and Teaching opportunities, including blended learning</p> <p>2.1.2 Continue to embed strong, sustainable academic quality processes and procedures</p> <p>2.1.3 Achieve Unitec and per School per programme SCC and QCR targets</p> <p>2.1.4 Achieve research Traffic Light targets, including research output goals per school</p> <p>2.1.5 Respond to COVID-19 in a proactive and co-ordinated manner</p> <p>2.2.1 Contribute to and explore opportunities with MIT &amp; Te Pūkenga</p> <p>2.2.2 Engage proactively with Te Pūkenga Programme Guidelines (new and/ or redevelopment programmes)</p> <p>2.3.1 <a href="#">Learning materials are quality checked at all stages of their development. Further, learning materials are moderated with outcomes communicated to stakeholders, required actions enacted to close the feedback loop</a></p> <p>2.4.1 <a href="#">Acknowledge those with disabilities: plan, support and cater for individual needs ensuring equitable access to vocational education and training.</a></p>
<b>3. WAKARITENGA - Legitimacy</b> <b>Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning</b> <i>Collectively empower staff to enhance knowledge, careers and skills – and value our achievements</i>	<p>3.1 Ongoing development of staff capability</p> <p>3.2 Enhance staff health, safety and wellbeing through flexible working practices</p> <p>3.3 Increase staff engagement</p> <p>3.4 <a href="#">Target development of staff to ensure enhanced capability in supporting key areas of the business in both academic and commercial spheres.</a></p>	<p>3.1.1 Clear expectations of staff via shared understanding of policies and procedures, health and safety, and Code of Conduct</p> <p>3.1.2 100% ADEP plans for all staff completed, including 2 professional development badges per teaching staff member. Focus on quality, performance outcomes, and timeliness.</p> <p>3.2.1 Flexible working practices successfully implemented across all schools</p> <p>3.2.2 Values-led culture. Develop a culture of accountability, respect and innovation via Te Noho Kotahitanga. Promote kanohi o te kanohi interpersonal relationships and well-being of staff</p> <p>3.3.1 Maintain staff engagement for Unitec of no less than 80%</p> <p>3.4.1 <a href="#">Focused staff development activities so that they align with key institutional strategies while empowering staff to achieve greater satisfaction in their working life.</a></p>
<b>4. KAITIAKITANGA - Guardianship</b> <b>Build a financially sustainable organisation to invest in the future with an annual operating surplus</b> <i>Through partnership provide adaptive, future focused programmes that meet the needs of community, Iwi, industry and key stakeholders</i>	<p>4.1 Strategically progress the academic portfolio plan to invest in growth opportunities in line with the Tāmaki Makaurau and Waitākere Strategies</p> <p>4.2 Contribute positively to a financially sustainable, future-focused organisation</p> <p>4.3 <a href="#">Use multiple sources of information, fact check and consult prior to making decisions which incur financial investment and impact the financial wellbeing of the school</a></p> <p>4.4 <a href="#">Reconciliation of the campus footprint. Plan a future where restraints are overcome, ensuring the delivery of high quality vocational education direct to the needs of Tamaki Makaurau</a></p>	<p>4.1.1 Progress the Schools academic portfolio in line with the Tāmaki Makaurau and Waitākere Strategies</p> <p>4.1.2 Explore programme development/redevelopment opportunities with MIT and across Te Pūkenga</p> <p>4.2.1 Achieve annual budget and CM%</p> <p>4.2.2 Partner with operations, enrolments, and marketing to maximise applications, conversion, and EFTs</p> <p>4.2.3 Be responsive to industry, employer and community feedback</p> <p>4.3.1 <a href="#">Balance staffing requirements against the need to deliver high quality teaching provision within budget.</a></p> <p>4.3.1 <a href="#">Partner with Institutional actors to ensure that compliance commitments are being met.</a></p>