Te Puna Ako – Action Plan 2021

Unitec Priority	Team Priority	Priority Action and Timing
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 Makarau RANGATIRATANGA	*In the spirit of ako, we work with teachers, partnering with other support services as required, to improve the success of learners*	• Independently, or in partnership with other central services, support teachers to embed *I See Me* and **Te Tipare framework** in course design and delivery – throughout 2021
		• Independently, or in partner with other central services, support teaching teams to improve learner success in **Hapai ō** courses/programmes (+ any other courses indentified as needing inquiry, action planning and capability development) – throughout 2021
		• Advocate for the importance of **numeracy and literacy** skills development in curricula; develop and deliver PD support to help teachers to do so – throughout 2021
		• Ensure all TPA team members complete **Living TNK badge** (at next level of progression), or other parity badge – by end of 2021
		• Provide training, support, troubleshooting, oversight of future direction for **SEAtS –** throughout 2021
Provide high quality learning, teaching and applied research to develop work-ready lifelong learners MAHI KOTAHITANGA	*We influence strategic direction for learning & teaching (L&T) and tautoko teachers to ensure quality L&T to develop work-ready lifelong learners*	• Seek opportunity to influence strategic direction for Ako in Te Pukenga and to collaborate with other providers across the sector - throughout 2021
		• Contribute to **strategic direction for L&T and associated policies & procedures at Unitec,** including an L&T continuity plan in the event of campus disruption – ad hoc
		• Contribute to the mahi and improved performance of **Unitec's governance committees**: AC, AAL&T, QAB, AAC, AAC Standing Committee – throughout 2021
		• Partner with TKK, where appropriate & feasible, to support **QA processes** – throughout 2021
		• Provide academic advice to teams involved in **programme (re)designing/development** (following TPA agreed service offering) – throughout 2021
		• Provide 'best practice' guidance for teachers involved in **course improvement/(re)development** (striving for quality standards within budgeted time) - throughout 2021
		• Support application of **Unitec's online/blended learning guidelines and standards** (linked here) – ad hoc
		• Develop and implement a **blended learning support plan –** prior to and throughout sem 1
		• Plan and implement a plan to support **lecture recording**
		• Select, maintain, support and monitor effective use of Unitec's **digital-learning platforms –** ongoing - throughout 2021
		• Contribute to the mahi of the **Digital Steering Group -** throughout 2021
		• Provides support, as needed, for **APL process** – throughout 2021
		• Advocate for, and support improvement in assessment, moderation and feedback practice across the institution – throughout 2021
Engage and inspire staff so they are proud to work at Unitec and are equipped with the	*We partner with schools, programmes and teachers to further develop capability that supports quality learning*	• Faciliate the **induction of newly hired teachers** into teaching at Unitec; seeking and implementing continuous improvement in our processes and systems
		• Support on-going development of teaching competency through the **TCD badging process**
		• Continuously **improve our Teacher Capability Development (TCD) systems and resources**
		• Explore opportunities to support teachers to gain a teaching qualifications

capabilities to support quality learning WAKARITENGA		• Provide opportunities for Unitec staff to **share examples of good practice in L&T**
		• Support applicants for **SAAP, institutional and TTEA national awards systems**
		• Continue to **provide on demand/just-in-time academic advice and support (**Liaison role, Moodle help desk, other) for Schools, teachers and other stakeholders
		• Continue to upskill and **develop team capacity to deliver on all aspects of our mahi** in confidence that our approaches are current and grounded in evidence-based research
Build a financially sustainable organisation to invest in the future with an annual operating surplus KAITIAKITANGA	*We manage our resources responsibly through prioritising, planning, reporting, monitoring and evaluating the value of our work*	• Provide advice and support for teams like IMS and Facilities for the maintenance and sustainable development of **teaching spaces**
		• Use data to inform decision making and to target support where most needed
		• Improve our planning, reporting, evidencing and evaluation systems
		• Develop and implement a regular TPA Communication Plan
		• Reduce the need for f-2-f support by developing, maintaining and improving our range of self-help on-line resources
		• Manage costs in line with budget