USC|TKA TEAM ACTION PLAN 2022

TKA|USC GOALS SEMESTER 1	TEAM MEMBER/INITIATIVE	DURATION OF PROJECT
ADDRESS STUDENT NEEDS	Every Wednesday (Time 10.30- 12.30 pm) - **(Social Media Communications, Physical Posters)-** all Student Council members when available. Monthly Bbqs for all students each Month (Awareness of USC and information gathering. Orientation Video and physical.	Until the end of Semester 1 (June 24th 2022) Mid May
SUPPORT STUDENT WELLBEING	Awareness for Services at Te Puna Waiora– Sivaram Awareness for academic services - Extended Library hours –	Semester 1: 1st Feb – 24th June
Social Media Communications	Linked in, Instagram, Twitter Increasing the number of followers- Luke, *TBC* Monthly News letter (USC report)- Kevin **ADD PROJECT IN HERE**	Ongoing as required from Te Pūkenga Ongoing as required from Te Pūkenga Ongoing
Clubs, Societies, and Events	**Promoting clubs for all students.** **University Games** **Celebrating all cultural, diversity days and events**	Ongoing Second Semester All year round

USC|TKA TEAM ACTION PLAN 2022

TKA|USC GOALS SEMESTER 1	TEAM MEMBER/INITIATIVE	DURATION OF PROJECT
Tamaki Makaurau (Te Pukenga) **MIT and Unitec Merge**	**Student Council Structure** Student elections for 2023	Ongoing as required from Te Pūkenga From September to October

Address Student Needs

THE WHAT	THE HOW	THE WHO
What do I want to achieve? *To create an engagement avenue for students to be able to express their ideas and concerns in a safe space*	**How does it align with our values?** **SAFEGUARDING STUDENT VOICE AT WAIRAKA** Strengthen connection to USC and student voice **MAHI KOTAHITANGA –** further partnering the students with the wider institute to improve student experience	**Who will it impact?** *Students* *Support staff initiatives* *More students engaging with student voice* *More students engaging in services*
What help do I need to achieve this goal? **What knowledge/support do I need?** • Instagram access (already achieved) • Facebook account (already achieved) • Upcoming event awareness / information Communications Support to check content. • Initiatives to create Engagement • To partner with Communications team	**How are we going to do this? Tasks to complete** • *Create a schedule of upcoming content* • *Meet with student events and communications to keep updated on upcoming events* • *Posting weekly (sharing events or inspiration content)* • *Schedule check ins with Kevin to coordinate posting on both FB and Instagram* • *Check in with the wider USC to see if they would like anything published*	**Who can I ask for help?** *Kararina – Communications Support and Upcoming Events*
What is the breakdown of hours I am asking for? *2 hours a week on planning and creating content for fortnightly newsletters and content*	**How as a team can we learn from this?** *Learn to engage with students via social media* *Increase communication*	**Who do I need to check in with me and when?** *Monthly check in with Kevin for fb and Instagram, twitter collaboration* *Kararina to align social media posts* *USC – to be able to promote teams projects*

Student support and wellbeing

THE WHAT	THE HOW	THE WHO
What do I want to achieve? *Students being supported in all areas of their student exprience.*	*How does it align with our values?* **MAHI KOTAHITANGA –** further partnering the students with the wider institute to improve student experience. It aligns with all	**Who will it impact?** It will impact
What help do I need to achieve this goal? What knowledge/support do I need? **The comms team to get the message out to students.** **Events team to help navigate.** **Student voice co Ordinator**	**How are we going to so this? Tasks to complete** **Fortnightly communications to students** **Newsletters to students via social media platforms** **Student facing through initiative's**	**Who can I ask for help?** **Events team** **Student communication team**
What is the breakdown of hours I am asking for? *2-3 hours a week*	**How as a team can we learn from this?** **We can learn by navigating this space and learning how to connect or partnership with Unitec staff.**	**Who do I need to check in with me and when?** **Can have check ins with Ruth.**

