

ADEP Plan Guidelines 2023

The ADEP planning process is a balance between meeting the needs of the individual, the team, and the organisation as a whole. This balance should be discussed and agreed with your manager in your Align Conversation – but you can prepare for this by working through the template and drafting the plan ready for your conversation.

Also note that the goals and development activities agreed in your plan will need to be revisited and may be refined throughout the year as priorities shift. This will occur as part of the normal cycle of check-in conversations.

Here's what you will need to draft your ADEP Plan:

- The [Unitec 2022-2023 Takitahi and Action Plan](#), your Team Takitahi and any associated Team Action Plans
 - Your manager should have made your Team Takitahi and Action Plan available to you – if not, please ask them.
- the [updated 2023 ADEP Plan Template](#)
- access to [Te Aka \(Unitec Intranet\)](#) if you wish to complete competency self-evaluations
- to know your **PD leave entitlement** so you can plan how you intend to use it – if you're not sure what this is, you can check it through [Staff Self Service](#).

Here's what you need to do:

1. Complete the **ACHIEVE** Section

- a) Review the standard (or common goals) in the template and **delete** any that are **not** applicable to your role. Keep those that do apply. **At a minimum, all staff should retain the following goals:**

For all staff

- Meet the key accountabilities of your role
- Timely completion of Performance Partnering requirements: 2022 Review, 2023 ADEP Plan
- Prompt communication of non-attendance & illness/injury; prompt entry of leave in system
- Complete "Know the Code" [online module](#) to demonstrate your knowledge and understanding of the Tertiary and International Code of Practice – **by 28 February 2023**
- Complete Disability Confidence 101 [online module](#) –timing TBC, available from TEC in 2023

- b) As with previous years, you will also have 4-5 individual goals that align to your Team Takitahi/Action Plan. Keep these succinct and make them [SMARTA goals](#).

Performance Partnering

2. Complete the DEVELOP Section

We are currently focusing our Unitec-wide professional development requirements to support the achievement of parity for our Māori, Pacific and Under 25 learners, as per Strategic Priority 1 of [Manaakitia te Rito: the Unitec Renewal Strategy 2019-2022](#).

- a) The section on [Unitec-Wide Professional Development Requirements for 2023](#) outlines the requirements depending on your role. Delete those that don't apply – and complete the relevant section as follows:

If you're one of our teaching staff:

- You are required to complete at least 2 badges, and at least one of these must be selected from the list of [parity badges](#) available for teaching staff.
- First check out the list of [parity badges](#), decide which of these you are going to focus on, and then enter the name of the badge in the following section:

For all teaching staff

- **What:** Supporting achievement of parity for Māori, Pacific & Under 25
- **Badges:** *[Select one or more of the parity badges available for teachers]*

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.

- For your second badge, you can either choose to complete another parity badge or you can select from the suite of [teacher capability development badges](#) available. Note that in some cases your second badge may be set by your leader or manager – for example, if there is a team-wide need for development in a particular area, your leader/manager may require all team members to undertake a specific badge to meet this need.
- If you choose to focus on teacher capability development, have a look at the teaching competencies, decide which of these you are going to focus on in 2022 and which related badge you will complete as your second required badge, and then enter these in the following section:
- **What:** Ongoing teacher capability development - *[insert the [teaching competency/s](#) you intend to focus on for development in 2023]*
- **Badges:** *[Select one or more of the teacher capability badge/s available]*

Performance Partnering

- Ideally, your choice of badges from the teaching competency suite should be informed by a recent [teaching competencies self-evaluation](#) – if you haven't done one of these for a while, we strongly encourage you to complete one and use this to inform your development choices. It takes only 10 minutes.

Note that the requirement for completion of at least two badges applies to full-time staff. The requirement is pro-rated for staff who work part-time in their teaching role - talk to your manager if you're not sure.

If you're one of our non-teaching staff:

- At a minimum, you are required to complete at least one of the approved parity badges available for non-teaching staff. Check out the list of [parity badges](#) available, decide which of these you are going to focus on, and then enter the name of the badge in the following section.

