



Unitec Learning Advisor Action Plan 2025 V2

Unitec purpose: Led by Te Noho Kotahitanga we manaaki the success of our learners and communities - NGĀKAU MĀHAKI – Respect

Manaakitia te Rito Priorities / Takitahi	2025 Actions	2025 targets
<p>Unitec priority 1: Improve the success of all learners, progressing the goal of parity for Māori, Pacific and, enhancing the success of international learners and Disabled learners, and serving the educational needs of Tamaki Makaurau</p> <p>RANGATIRATANGA - Authority and Responsibility</p> <p>Student Success priority: <i>Support and engage all learners to develop a range of relevant skills and connections that enable progression and wellbeing</i></p>	<p>SECTION 1</p> <p>1. Support learners who require academic support to develop the range of relevant skills that enable academic progression and course completion.</p> <p>1.1. Promote Orientation Publicity: Engage with students to provide orientation publicity.</p> <p>1.2. Update Signage and Posters: Ensure all signage and information posters are accurate and up to date.</p> <p>1.3. Offer Diverse Resources: Provide online resources, 1-on-1 appointments, group sessions, drop-ins, and embedded workshops.</p> <p>1.4. Coordinate and Supervise Peer Assisted Study Sessions (PASS) at Unitec. Ensure recruitment is scheduled. Run training for new leaders. Provide observation and feedback to leaders. Promote PASS and share availability with kaimahi and ākonga. Collect data and provide reports to schools and Student Success for PASS at Unitec.</p> <p>1.5. The Unitec Hapai o Initiative – Project leadership. Managing the project budget, coordinating and supervising training, line management of fix term and casual staff, collaborating with kaimahi, ākonga and mentors.</p> <p>1.6. Collaborate with Support Services: Maintain cooperation and communication with Maia, Pacific Learning Advisors, Subject Librarians, and other Student Support services.</p> <p>1.7. Maintain Skills Hub Drop-in: Maintain the Skills Hub drop-in service across both campus as well as seek opportunity for improvement.</p> <p>1.8. Respond to Feedback: Review and address student feedback related to our services.</p> <p>1.9. Comply with Codes of Practice: Adhere to the Educational Pastoral and International Code of Practice and fulfil any reporting requirements.</p> <p>1.10. Facilitate Academic Support: Enhance services to help students access academic assistance and resources from Learning Advisors.</p>	<ul style="list-style-type: none">• Student NPS satisfaction ratings maintained or improved.• School satisfaction with Hapai O. Attendance of Māori and Pacific Island priority learners. Student IDs data recorded as a mechanism to identify usage and measure achievement against previous semester/ year.• School satisfaction with PASS@Unitec: PASS Leaders will facilitate at least at least one session per week per course.
<p>Unitec priority 2: Provide high quality learning, teaching and applied research to develop work-ready lifelong learners</p> <p>MAHI KOTAHITANGA - Co-operation</p> <p>Student Success priority: <i>Provide effective Academic, Pastoral and Research support that is accessible and caters to the diverse academic and wellbeing needs of our learners</i></p>	<p>SECTION 2</p> <p>2. Provide effective Academic and Research support that is accessible and caters to the diverse academic and wellbeing needs with a focus on (1) learners who require additional academic support outside of their programme; (2) all other learners.</p> <p>1. Deliver Embedded Study Skills: Deliver tailored embedded academic study skills workshops within programmes.</p> <p>2. Engage in High-Quality Teaching, Research, and Action Research: Engage in formal and informal action research to enhance personal and team capability while maintaining high standards in teaching and research.</p> <p>3. Ensure Resource Alignment: Ensure Learning Advisor services and online resources for students are aligned to Unitec academic integrity guidelines.</p> <p>4. Improve availability of targeted and timely teaching support during assessment work for students.</p> <p>5. Improve Self-Service Options: Improve self-help academic support service for students.</p> <p>6. Partner for Embedded Workshops: Partner with academic staff to provide embedded academic study skills workshops.</p> <p>7. Partner with Unitec Te Puna Ako: Partner with Unitec Te Puna Ako to update Unitec’s AI Guidelines.</p> <p>8. Pre-Orientation Publicity: Provide pre-orientation publicity with academic staff.</p> <p>9. Provide Postgraduate Support: Provide academic development support to postgraduate students, prioritising first year postgraduate students.</p> <p>10. Review Service Usage: Review and report on service usage data quarterly.</p> <p>11. Share Professional Experiences: Share professional experiences and good practices, both formally and informally,</p>	<ul style="list-style-type: none">• Appointment bookings for student who require academic support facilitated.• Delivery of group support within underperforming programs increased.• Q 1 &2, 3 & 4 reporting• Usage of resources increased.
<p>Unitec priority 3: Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning</p>	<p>SECTION 3</p>	<ul style="list-style-type: none">• Learning Advisor mahi communicated at 5 or more monthly hui to