Social Media Communications

THE WHAT	THE HOW	THE WHO
What do I want to achieve? Raising USC awareness and social media engagement	**How does it align with our values?** **ADDRESS STUDENT NEEDS – keeping them informed of** upcoming events, services, entitlements, support and oppurtunities **SAFEGUARDING STUDENT VOICE AT WAIRAKA** Strengthen connection to USC and student voice **MAHI KOTAHITANGA –** further partnering the students with the wider institute to improve student experience	**Who will it impact?** *Students* *Support staff initiatives* *More students engaging with student voice* *More students engaging in services*
What help do I need to achieve this goal? **What knowledge/support do I need?** Instgram access (already achieved) Upcoming event awareness / information Communications Support to check content	**How are we going to do this? Tasks to complete** • *Create a schedule of upcoming content* • *Meet with student events and communications to keep updated on upcoming events* • *Posting weekly (sharing events or inspiration content)* • *Schedule check ins with Kevin to coordinate posting on both FB and Instagram* • *Check in with the wider USC to see if they would like anything published*	**Who can I ask for help?** *Kararina – Communications Support and Upcoming Events*
What is the breakdown of hours I am asking for? *1 hour a month researching content to post* *30mins creating and posting content per post* *(Would like to reevaluate time in 2 months)*	**How as a team can we learn from this?** *Learn to engage with students via social media* *Increase communication*	**Who do I need to check in with me and when?** *Monthly check in with Kevin for fb and Instagram, twitter collaboration* *Kararina to align social media posts* *USC – to be able to promote teams projects*

Clubs, Societies, and Events

THE WHAT	THE HOW	THE WHO
What do I want to achieve? *Being able to give students an opportunity to create, engage, be a part of, and also be informed*	**How does it align with our values?** It aligns with all the TNK values	**Who will it impact?** *Students (all)* *Staff*
What help do I need to achieve this goal? What knowledge/support do I need? *Admin help: survey monkey* *Student Communication/Social media* *Funding* *Timetabling*	**How are we going to so this? Tasks to complete** *I will need to meet with Ruth and her team to discuss options and how to promote the student experience more* *I will measure my success by the amount of people engaged in the task*	**Who can I ask for help?** *Students* *Staff* *USC|TKA*
What is the breakdown of hours I am asking for? *1 hour a week on Planning* *3 hours week on Engagement* *1-2 hours on Communications/Social Media* *1 hour on Reporting*	**How as a team can we learn from this?** *Learn organisation structure* *Ways to engage with students* *Upskilling of council reps:*	**Who do I need to check in with me and when?** *Will check in with Raina mid semester and post events*

MIT and Unitec Merge For Te Pukenga

THE WHAT	THE HOW	THE WHO
What do I want to achieve? *To establish what the student structure of the council will look like next year when Unitec transitions into Te Pukenga*	**How does it align with our values?** *It meets all the TNK values* *Ngakau Mahaki-* *Kaitiakitanga* *Mahi Kotahitanga* *Whakaritenga* *Rangatira*	**Who will it impact?** *All Students at Unitec* *The Unitec Student Council and the Manukau Student Council*
What help do I need to achieve this goal? **What knowledge/support do I need?** *Admin help: survey monkey?* *USC and Unitec Communication/Social media?*	**How are we going to so this? Tasks to complete** *I would need to meet with the MIT student President to discuss what it would look like and then ask the Unitec student council for their feedback.* *I will be able to measure the success by establishing the Terms of reference or constitution for both councils.*	**Who can I ask for help?** *Student Council Members* *Te Pukenga Staff (Aayla) and Unitec staff (Lele)* *USC|TKA* *Te Pukenga Learner Leader Group.*
What is the breakdown of hours I am asking for? *1 hour a week on Planning* *3 hours week on Engagement* *1-2 hours on Communications/Social Media* *1 hour on Reporting*	**How as a team can we learn from this?** *Learn organisation structure* *Ways to engage with students* *Upskilling of council reps:*	**Who do I need to check in with me and when?** *I could check in with the Student council in my report and keep them updated on the progress of what we are doing*