For all non-teaching staff

- **What:** Supporting achievement of parity for Māori, Pacific and Under 25
- **How:** *[Select one or more of the parity badge/s available for non-teachers]*
- Note that if you have not yet completed *Living Te Noho Kotahitanga* at any level, this should be your first parity badge priority.
- Also note – if you wish to complete *Living Te Noho Kotahitanga* at your 'next level of progression' this will depend on what level you have already achieved:

Already achieved

Have not yet completed Living TNK at any level

Achieved *Living TNK at Emerging level*

Achieved *Living TNK at Demonstrating level*

Achieved *Living TNK at Modelling level*

Goal for 2023

→ Complete *Living TNK at Emerging level*
Stretch goal: *Demonstrating level*

→ Complete *Living TNK at Demonstrating level*
Stretch goal: *Modelling level*

→ Complete *Living TNK at Modelling level*

→ Discuss other options with your manager, such as
Te Tipare: Embedding Mātauranga Māori

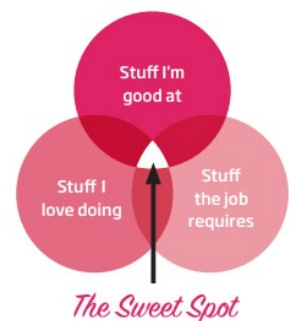
Performance Partnering

- b) Review the section on [Other professional development as relevant to role](#). This is where you can enter any professional development that you may wish to undertake relating to our [leadership competencies](#), our [research competencies](#), or more generally, to industry, discipline or professional currency/best practice.
- Our leadership competencies are supported by a [leadership competencies self-evaluation tool](#) and [suggestions for development offerings](#) to help you decide where you might want to focus your efforts. If there's an area you want to focus on for your development, but you're not sure what to do, these are good tools to check out and really useful inputs to the development conversation with your manager.
 - Our research competencies are also supported by a [research competencies self-evaluation tool](#) and some research-specific development offerings.
 - You are strongly encouraged to complete the self-evaluations that apply to your role as these will be really useful inputs to the development conversation with your manager; they also help to build our individual and collective capability in self-evaluation.
 - Remember the [70/20/10 principle](#) when identifying your development activities – important to have an appropriate balance of on-the-job learning (70%) , learning from others (20%) and more formal learning such as workshops, conferences, courses (10%).
- c) Finally, you need to note down your available PD leave entitlement and a brief description of how you intend to use this. Remember to allow some time in your PD leave allocation for completion of required badges.

3. Complete the ENJOY Section

As with previous years, you will need to populate this section with a description of the key things you plan to do to build enjoyment into your work. This is an important aspect of sustainable performance. Consider the following:

- What are the things you really love doing in your work or the things you really love about the environment that you work in? What is it that makes you excited and energized? What's your "sweet spot"?
- Also consider what sustains your performance when times get tough – what keeps you happy, healthy and connected to others?
- Then think about why you love those things and why it's important to have them in your work.
- Once you're clear on what and why you ENJOY – what are some ways you can align your work more closely to this? How can you organise your work to build more of what you enjoy into your day to day working practice? Document these things in the ENJOY section of your ADEP.



Performance Partnering

- Just a reminder too that Unitec provides many engaging opportunities to build connections and help you make the most of your time here at Unitec – check out the [Wellness Programme page](#) on the Nest.

4. Complete the **PARTNER** Section

This section should not simply be a list of individuals/groups that you interact with – rather, you should think a bit more deeply about who you need to partner with and how you will demonstrate living Te Noho Kotahitanga in the way that you partner, and document this. Consider the following:

- Who do you need to partner with to **ACHIEVE** your goals? To **DEVELOP**? To **ENJOY**? Focus on the key partnerships – these are likely to be both individuals and groups and may be external as well as internal.
- Once you've identified your key partnerships, think about what you can do to build, maintain or enhance those relationships in line with the values of Te Noho Kotahitanga. This will depend partly on where you are at in the development of those partnerships – if it's a new relationship, what can you do to build a strong foundation for partnership? If it's an established partnership, how can you continue to strengthen and enhance it? Talk to your manager – they may have some ideas and advice.
- Document those things in the **PARTNER** section of your ADEP.

What's next...?

- You're now ready for your Align conversation with your manager. It's a good idea to draft up your ADEP and send the draft through to your manager ahead of time so they can review it and come prepared. It's likely to require some discussion to refine and agree your ADEP plan so be prepared for further iterations as required before you agree and sign it off.
- Once signed off, your ADEP Plan should be uploaded to PeopleSoft through Staff Self Service using the drop-down option '**2023 ADEP Plan**'. See [here](#) for instructions.

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