<p>WAKARITENGA - Legitimacy</p> <p>Student Success priority: <i>Enhance team wellbeing and trust, together with professional and leadership competencies, in line with Te Noho Kotahitanga</i></p>	<p>3.Be equipped with professional lecturer capabilities that support a diverse range of academic learner needs. And foster team wellbeing and trust aligned with Te Noho Kotahitanga values.</p> <ol style="list-style-type: none">1. Contribute to Educational Visits: Contribute to team activities and educational visits.2. Contribute to Staff Recognition: Contribute to celebrating colleague and team achievement Learning Advisor staff recognition.3. Engage in Ongoing PD: Engage in ongoing professional development activities offered by Unitec and external providers.4. Initiate Team Building: Initiate and contribute to team-building activities that foster team and personal connection and wellbeing.5. Participate in Symposia and Conferences: Participate in relevant symposia and conferences.6. Present Activity Summaries: Present summaries of recent Learning Advisor activities to the wider Student Success team.7. Renew ATLAANZ Membership: Renew ATLAAZ membership and be active participants and contributors in ATLAANZ activities.8. Seek Development Opportunities: Seek out opportunities for development, including in-house training and mentoring.9. Take Learning Opportunities: Take opportunities as they arise to learn and engage, including learning about how to use GenAI in the workplace.10. Undertake Required Badges: Undertake required minimum badges.	<p>wider Student Success team:</p> <ol style="list-style-type: none">1. March: Peer mentoring overview: for new staff, and Sem 1 schedule of support.2. June: LA update (Jo)3. July: Peer mentoring: Share Sem 2 schedule of support4. September: Eng club: update for SS monthly hui (Ruth L & Ruth K).5. November: Peer mentoring: EoY summary of support provided (Gabriel). <ul style="list-style-type: none">• Recognition of team and fellow colleagues' achievements and efforts practiced regularly• Staff capability expanded year on year• Staff satisfaction rating maintained or improved  to remain above 80%
<p>Unitec priority 4: Build a financially sustainable organisation to invest in the future with an annual operating surplus</p> <p>KAITIAKITANGA - Guardianship</p> <p>Student Success priority: <i>Align, review and invest in best practices across the sector to resource and sustain Student Success</i></p>	<p>SECTION 4</p> <p>4. Align, review and invest in best practices across the sector to resource and sustain Student Success</p> <ol style="list-style-type: none">1. Collaborate with Learning Advisors: Seek collaboration opportunities with other Learning Advisors and PASS Supervisors.2. Encourage Group Help Sessions: Encourage group help sessions to maximize support for many students.3. Evaluate LA Time and Resources: Ongoing evaluation of the best use of Learning Advisor time and resources to increase volume of students achieving academic success.4. Maintain and Enhance Materials: Maintain and enhance Study Toolbox resources to allow easy access to self-directed learning material.	<ul style="list-style-type: none">• Benefits realised from professional development investments:<ul style="list-style-type: none">• PD undertaken shared with LA team. 

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5. **Support Development Opportunities:** Support Learning Advisor staff to engage in opportunities for development and engagement, including in-house training, mentoring, or educational visits.

6. **Utilize Technology Efficiently:** Utilize technology efficiently and effectively to support reporting and other critical functions and facilitate the use of tools like Grammarly and Mentimeter.

- Actions (new skill acquisition; confidence and capability recognised; network growth; leadership skills developed or enhanced) and/ resulting from key PD opportunities recorded on ADEP Review.
 - Benefits realised from technology investments:
 - : Teaching resource Mentimeter usage increased by team.
 - Student Study Toolbox resource usage maintained or improved.

