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| **Graphical user interface  Description automatically generated** | **Unitec Evaluation Response form** |

The table below is to be used for all action planning using SMART goals for any evaluation activity. Including PEP, Monitoring, External Moderation, Programme review, Consistency review, Professional Accreditation review, etc. These will be appended to the relevant Programme Committee (PAQC) Workplan.

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| --- | --- | --- | --- |
| **Evaluation Type:** |  | **Year of Report:** |  |
| **Programme:** |  | | | |
| **PAQC** |  | | | |

Resources for writing SMART goals: <https://www.atlassian.com/blog/productivity/how-to-write-smart-goals> .

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|  | A **goal** should be linked to one issue or gap identified in the evaluation report/feedback.  Lightbulb and gear | There should be clear tasks or actions you can take to make progress toward a **goal**.  List | A **goal** should be something you can track and measure progress toward.  Ruler | A **goal** should be clearly assigned to a person and role.  Employee badge | A **goal** should have an end date. (ongoing is not an end-date)  Monthly calendar |  |
| ***Action number & Year*** | ***What problem/ issue / recommendation needs addressing?*** | ***What specific actions and specific steps need to be accomplished in order to achieve goal resolution? Is each step achievable and relevant?*** | ***The action will be considered successful when...***  ***What measurable outcomes are you expecting to result from your proposed actions at each step?*** | ***Who specifically will be the individual***  ***responsible for monitoring and reporting progress? Who will also be working on these actions?*** | ***When will steps in progress be reported?*** | ***What specific actions and steps have been achieved against the goal at the reporting date?*** |
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| *Example from a PEP:* | | | | | | |
| *EoY 2020 - 1* | *KEQ 1 Low SCC% for some courses.*  *KEQ 3 Student (course surveys) and lecturers have recurring issues with difficult assessments late in some courses.* | *Implement low-stakes assessment for AB1002, 1009 and AB 1110*   * *Add to moderation plan* * *Write assessments* * *Pre-moderate assessments* * *Implement assessments* | *Moderation plan updated*  *Pre-moderation approved*  *New assessments Implemented*  *Post-moderation approved*  *Moderation plan updated* | *Lead A Jones – APM*  *Designer M Smith –Lecturer*  *Moderator J Ducati -ASM* | *Design complete 20/03/21*  *Moderation complete 20/04/21*  *Implemented 1214*  *Post moderation 20/08/21* |  |