

Achievement Review & Professional Development Policy Essential Knowledge

Policy Description

Carclew encourages and supports the continuing professional development of its staff. This policy supports Carclew's commitment to a productive and satisfying work environment.

Who must comply?

Staff employed by Carclew on a full/part time, casual, contract, agent, unpaid and voluntary basis. (staff, Board members, artists, tutors, agents, volunteers and residents)

What do I need to know?

- You are required to participate in a Staff Achievement annually. If you engaged with Carclew on a temporary/casual basis you may be required to participate in an achievement review and appraisal or an abbreviated version.
- Have a clear understanding about your role, responsibilities and expectations of your position.

Contact

Carclew

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Achievement Review & Professional Development Policy

1. Background

The South Australia *Public Sector Act 2009* requires organisations to establish and administer effective staff review and development systems.

Carclew has a commitment to managing the business of the organisation to the highest industry standards. The Carclew Board acknowledges that staff are the key to the attainment of this goal. By encouraging and supporting the continuing professional development of its staff the Board is assisting them in their contribution to this commitment.

Carclew considers the review process as an integral component of the staff achievement review and professional development framework.

2. Purpose

An effective process of review and professional development is an important part of Carclew's annual strategic and operational planning processes. Carclew aims to align the progression and development of individual staff with the goals and objectives of the Organisation. The purpose of this policy is to support Carclew's commitment to providing a productive and satisfying work environment.

3. Scope

This policy applies to all staff employed by Carclew for more than one year on a full-time or part-time and either ongoing or fixed term basis. Staff occupying a position of less than twelve months duration, including casual staff are encouraged to participate in an achievement review or an abbreviated version thereof, which is to be negotiated between the staff member and the supervisor. Either the staff member or supervisor can initiate the negotiation.

Staff achievement reviews provide the basis for a supervisor/manager and staff member to work together to assess a staff member's achievements against established objectives and identify needs and opportunities for staff and career development. This process includes a review of achievements annually and regular feedback throughout the year. There is both a written and face-to-face component to each review.

4. Definitions

Professional Development: Organised personal, career and/or professional training which contributes to the staff member's ability to undertake their role in an effective and satisfying manner and which leads to career and personal enrichment.

Work Based Learning: Structured learning managed by an organisation and focused on learning through work.

Review Cycle: The period of time which the review occurs.

Self-directed learning: The method used when a learner, rather than an institution, controls both the learning objectives and the means of learning. It is a continuous process, often informal, and an important factor in lifelong learning.

5. Policy Statement

5.1 Carclew is committed to supporting the professional development of staff through the application of the following principles:

- Every staff member will have access to professional development opportunities and resources.
- Carclew's annual budget will have an allocation for professional development

for staff.

- Professional development is a responsibility shared by the individual staff member, the individual staff member's manager/supervisor and the Organisation.
- Professional development is an integral part of Carclew strategic planning process. A component of this process ensures that all training and development opportunities meet the core requirements of the Organisation and employees' roles and responsibilities.
- Wherever appropriate, development activities will be underpinned by mentoring. Senior staff shall offer leadership and support for the professional development of staff.
- Staff will be encouraged and supported to share and apply their new skills and knowledge in their work practice.
- Acknowledgment that continuing and regularly reviewing professional development of staff to support and encourage opportunities for continuous learning.
- Evaluation of employee participation, outcomes and the relevance and quality of professional development activities on an ongoing basis.

5.2 Carclew's achievement review process aims to:

- Provide opportunities for the recognition of achievements of employees and the acquisition of knowledge and skills.
- Ensure staff are clear about their role, responsibilities and expectations of their position by providing the opportunity for clarification of any changes to an employee's role. Therefore, assisting staff to meet the immediate and future challenges of their position.
- Ensure supervisor/manager fulfil their roles and responsibilities in relation to the management of the successes and development of their staff. Also providing a context in which supervisors/managers can ensure alignment between the achievements and development of staff, and the goals and objectives of the Organisation.
- Improve communication between staff and supervisor/manager.

5.3 An important component of Carclew's planning and development process is the discussion of the employee's professional and career development. Examples of opportunities may include:

- Undertaking professional development short courses or conferences.
- Undertaking further studies related to their profession/role/career pathway.
- Opportunities for career development within the Organisation through internal vacancies.
- Professional development programs including induction and work based learning; undertaking research or project work; networking and mentoring programs; and organisational planning and team-building days.
- Recognition of being a member of a professional board or committee; participating in internal or external committees; assessor on state or national committees; volunteering as a participant of a professional forum or special interest group; judging or assessing professional excellence awards; participating in a mentor program; writing articles for professional magazines or journals, participation in research related to individual profession.
- Recognition for other continuing professional development activities including self-directed learning.

5.4 It is part of every supervisor's/manager's role to provide support and guidance to their staff and to discuss achievements and development.

