

## ADEP Plan Checklist for Completion 2022

### GENERAL:

- ☐ Has the updated [\(2022\) ADEP Plan template](#) been used?

### ACHIEVE:

- ☐ Have **all** relevant standard (or common) goals been retained and **not** deleted or amended?

**TIP:** *At a minimum **all ADEP Plans** should retain the first four standard goals on the template, as these are applicable to **all staff** and should read as follows:*

#### For all staff

- Meet the key accountabilities of your role
- Timely completion of Performance Partnering requirements: 2021 Review, 2022 ADEP Plan
- Prompt communication of non-attendance & illness/injury; prompt entry of leave in system
- Complete an [online module](#) (available from Q2) to demonstrate your knowledge and understanding of the Tertiary and International Code of Practice

*At least one or more of the remaining goals should also have been retained, depending on role – ie. for teaching staff, non-teaching staff, managers, cost centre managers and research active staff.*

- ☐ Are the individual goals concisely written and limited to approx. 4-5 top priority goals?
- ☐ Are the individual goals sufficiently aspirational – do they enable an appropriate degree of “stretch” while still being realistic and achievable?
- ☐ Do all individual goals clearly link back to the Team Takitahi and Action Plan?
- ☐ Have the individual goals been written as SMARTA goals?  
*ie. are they Specific – Measurable – Achievable – Relevant – Timed – and Agreed?*
- ☐ In particular, do individual goals have a specified timeframe for achievement?
- ☐ Have any goals that were to be carried forward from the previous year’s Review been included?

### DEVELOP:

- ☐ Have [Unitec-wide Professional Development Requirements](#) been retained and **not** deleted or changed?

**TIP:** *At a minimum **all ADEP Plans** should retain this section on the template, adapted according to role – ie. teaching or non-teaching staff.*

- ☐ **For teaching staff only** – does the section for all teaching staff meet the requirement for completion of at least 2 badges, including
  - at least one approved [parity badge](#) for teaching staff – note that if you haven’t yet completed any levels of the Living Te Noho Kotahitanga badge, this should be your first parity badge priority.
  - at least one other badge – may be another parity badge or from the broader suite of [teacher capability development badges](#) available

**NOTE:** The requirement for least two badges applies to full-time staff. The requirement is pro-rated for staff who are part-time in their teaching role - talk to your manager if you're not sure.

- ☐ For **non-teaching staff only** – does the section for all non-teaching staff meet the requirement for completion of at least one approved [parity badge](#) for non-teaching staff?
- ☐ Have you specified the badge/s that you are going to undertake to meet these requirements and the timeframe for completion?
- ☐ Looking at the overall development plan (the whole D section), does it follow the [70/20/10](#) principle?

**TIP:** *Most of the development activities specified should be on-the-job or learning-from-others as opposed to participation in training/courses/conferences.*

- ☐ Has the **PD leave** entitlement (total days of PD leave available for the year) been entered?
- ☐ Is there a clear indication of how the **PD leave** entitlement is intended to be used?
- ☐ **TIP:** *This should set out how many days are intended to be used for the various development activities specified above eg. 3 days working on XXX project, 1 day completing XX badge, 1 day attending XX workshop etc.*
- ☐ Has allowance been made for the use of some PD leave to complete badge requirements?

## ENJOY & PARTNER:

- ☐ Does the **ENJOY** section focus not just on what makes work enjoyable, but also on how these activities will be sustained?
- ☐ Does the **PARTNER** section focus not just on *who* needs to be partnered with, but also *how* effective partnering will be maintained, with consideration given to living Te Noho Kotahitanga?

**TIP:** *The **PARTNER** quadrant should not just be a list of names – it should include consideration of the different needs of key partners and key considerations for partnering effectively with them.*

## OVERALL:

- ☐ Has the ADEP Plan been signed and dated by both the employee and the manager?

## TIPS FOR SUBMITTING TO PEOPLESOFT:

- ☐ If uploading a scanned copy, check that all pages of the document have been scanned
- ☐ Ensure the correct dropdown is used when uploading: '**2022 ADEP Plan**'
- ☐ Full upload instructions can be found [here](#)

## WHAT NEXT?

- ☐ Once the ADEP form has been agreed, signed and submitted, Partnering Check-in conversations should be scheduled – these should be happening approximately every 90 days.

If you have any questions, please contact your [Human Resources Business Partner](#)