

Self-Assessment Notetaker Registration of Interest

Introduction

Annual Programme Evaluation and Review was implemented in 2010 and is a central self-assessment tool. We have a pool of trained facilitators to conduct these programme evaluations, however we now seek to add trained notetakers for the Annual Programme Evaluations which begin in March 2012.

Requirements

This role would be suitable for anyone from an allied, management or academic background who believes they have suitable skills. Notetakers will be trained in the process of evaluative conversations, including the use of the APER template that has been specifically designed for this purpose. CPIT will conduct approximately 50 APERS from March to May next year. The time commitment for each APER will vary from 3-4 hours. It is envisaged that over a six week period each notetaker will be involved in 2-3 APER conversations. In order to maintain competency and consistency, notetakers must be available for a minimum of 2 conversations.

Registration of Interest Evaluation Criteria

Responses will be evaluated against the following criteria:

- Organisational experience
- Previous experience in notetaking
- Communication skills
- Time Management skills
- Approval from line manager to be involved

Registration of Interest Process

The anticipated timetable for this is:

Event	Indicative date
Issue of Registration of Interest	1 December 2011
Responses due	9 December 2011
Respondents notified	Before 22 December 2011
Notetaker training	February 2012 (details TBC)
APERS begin	March 2012

Submission of Responses

These are due on the accompanying Personal Profile application form by 4pm 9 December 2011.

Please send to:

Deborah Young deborah.young@cpit.ac.nz
Academic Quality Co-ordinator
S163
Ext: 8537