- Program areas are required to plan and prioritise the development needs of their employees in alignment with organisational goals.
 - Supervisors/managers are expected to ensure that staff have access to relevant professional development activities and opportunities.
 - Employees are required to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.
- 5.5 Together, each staff member and his/her supervisor will participate in an achievement review. As part of the planning and development process supervisors/managers support individual's professional development plans, in line with organisational program plans and budgets.
- Employees can request another reviewer and reviewers will have the option of declining to review an individual. Where an alternate reviewer is negotiated the formal supervisor remains the official supervisor. Wherever possible, staff should have the same reviewer from year to year. Employees can request that a third person be involved in the review process, however, ordinarily there will be no third party involvement.
- 5.6 Both staff member and supervisor/manager must sign off on the agreed staff achievement review.
- 5.7 A record of the outcomes of the planning and development discussions will be kept. The original signed appraisal will be kept on the staff member's personnel file. A copy of the review will be given to the staff member.
- The collection and use of information as part of the review process is regulated by a range of existing Acts and administrative instructions. Under the *Public Sector Act 2009* all agencies must establish and maintain one personnel file for each employee. An employee is entitled to, on request, inspect the contents of their file and/or obtain a copy. Any electronic information must also be available on request of the employee. Other than the employee, the only persons who are permitted to have access to a personal file are those who are required, in the course of their duties to refer to the particular file. Carclew's staff personnel files are confidential and kept in a secure place.
- 5.8 Any review will be based on the relevant position description and the expected outcomes of the role in relation to the goals and objectives of the Organisation.
- 5.9 **Review Cycle**
Staff achievement review and appraisals are a recurring process that requires the staff member and his/her supervisor to meet regularly throughout and at the end of the cycle to review achievement of these plans, and develop new ones to commence a new cycle. This will occur over a twelve month cycle.
- 5.10 **Employees**
Employees are expected to comply with relevant Acts, Awards, regulations, guidelines and policies relevant to their work. Supervisor/managers have the additional responsibility of monitoring that behaviour is consistent with these requirements. If behaviour and/or progress is deemed to be "unsatisfactory", provisions can be implemented in accordance with appropriate Awards and Agreements, such as the *Public Sector Act 2009*, *Public Sector Code of Conduct March 2009*, and *Carclew Code of Conduct and Duty of Care Policy and Procedures*.
- Concerns about a staff member's progression and/or conduct should be addressed by the supervisor/manager as soon as possible and not held over to

the review. In the first instance, concerns should be managed by a supervisor/manager through a process of structured counselling. This provides an opportunity for the resolution of the concerns within an agreed time-frame through clarification of expected objectives and productivity standards, regular feedback and where appropriate, further training.

5.11 A staff member may invoke the *Grievance Resolution Procedures* where he/she believes that he/she has been treated unfairly in the application of a staff appraisal, eg. by an unfair or biased evaluation of achievements.

6. Procedures Title

Achievement Review & Professional Development Procedure

7. Responsibility for implementation

- The Chief Executive will advise staff members of the new policy and procedures immediately. Staff Achievement Reviews will be scheduled and carried out using the endorsed policy, approved procedures and template.
- The Policy Administration Officer will advise all Carclew staff members that the Achievement Review & Professional Development Policy, Procedure and Template will be available to view on the Carclew Server. The policy and procedure will be listed on the Carclew Policy webpage.
- The Achievement Review & Professional Development Policy, Procedure and Template will be included in the Carclew Staff, Artist and Volunteer Induction process.
- Responsibility for providing the time, resources and directions for professional development of the planning and development review process will rest with the program areas; with the staff member's supervisor/manager. Supervisors/managers are able to consult the Manager, Finance & Operations and the Chief Executive, with respect to the available means for staff development and their appropriateness of development needs.

8. Policy Status

Created: 14 September 2010

Endorsed: 4 November 2010

Reviewed: 26 July 2012, 15 August 2014, 6 March 2017

Scheduled review date: 6 March 2019

9. Key Stakeholders

Carclew Staff

10. Approval Body

Carclew Strategic Team: 19 October 2010

11. Endorsement Body

Carclew Board

Meeting Date: 4 November 2010

Agenda Item: Item 10

12. Legislation

South Australia Public Sector Act 2009

South Australian Public Sector Employees Code of Conduct March 2009

13. Related Policies / documents

Achievement Review & Professional Development Procedure

Code of Conduct and Procedure

14. Date Effective

This Policy is effective as of 4 November 2010

15. Next Review Date

This Policy is due for review 6 March 2019

This Policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

16. Policy Author

Policy Administration Officer, Carclew

17. Contact

Policy Administration Officer, Carclew

Disclaimer

This policy does not represent legal advice. If you have any queries about your obligations, you should seek your own independent legal advice.